

# FOOD & BEVERAGE OPERATIONS AT CITY FACILITIES



## SBEDA PRESENTATION



CITY OF SAN ANTONIO  
**ECONOMIC DEVELOPMENT  
DEPARTMENT**

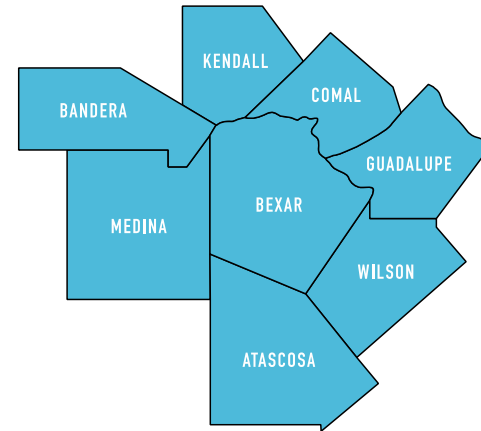


# SBEDA ELIGIBILITY



## 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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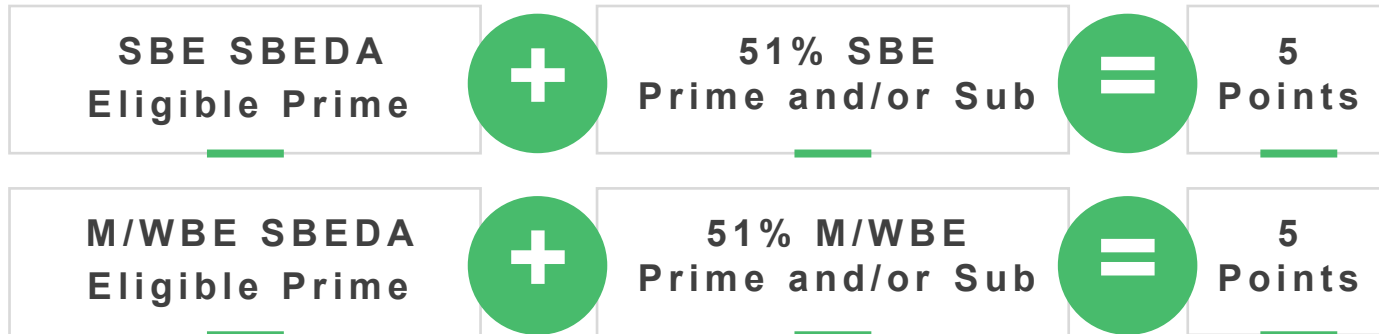
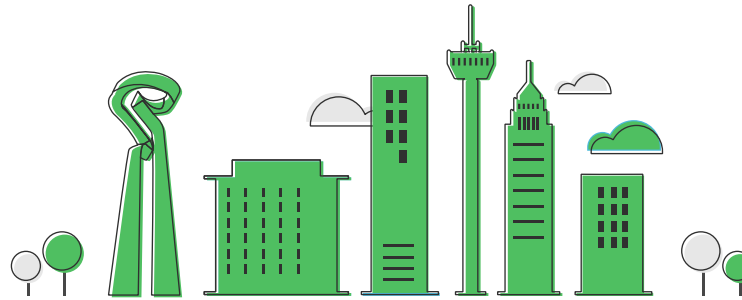
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- To register, please follow the link: [www.sanantonio.gov/purchasing/saeps.aspx](http://www.sanantonio.gov/purchasing/saeps.aspx)
  - Once registered, the SAePS System will state online if your firm is SBEDA eligible or not
  - Prime awardees must 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 TOOLS



## PRIME CONTRACT PROGRAM



# CITY OF SAN ANTONIO

## SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: **FOOD & BEVERAGE OPERATIONS AT CITY FACILITIES**

PRIME CONTRACTOR NAME:

PLEASE REVIEW THOROUGHLY

**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 to count toward a City required subcontracting goal(s), the Prime contractor or Subcontractor must be SBEDA eligible and have the same certification(s) from the South Central Texas Regional Certification Agency ([www.SCTRCA.org](http://www.SCTRCA.org)) as the City requires.

To be SBEDA eligible, a Prime contractor or Subcontractor must have a significant business presence in the San Antonio Metropolitan Area. SBEDA eligibility can be verified through the [vendorinformation/cosavendorlisting](http://www.sctrca.org/vendorinformation/cosavendorlisting) page on the SCTRCA website. SBEDA language within the solicitation

To be completed by City Staff

must be certified as a Small Business Enterprise (SBE) through the SCTRCA. The Prime contractor or Subcontractor must be headquartered or have a significant business presence in the San Antonio Metropolitan Area. SBEDA eligibility can be verified through the [vendorinformation/cosavendorlisting](http://www.sctrca.org/vendorinformation/cosavendorlisting) page on the SCTRCA website. Contact Small Business Office at [SBEDAdocs@san.gov](mailto:SBEDAdocs@san.gov) for more information.

To be completed by Prime Contractor

must be headquartered or have a significant business presence in the San Antonio Metropolitan Area. SBEDA eligibility can be verified through the [www.sctrca.org/vendorinformation/cosavendorlisting](http://www.sctrca.org/vendorinformation/cosavendorlisting) page on the SCTRCA website. Contact Small Business Office at [SBEDAdocs@san.gov](mailto:SBEDAdocs@san.gov) for more information.

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)
Small Business Enterprise (SBE) Prime Contract Program	5 points				
Minority and/or Women-Owned Business Enterprise (M/WBE) Prime Contract Program	5 points				

Affirm, Sign & Date

**I hereby affirm that the information provided is true and complete to the best of my knowledge and belief. I possess internal documentation from all proposed Subcontractors/Suppliers confirming their intent to perform the scope of work for the price or percentage indicated. I understand and agree that if approved, this document shall be attached thereto and become a binding 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

**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					

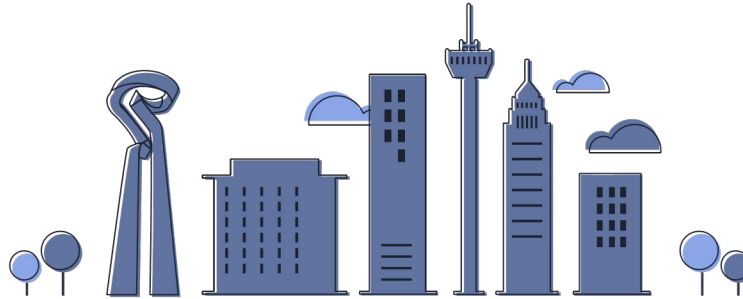
**ALL SECTIONS MUST BE COMPLETED FOR ALL FIRMS LISTED**



# POST-AWARD REQUIREMENTS



## CITY CONTRACT MANAGEMENT SYSTEM



- **Report payments to subcontractors and monitor attainment of the SBEDA goals on a monthly basis**
- **Submit Change of Utilization Plans if the value of the contract changes, subcontractors are added, removed, or reduced in value with proper documentation**



# 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: [SBEDAdocs@sanantonio.gov](mailto:SBEDAdocs@sanantonio.gov)
- Number: 210.207.3922
- 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

**Mario Hernandez, Program Manager, Alamo Colleges**

- Email: [mhernandez1665@alamo.edu](mailto:mhernandez1665@alamo.edu)
- Number: 210.486.0821
- Website: [besanantonio.com](http://besanantonio.com)