

An aerial photograph of the San Antonio skyline, featuring several tall skyscrapers and the Tower of the Americas on the right. A large, stylized red ribbon graphic is superimposed over the center of the image, partially obscuring the buildings and streets below. The sky is blue with scattered white clouds.

CITY OF SAN ANTONIO

Review Meetings for

Construction Services Procurements

Small Business Advocacy Committee Briefing
Angelica Mata, Contract Administrator, Finance Department



AGENDA

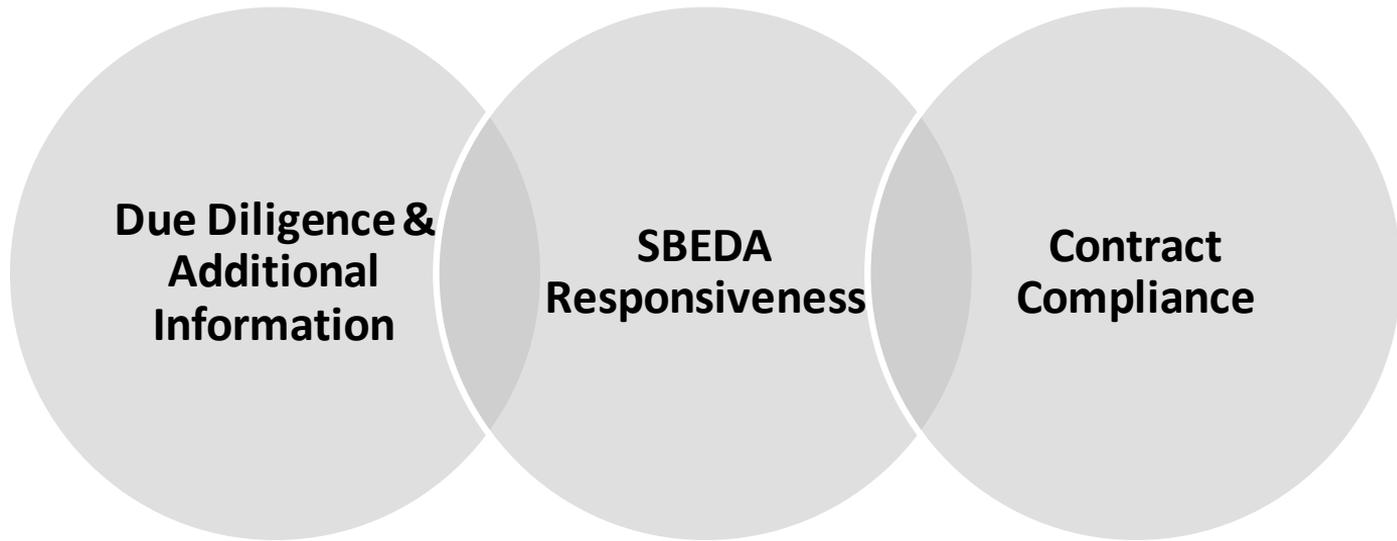


- Overview
- Types of Review Meetings
- Key Elements
- Roles & Responsibilities
- Next Steps



Overview

Purpose of Review Meetings:





Types of Review Meetings

- **Due Diligence Review/Additional Information**
 - First time Vendors
 - Workload/capacity
 - Responsiveness
- **SBEDA Responsiveness**
 - Determine if SBEDA requirements met
 - Failure to meet SBEDA requirements
- **Contract Compliance**
 - Performance concerns, SBEDA requirements, Prevailing Wage, etc.



Key Elements

- Meeting held at City's discretion
- Private meeting to encourage communication
- Obtain additional information to make determination
- Typical attendees include City staff, Vendor & subcontractors
- Notify City of other attendees/attorney
 - Attendees subject to City's approval



Roles & Responsibilities

- Meeting invitation/letter sent via email
- Vendor to notify City of additional attendees, if necessary
- Vendor to provide requested information
- Meeting is recorded by City
- Meeting is facilitated by City
- Determination communicated by letter sent via email



Next Steps



- Align Process Manuals currently published by the Finance and Public Works Departments

Questions?

