

**City of San Antonio
Economic Development
Department
Presentation on
Small Business Economic
Development Advocacy
(SBEDA) Program**

2008

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Agenda

- Objectives
- SBEDA History
- SBEDA Goals, Certification & SBEDA Forms
- SBEDA Office
- Questions & Answers
- List of Subcontractors/Suppliers; Good Faith Effort Plan (blank & Sample)

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SBEDA Objectives

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SBEDA Objectives

- A strategy to help local businesses grow
- Provides a remedy to remove disparity
- Promote utilization of minority & women-owned businesses through city contracting
- Use of public contracting to expand private sector participation for local businesses
- Grow local small businesses in non-traditional business categories
- Remove obstacles preventing small business from competing for City contracts
- Provide increased competition for City contracts

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History of City's Small Business Program

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History

- 1983-1988--City establishes initial small business program through Equal Employment Opportunity Dept.
- 1987-S.A. Hispanic Chamber conducts study showing that less than 2% of City contracts are awarded to Small, Minority & Women-Owned Businesses
- 1988--Mayor Cisneros appoints Small Business Commission to evaluate local small business issues
- 1988--City Council adopts a small business ordinance resulting from a report containing 40 specific recommendations
 - Entitled: "Small Business Development: Towards a Stronger San Antonio Economy"
 - Program established 1989

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Local Small Business **Successes**

- | | |
|----------------------------------|--------------------------|
| ■ E.Z. Bel Construction | C.C. Garcia-CPA |
| ■ The Foster Group | Venice Art Terrazo |
| ■ Catering By Nick | Estrada-Hinojosa |
| ■ Operational Technologies Corp. | Bain-Medina-Bain |
| ■ Rosario's | Ricondo & Associates |
| ■ Chesney-Morales Architects | Fernandez-Frazier-White |
| ■ Terra-Summa Communications | Jaster-Quintanilla |
| ■ Presto-Printing | Arias & Kezar |
| ■ Alamo Travel | Inventiva |
| ■ Cheslea/Blimpies--W. Franklin | Lozano Trucking |
| ■ Maldonado Nursery | De La Garza Fence |
| ■ Bill Hall Trucking | All Star Concessions |
| ■ Sandoval Construction | Selrico |
| ■ Commonwealth Computers | Cosmo Electric |
| ■ Theresa Britt-CPA | Debra Dockery-Architects |

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SBEDA Goals, Certification and SBEDA Forms

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Contracting Categories & Goals FY 2005-2006

| ■ Construction | <u>Goal</u> |
|-------------------------|-------------|
| - MBE | 24% |
| - WBE | 11% |
| - AABE | 1.5% |
| - SBE | 50% |
| ■ Procurement | |
| - MBE | 15% |
| - WBE | 10% |
| - AABE | 3% |
| - SBE | 50% |
| ■ Prof. Services | |
| - MBE | 31% |
| - WBE | 10% |
| - AABE | 2.2% |
| - SBE | 50% |

*Within 2.5% margin of business availability

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MBE-WBE-AABE Certification Required

- Work with EDD, Small Business Office to prioritize businesses that need assistance for certification
 - Refer to "Communication Restrictions"
- SBEDA Firms must be certified through the South Central Texas Regional Certification Agency (SCTRCA) OR
- Approved by the City's Director of Economic Development
- Proof of certification must be submitted with the proposal/bids
- www.sctrca.org

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**List of Subcontractors/Suppliers
and Good Faith Effort Plan**

- Proposals less than \$200,000 in value shall include a List of Subcontractors/Suppliers
- For proposals of \$200,000 or more a Good Faith Effort Plan must be attached
- List of Subcontractors/Suppliers and Good Faith Effort Plan forms may be obtained from Office of Cultural Affairs Staff or Economic Development Staff.

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SBEDA Office

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How SBEDA Works

■ Provides contractors with:

- Listing in S/M/AA/WBE directory and a computerized S/M/AA/WBE database which are used by prime contractors and City contracting officials.
- Bid Board listing of contracting opportunities from the City, State and other governmental agencies and prime contractors
- Construction Plans Review Room that displays specifications and plans for all City Public Works construction and other agency projects
- Assistance in completing forms required by the City's SBEDA policy
- Monthly contracting bulletin
- The "Contracting Insider", a quarterly newsletter providing valuable information on issues concerning small businesses and client success stories
- Identification of financial assistance programs

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Communication

- You are advocates for certain groups.
- We ask that you assist in our efforts to grow small businesses in our community.
- Have board members create a SMWBE policy that mirrors COSA.

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Contact Information

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Economic Development Department
Frost Bank Tower
100 W. Houston St., Suite 1900
210-207-3900
www.sanantonio.gov/edd**

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Questions and Answers

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**List of Subcontractors/Suppliers
Good Faith Effort Plan
Change of Subcontractors Form**

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LIST OF SUBCONTRACTORS/SUPPLIERS (FOR CONTRACTS LESS THAN \$200,000)

The Bidder/Proposer, _____, as part of the procedure for the submission of bid/proposals on a project known as _____, submits the following list of subcontractors/suppliers for proposed subcontracting areas (use additional sheets if necessary) to be used in the performance of work to be done on said project.

| NAME OF SUBCONTRACTOR/SUPPLIER | SBE-MBE-WBE-AABE CERTIFICATION NUMBER | PERCENT AND DOLLAR AMOUNT OF SUBCONTRACT |
|--------------------------------|---------------------------------------|--|
| | | |
| | | |
| | | |
| | | |

The following section is to be completed if the contract (Project) is for less than \$200,000. Please list subcontracting solicitations to all SBE-MBE-WBE-AABE contractors for participation on project. If none, explain (exclude successful bidders listed above). Use additional sheets if necessary. **The contractor is expected to solicit participation on subcontracts from available MBE-WBE-AABE-SBEs under this contract.**

| NAME OF COMPANY PERFORMING WORK | SBE-MBE-WBE-AABE CERTIFICATION NUMBER | REASON FOR REJECTION |
|---------------------------------|---------------------------------------|----------------------|
| | | |
| | | |
| | | |
| | | |

Only companies certified as an MBE, WBE, AABE or SBE by the City of San Antonio or its certifying organization can be applied toward the contracting goals. All MBE-WBE-AABE-SBE subcontractors or suppliers must submit a copy of their certification certificate through the Prime Contractor. Proof of certification must be attached to this form. If a business is not certified, please call the Small Business Program Office at (210) 207-3900 for information and details on how subcontractors/suppliers may obtain certification.

It is understood and agreed that, if awarded a contract by the City of San Antonio, the Contractor will not make additions, deletions, or substitutions to this certified list without consent of the Director of Economic Development and Director of the appropriate contracting department (through the submittal of the Request for Approval of Change to Affirmed List of Subcontractors/Suppliers form).

AFFIRMATION

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

NAME AND TITLE OF AUTHORIZED OFFICIAL: _____

SIGNATURE: _____ DATE: _____

**GOOD FAITH EFFORT PLAN
(FOR CONTRACTS \$200,000 OR GREATER)**

NAME OF PROJECT: _____

BIDDER/PROPOSER INFORMATION:

Name of Bidder/Proposer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail Address: _____

Is your firm certified? Yes No (If yes, please submit Certification Certificate.)

1. List all subcontractors/suppliers that will be used for this contract. (Indicate all MBEs-WBEs-AABEs-SBEs. Use additional sheets as needed.)

| NAME AND ADDRESS OF SUBCONTRACTOR'S/SUPPLIER'S COMPANY | CONTRACT AMOUNT | % LEVEL OF PARTICIPATION | MBE-WBE-AABE-SBE CERTIFICATION NUMBER |
|--|-----------------|--------------------------|---------------------------------------|
| SUBCONTRACTOR A | \$100,000 | 10% | Refer to RCA database |
| SUBCONTRACTOR B | \$130,000 | 13% | Refer to RCA database |
| SUBCONTRACTOR C | \$100,000 | 10% | Refer to RCA database |
| | | | |
| | | | |
| | | | |
| | | | |

Only companies certified as an MBE, WBE, AABE or SBE by the City of San Antonio or its certifying organization can be applied toward the contracting goals. All MBE-WBE-AABE-SBE subcontractors or suppliers must submit a copy of their certification certificate through the Prime Contractor. Proof of certification must be attached to this form. If a business is not certified, please call the Small Business Program Office at (210) 207-3900 for information and details on how subcontractors and suppliers may obtain certification.

It is understood and agreed that, if awarded a contract by the City of San Antonio, the Contractor will not make additions, deletions, or substitutions to this certified list without consent of the Director of Economic Development and Director of the appropriate contracting department (through the submittal of the Request for Approval of Change to Original Affirmed List of Subcontractors/Suppliers form).

NOTE: If MBE-WBE-AABE-SBE contracting goals were met, skip to #9.

2. If MBE-WBE-AABE-SBE contracting goals were not achieved in a percentage that equals or exceeds the City's goals, please give explanation.

Either no response was received, response was incomplete, the bid was not low, or bidder was not qualified.

3. List all MBE-WBE-AABE-SBE Listings or Directories utilized to solicit participation.

Prime contractor outreach to the following: South Central Texas Regional Certification Agency, Hispanic Chamber and Alamo City Chamber

4. List all contractor associations and other associations solicited for MBE-WBE-AABE-SBE referrals.

Women In Communications and Chambers of Commerce

5. Discuss all efforts aimed at utilizing MBE-WBE-AABE-SBE's.

Posted invitation to all MBE, WBE, AABE, SBEs on sites listed above, phone specific contractors known to qualify and faxed Invitations To Bid to known subcontractors.

6. Indicate advertisement mediums used for soliciting bids from MBE-WBE-AABE-SBE's.

The Prime Contractor utilized the following for soliciting bids: La Prensa, Hispanic Chamber Newsletter, Created In-House Bulletin, Internet, Phone and Faxes (see attachments)

7. List all MBE-WBE-AABE-SBE bids received but rejected. (Use additional sheets as needed.)

| COMPANY NAME | MBE-WBE-AABE-SBE CERTIFICATION NUMBER | REASON FOR REJECTION |
|------------------------|---------------------------------------|----------------------|
| SUBCONTRACTOR M | Not Certified | No Response |
| SUBCONTRACTOR Q | RCA Certified | Too High |
| SUBCONTRACTOR R | RCA Certified | Incomplete Response |

- 8. Please attach a copy of your company's MBE-WBE-AABE-SBE policy.
- 9. Name and phone number of person appointed to coordinate and administer the Good Faith Efforts of your company on this project.

- 10. This Good Faith Effort Plan is subject to the Economic Development Department's approval.

AFFIRMATION

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SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF OFFICIAL

DATE

PHONE

FOR CITY USE

Plan Reviewed By: _____

Recommendation: Approval _____ Denial _____

Action Taken: Approved _____ Denied _____

DIRECTOR OF ECONOMIC DEVELOPMENT