

City of San Antonio

ADDENDUM I

SUBJECT: Request for Proposals for Disparity Causation Analysis Study, (RFP 013-050, 6100002874), Scheduled to Open: December 6, 2013; Date of Issue: October 28, 2013

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: November 19, 2013

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED
REQUEST FOR PROPOSALS**

**THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS
FOLLOWS:**

1. Add: Exhibit 5, City of San Antonio SBEDA Program Presentation – M/WBE Prime Contract Program, SBE Prime Contract Program and M/WBE Subcontracting. Exhibit is posted as a separate document.
2. Add: Exhibit 6, City of San Antonio Disparity Causation Analysis Study PowerPoint Presentation – Exhibit is posted as a separate document.
3. Add: Exhibit 7, City of San Antonio Original Disparity & Updated Disparity Study dated May 17, 2010 – Exhibit is posted as a separate document.
4. Add: Exhibit 8, City of San Antonio Disparity Study Update Executive Summary – Exhibit is posted as a separate document.
5. Add: Exhibit 9, City of San Antonio Disparity Study Update 2010, dated March 26, 2010 – Exhibit is posted as a separate document.
6. Add: Exhibit 10, Pre-Submittal Sign in Sheet dated November 8, 2013 – Exhibit is posted as a separate document.
7. Add: Exhibit 11, Conference Call-Webinar Attendees, dated November 8, 2013 – Exhibit is posted as a separate document.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL
CONFERENCE:**

On November 8, 2013, the City of San Antonio hosted a Pre-Submittal Conference to provide

information and clarification for the Request for Proposals for Disparity Causation Analysis Study. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: What sub-contracting information is collected for the non-SBEDA contracts?
Response: No subcontracting data is collected for City contracts where the Small Business Economic Development Advocacy (SBEDA) Ordinance does not apply.

Question 2: Do the Sub-consultants need to be registered in the system at the time of submission?

Response: Yes, all prime respondents and the subcontractors/ sub-consultants that are being proposed to be utilized on this contract must register in the City's San Antonio Electronic Procurement System (SAePS). To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx> or call (210) 207-0118 for vendor support services.

Question 3: Has the City established a budget for the project?

Response: An amount not to exceed \$750,000.00 has been budgeted for the project; however, the City would prefer to take a collaborative approach with the selected consultant and develop a definitive and an optional plan accordingly. The City prefers that the Respondent submit a proposed budget with a breakdown of primary task/deliverable as specified in Section 005, Scope of Services and a breakdown of any optional items (as requested in Attachment B) that would optimize the scope/proposed plan.

Question 4: What is the timeline for the study?

Response: The City anticipates the study beginning in March 2014, with completion by March 2015.

Question 5: How will data be identified for the study?

Response: The City will provide the data for all City contracts fifty thousand dollars (\$50,000) and above through the City Contract Management System that is hosted by B2GNow. Data for City contracts under \$50,000 will be provided in an excel format to the awarded consultant. Other data sources should be identified by the consultant(s) on their proposal.

Please refer to the PowerPoint presentation included in the addendum as Exhibit 6 for more detailed information about the data.

Question 6: What is the MWBE subcontracting goal based on?

Response: The Economic Development Department, through the Small Business Office (SBO), reviews each project on a contract-by-contract basis and recommends the relevant and appropriate Affirmative Procurement Initiatives (APIs), pursuant to the SBEDA Ordinance approved by the City Council effective January 1, 2011. For this Request for Proposal (RFP), the Goal Setting Committee applied the SBE Program, the M/WBE Program and the M/WBE Sub-contracting Program APIs. The goals are based on the vendors registered in the San Antonio Electronic Procurement System (SAePS) who are available to perform the services required, pursuant to the scope of work specified.

Additionally, please note that all certified MWBEs must also be certified as an SBE to be considered SBEDA eligible. SMWBEs must be certified through the South Central Texas Regional Certification Agency (SCTRCA) and be headquartered or have significant business presence in the San Antonio Metropolitan Statistical Area (SAMSA) to satisfy the MWBE sub-contracting goal and be eligible to receive the preference points.

Question 7: When was the last disparity study conducted by the City? Is the information from that study available?

Response: The City began the last disparity study process in 2006 and the final update to the disparity study was completed in 2010. Please refer to Exhibits 7, 8, 9 for the entire documentation.

Question 8: Why is this study being conducted so close to the previous one?

Response: This study is intended to provide an update to the previous disparity study completed for the period of 2006-2010 and measure effectiveness of our current Small Business Economic Development Advocacy (SBEDA) program.

Question 9: Can the City provide the Executive Summary of the Disparity Study?

Response: Yes. Please refer to Exhibits 7, 8, 9 for the entire documentation.

Question 10: Will the sign-in sheet from the Pre-Submittal Conference be posted?

Response: The Pre-Submittal Sign-in Sheet, dated November 8, 2013, and Conference Call-Webinar Attendees, dated November 8, 2013 are posted as Exhibit 10 and Exhibit 11.

Question 11: What are the primary and secondary data sources to be used on the study?

Response: The City will provide the SBEDA and non-SBEDA contract and payment data. The City will also provide access to our SAePS data and certification data through the South Central Texas Regional Certification Agency (SCTRCA). The City's expectation is that the rest of the data sources will be identified by the consultant in its response to the City.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS
ON COMMUNICATION:**

Question 12: The RFP states several times that utilization analysis should be done "using the City's M/WBE utilization tracking database." Does the City utilization tracking database include records and data for all non-certified subcontractors including firm name, address, type of work and amount paid?

Response: Yes, for all City contracts over fifty thousand dollars (\$50,000) in which the SBEDA Ordinance was applied, the City's utilization tracking database B2Gnow records all the subcontractors/sub-consultants /suppliers being utilized whether they are certified or non-certified. The same input process is maintained regardless of certification of vendors.

Question 13: Regarding the instructions for electronic submittal of the proposal, the RFP states, "scan and upload these documents *with* your proposal" (italics ours). Does this mean

that bidders are to upload each separate form (Attachments A through H), and a Table of Contents, an Executive Summary and the insurance documents *plus* one whole proposal? Should each document be a separate PDF? If we have difficulty uploading the documents, whom should we contact?

Response: As indicated in section 008 – Proposal Requirements, “If submitting electronically through City’s portal, scan and upload these documents with your proposal. Each of the items listed below must be uploaded as a separate attachment, labeled with the heading indicated below.” Each item must be uploaded as a separate PDF along with a complete proposal. Please contact vendor support at (210) 207-0118 for issues uploading documents.

Question 14: If we as the prime consultant are not eligible for preference points, must we still submit SBEDA forms?

Response: Yes. All prime respondents/consultants must demonstrate their intent to accomplish the seventeen percent (17%) M/WBE subcontracting goal requirement by submitting the Subcontractor/Supplier Utilization Form with their proposal, even if they are not eligible to receive the evaluation preference points.

In the absence of a *Respondent/ Vendor Subcontracting Waiver Request* or *Exception to SBEDA Program Requirements Request* being approved by the Small Business Office, failure of a Respondent to commit to satisfying the seventeen percent (17%) M/WBE subcontracting goal shall render its response NON-RESPONSIVE.

To be considered SBEDA eligible, a subcontractor/sub-consultant must meet all of the following criteria:

- 1) Be certified as an SBE and MBE/WBE with the South Central Texas Regional Certification Agency (SCTRCA)
- 2) Be headquartered or have a “significant business presence” in the San Antonio Metropolitan Statistical Area (20% of total company employees are regularly-based in any of the following eight counties: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for **at least** one year.
- 3) Perform a commercially useful function.

Question 15: Page 7, Work Element I: Availability, Item D, states that the selected consultant shall “classify the categories of contracts for goods, services and construction typically awarded by the City (based on National Institute of Governmental Purchasing or “NIGP” codes and / or North American Industrial Classification NAICS”) and the dollar amounts spent in each category...”. Which classification system does the City use to classify vendors in the City’s CVR? Also, what is the digit-level maintained? For instance, two-digit level for NAICS, which is considered a general description compared to the sixth-digit level, which is the expanded and more specific description.

Response: The City uses the National Institute of Governmental Purchasing or “NIGP” codes as the classification system to classify vendors in the San Antonio Electronic Procurement System (SAePS) and the City’s utilization tracking system B2GNow. The NIGP codes are classified up to the 5-digit level in both systems.

Question 16: During the pre-bid conference, it was mentioned that NIGP codes are assigned to both primes and subs (maintained in the City's B2GNow system). What is the digit-level maintained?

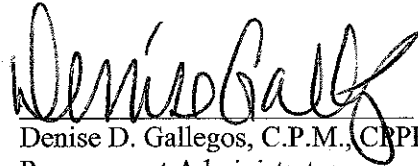
Response: Please see response to Question #15.

Question 17: What commodity code classification is maintained in the City's CCMS system? What is the digit-level maintained?

Response: Please see response to Question #15.

Question 18: During the pre-bid conference, it was mentioned that subcontractor data is not maintained on non-SBEDA. Please clarify if this means that no information is maintained, including hard copy contract files. If there are hard copy files maintained, please explain what is maintained, such as subcontractor name, contract number, project description, services provided, proposed amount, amount paid, racial and ethnic classification, and gender.

Response: The City captures general contract and payment information for Prime contractors and consultants for non-SBEDA City contracts, but does not capture any subcontractor information in hard-copy or electronic format.



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Procurement Administrator
Finance Department – Purchasing Division

Date _____

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Address _____

City/State/Zip Code _____

Signature