

# Annual Contract for EMS Billing and Collections Services



SBEDA PRESENTATION



CITY OF SAN ANTONIO  
**ECONOMIC DEVELOPMENT  
DEPARTMENT**

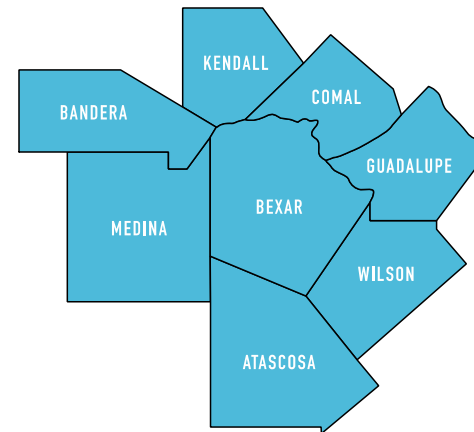


# SBEDA ELIGIBILITY



## Certified by the SCTRCA as a SBE

Note: Other certifications such as MBE, WBE or AABE may be needed to fulfill other SBEDA requirements or obtain certain SBEDA incentives



## HQ or Significant Business Presence in SAMSA

Significant business presence requires a firm to have an office in the SAMSA for 1 year and 20% of the firm's employees must work out of that SAMSA office

**For Priority certification assistance, submit a certification application to the SCTRCA and then contact the City's Small Business office at 210.207.3922**  
***Priority certification is not guaranteed before the bid closes & will take a minimum of 10 days to process***



# REGISTER YOUR BUSINESS WITH THE CITY

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- To register, please follow the link: [www.sanantonio.gov/purchasing/saeps.aspx](http://www.sanantonio.gov/purchasing/saeps.aspx)
- Once registered, the SAePS System will state online if your firm is SBEDA eligible or not
- Prime awardees must be registered in the Central Vendor Registry; however the City encourages all vendors to register in SAePS
- SAePS is a great way to market your business and learn about upcoming solicitation opportunities



# SBEDA TOOL(S)

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## SUBCONTRACTING PROGRAM

For a **Subcontractor to count toward a City required subcontracting goal(s)**, the Subcontractor must be SBEDA eligible and have the same certification(s) as the City required goal(s)

**Note that self performance by the Prime Contractor is not allowed**

GOAL TYPE	PERCENTAGE
M/WBE	13%



# SBEDA TOOL(S)

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## SUBCONTRACTING PROGRAM



# IMPORTANT NOTES



- **Self-Performance of subcontracting goals by the Prime respondent is not allowed for this solicitation**
- **Not meeting the subcontracting goals at the time bids are due will deem a bid non responsive**
- **VENDOR LISTING AVAILABLE ONLINE**  
The City of San Antonio has a vendor search function to find SBEDA eligible S/M/WBEs  
Please visit the COSA vendor Listing to view or to download a listing of SBEDA eligible vendors registered with the City  
[www.sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx](http://www.sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx)
- **ASSISTANCE AVAILABLE FOR COMPLETING THE UTILIZATION PLAN**



## CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

PLEASE REVIEW THOROUGHLY

SOLICITATION NAME: *Name of the solicitation*

PRIME CONTRACTOR NAME: \_\_\_\_\_

**Please review the following information before completing the form:**

1. Prime contractor must list **ALL** certified and non-certified Subcontractors/Suppliers that will be utilized for the entire contract period (see page 2).
2. A Subcontractor/Supplier Utilization Plan that does not satisfy City subcontracting goal(s) placed on this solicitation and absent an approved Subcontracting Goal- Waiver (at the time of bid submission) by the Small Business Office will be deemed NON-RESPONSIVE.
3. For a Prime contractor or Subcontractor/Supplier that does not have the same certification(s) from the State of Texas as the City required subcontracting goal(s), the Prime contractor or Subcontractor/Supplier must have the same certification(s) from the State of Texas as the City required subcontracting goal(s) through the State of Texas Small Business Office (www.SCTRCA.org) as the City required subcontracting goal(s). For a Prime contractor or Subcontractor/Supplier that is not certified as a Small Business Enterprise (SBE) through SCTRCA, the Prime contractor or Subcontractor/Supplier must have a significant business presence in the City of San Antonio Metropolitan Area. SBEDA eligibility can be verified through the City of San Antonio Small Business Office at (214) 267-2000. For more information, please visit [www.sctrca.org](http://www.sctrca.org) or [www.buyingsolutions.com](http://www.buyingsolutions.com).

To be completed by City Staff

To be completed by Prime Contractor

To be Completed by City Staff			To be Completed by Prime Contractor		
SOLICITATION API's	EVALUATION POINTS APPLIED	CITY REQUIRED SUBCONTRACTING GOAL	PERCENT SBEDA ELIGIBLE PARTICIPATION	MEETING THE GOAL? (Y/N)	WAIVER SUBMITTED? (Y/N)
Minority and/or Woman Owned Business Enterprise (M/WBE) Subcontracting Program		%		<input type="text"/>	<input type="text"/>
Small Business Enterprise (SBE) Prime Contract Program	10 points			<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="text"/>

Affirm, Sign & Date

**I hereby affirm that the information provided in this Subcontractor/Supplier Utilization Plan is true and complete to the best of my knowledge and belief. I possess internal documentation from all proposed Subcontractors/Suppliers that will be utilized to perform the scope of work for the price or percentage indicated. I understand and agree that if approved, this document shall be a part of the contract.**

Prime Contractor's Authorized Agent: Sign and Date  Name  Title

Director or Designee of Economic Development: Sign and Date

APPROVED     DENIED    Version: 3/23/17 pg.

**All sections of the following table must be completed for all firms listed. List all *certified or non-certified* Subcontractors/Suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alternates. Use additional pages if necessary.**

ROLE	NAME OF FIRM	SBEDA ELIGIBLE (YES/NO)	DOLLAR AMOUNT BY FIRM	% OF TOTAL CONTRACT VALUE BY FIRM	WORK TO BE PERFORMED (5 DIGIT NIGP CODE)
PRIME CONTRACTOR					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					

**ALL SECTIONS MUST BE COMPLETED FOR ALL FIRMS LISTED**



# WHAT HAPPENS IF I CANNOT MEET THE GOAL?





# SUBCONTRACTING GOAL WAIVER REPORT



CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT  
DEPARTMENT

**CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT  
DEPARTMENT**

## Subcontracting Goal - Waiver Request

*(Attach Subcontractor/Supplier Utilization Plan Form at the time of bid submission)*

SOLICITATION NAME: \_\_\_\_\_ D.

COMPANY NAME: \_\_\_\_\_ CONTACT NO.: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ CONTACT EMAIL: \_\_\_\_\_

*In the sections below, points will ONLY be awarded for fully satisfying the criteria. For more information on Subcontracting Goal - Waiver Request Evaluation Criteria and to find a template to document your good faith efforts, visit [www.sanantonio.gov/SBO/Forms.aspx](http://www.sanantonio.gov/SBO/Forms.aspx). Respondents must obtain a total of 70 or more points to receive a waiver.*

**SECTION A: Sufficient Commercially Useful Work Identified to Meet Subcontracting Goal**  
Please provide documentation and supporting evidence to show how the criteria was fulfilled:

- List the specific scope of work identified for each of the S/M/WBEs contacted
- Ensure the scope of work identified for S/M/WBEs is greater than or equal to the subcontracting goal(s)
- Additional comments, if any

**25 POINTS**

**SECTION B: Initial Communications to Potential S/M/WBE Subcontractors Using Central Vendor Registry (CVR) / Website Posting of Subcontractor Solicitations**  
Please provide documentation and supporting evidence to show how the criteria was fulfilled:

- Contact at least five (5) S/M/WBEs in the Central Vendor Registry (CVR) for each scope of work identified in Section A (emails/ call logs/ faxes)
- Include current documentation of searches from the CVR (<http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>)
- Notify S/M/WBEs at least seven (7) calendar days prior to the bid closing date
- Additional comments, if any

**20 POINTS**

**SECTION C: Follow-Up Communications & Bid Negotiations with Potential Subcontractors**  
Please provide documentation and supporting evidence to show how the criteria was fulfilled:

- Follow up with S/M/WBEs at least three (3) calendar days prior to the bid closing date. Note that an alternate communication method is required from the communication methods used in Section B
- Document if a response was received from S/M/WBEs contacted. If a S/M/WBE submitted a bid, indicate reasoning for not accepting the bid
- Additional comments, if any

**35 POINTS**

**Subcontracting Goal - Waiver Request Form**  
*(Attach Subcontractor/Supplier Utilization Plan Form at the time of bid submission with this waiver)*

**SECTION D: Attendance at Pre-Submittal Conference**  
City staff maintains documentation regarding attendance at the pre-submittal conference:

- Below, list the individuals from your firm that attended the pre-submittal conference

**5 POINTS**

**SECTION E: Other Criteria (Bonding / Insurance /Supplier Credit Assistance)**  
Please provide documentation and supporting evidence to show how the criteria was fulfilled. To receive all 15 points, three (3) additional good faith efforts must be completed. Note the items below are recommendations of 'other criteria'. The vendor may identify other good faith efforts in the area provided below (subject to approval):

- Participate in a mentoring program in the San Antonio Metropolitan Statistical Area (SAMSA)
- Provide easy access to plans and specifications for S/M/WBEs
- Host outreach events for S/M/WBEs in SAMSA
- Offer joint check services or bonding assistance or lines of credit to S/M/WBEs
- Advertise and utilize member listings from multiple trade organizations and Chambers of Commerce
- Other (if Other Please List Below)

**15 POINTS**

*Respondents must obtain a total of 70 or more points to receive a waiver approval. No partial points will be awarded to respondents in sections (A-D) for not meeting the criteria. Respondents will be considered Non-Responsive upon denial of the Subcontracting Waiver Request and Subcontractor/Supplier Utilization Plan. For more information on the Subcontracting Waiver Criteria or for assistance on completing the Subcontracting Waiver Request Form, please contact the Small Business Office at (210) 207-3922.*

AFFIRMATION  
I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS FORM IS ACCURATE AND COMPLETE, AND UNDERSTAND THAT IF THIS REQUEST FOR WAIVER IS DENIED AND I FAIL TO MEET THE REQUIREMENTS OF THIS SOLICITATION, MY RESPONSE TO THIS SOLICITATION WILL BE DEEMED NON-RESPONSIVE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME/ TITLE

\_\_\_\_\_  
DIRECTOR ECONOMIC DEVELOPMENT DEPARTMENT

Approved  
 Denied

TOTAL SCORE: \_\_\_\_/100

Version 07/11/16

A full or partial waiver of a specified goal may be requested, for good cause, by submitting the **Subcontracting Goal-Waiver Request** form with the solicitation response and **UP** at the time bids are due

Form is available at:  
[www.sanantonio.gov/SBO/Forms.aspx](http://www.sanantonio.gov/SBO/Forms.aspx)

Submitting a waiver does NOT guarantee Responsiveness as they are subject to approval

A submitted waiver must obtain a score of 70 or greater to be approved

Please ensure each task within a given section is completed and the back up documentation is provided

Please refer to the SBEDA Subcontracting Goal-Waiver Request Guide for additional information on how to complete a Subcontracting Goal-Waiver Request Form



# MENTOR PROTÉGÉ PROGRAM



- The City partnered with Alamo Colleges to establish a Mentor Protégé Program.
- The Program starts with a series of classes to help S/M/WBEs write a business plan, understand financials, learn how to market, etc.
- S/M/WBEs are then partnered with mentors for a 2 year period to learn best business practices.



ALAMO  
COLLEGES



# CONTACT US

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## SBEDA Program

- Email: [Lucy.Barbosa@sanantonio.gov](mailto:Lucy.Barbosa@sanantonio.gov)
- Number: 210.207.3910
- Website: [sanantonio.gov/sbo](http://sanantonio.gov/sbo)

## SCTRCA

- Number: 210.227.4722
- Website: [sctrca.org](http://sctrca.org)

## CVR Contact

- Number: 210.207.0118
- Website: [sanantonio.gov/purchasing/saeps](http://sanantonio.gov/purchasing/saeps)

## Mentor Protégé Program

**Jan Wehrman, Program Manager, Alamo Colleges**

- Email: [jwehrman1@alamo.edu](mailto:jwehrman1@alamo.edu)
- Number: 210.486.5904
- Website: [besanantonio.com](http://besanantonio.com)