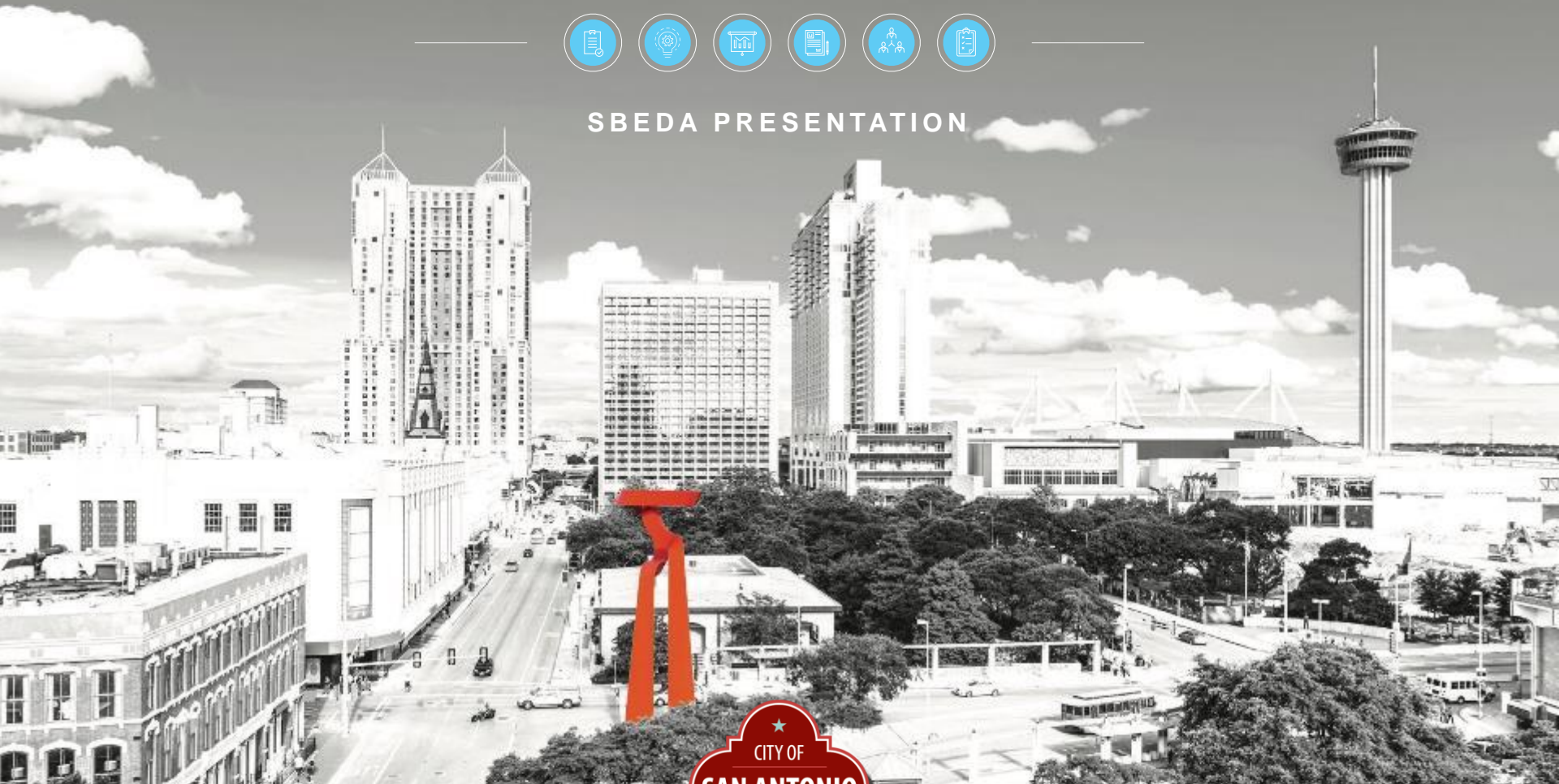


# Youth Services Master Plan



SBEDA PRESENTATION



**ECONOMIC  
DEVELOPMENT**

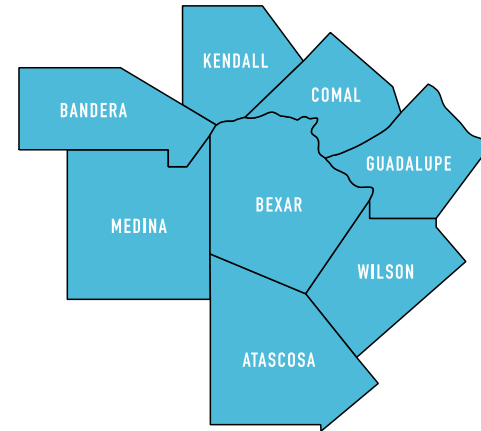


# SBEDA ELIGIBILITY



## 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

.....

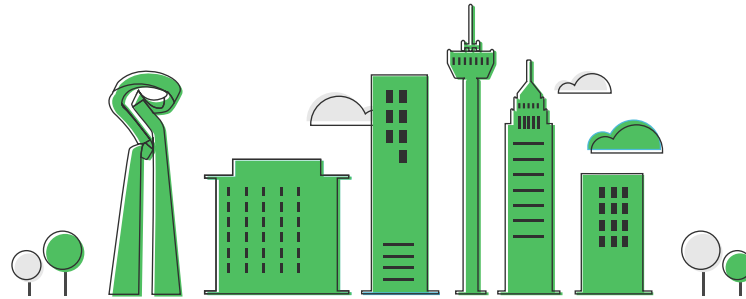


- 
- To register, please follow the link: [www.sanantonio.gov/purchasing/saeps.aspx](http://www.sanantonio.gov/purchasing/saeps.aspx)
  - Once registered, the SAePS System will state online if your firm is SBEDA eligible or not
  - Prime awardees must be registered in the Central Vendor Registry; however,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

## PRIME CONTRACT PROGRAM



**SBE SBEDA  
Eligible Prime**



**51% SBE  
Prime and/or Sub**



**5  
Points**



# SBEDA TOOL(S)

.....

## SUBCONTRACTING PROGRAM



# IMPORTANT NOTES



- **Self-Performance of subcontracting goals by the Prime respondent is 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 IS AVAILABLE FOR COMPLETING THE UTILIZATION PLAN**

# CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: **Youth Services Master Plan**

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 Procurement 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 South Central Procurement Agency (SCPA) geographical Area. SBEDA eligibility can be verified through the SCPA website at [www.sctrca.org/vendorinformation/cosavendorlisting](http://www.sctrca.org/vendorinformation/cosavendorlisting) or contact Small Business Office at [SBEDAdocs@scpa.org](mailto:SBEDAdocs@scpa.org) or refer to the SBEDA language within the solicitation.

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)
Small Business Enterprise (SBE) Prime Contract Program	5 points			▼	▼

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 support the scope of work for the price or percentage indicated. I understand and agree that if approved, this document shall be attached hereto and become a binding part of the contract.**

Prime Contractor's Authorized Agent:

Sign and Date

(with ink)

Name

Title

Director or Designee of Economic Development:

Sign and Date

(with ink)

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.**

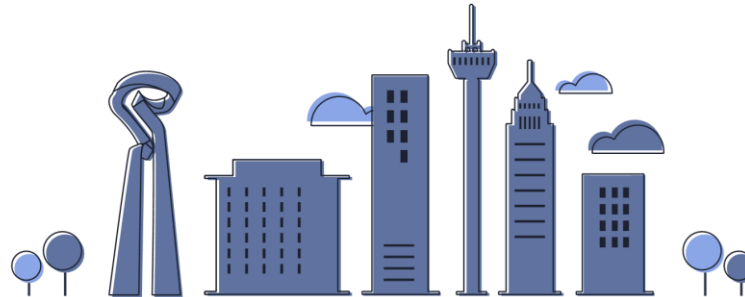
ROLE	NAME OF FIRM	SBEDA ELIGIBLE (YES/NO)	DOLLAR AMOUNT BY FIRM	% OF TOTAL CONTRACT VALUE BY FIRM	WORK TO BE PERFORMED (5 DIGIT NIGP CODE)
PRIME CONTRACTOR					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					

**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 or if 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: 210.485.0851
  - 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)