

CITY OF SAN ANTONIO
ECONOMIC DEVELOPMENT DEPARTMENT
SMALL BUSINESS ADVOCACY COMMITTEE (SBAC)
August 21, 2020
10:00 am

Call to Order and Pledge of Allegiance:

The meeting was called to order at 10:05 a.m. The Pledge of Allegiance was recited, roll call was taken, and a quorum was established. Economic Development staff present included, Ms. Alex Lopez, Director; Ms. Ann Eaton, Economic Development Opportunity Zones Manager and Ms. Monica Flores, Sr. Administrative Assistant. Additional City staff present included, Ms. Christina Ramirez, City Attorney's Office; Mr. Norbert Dziuk, Finance; Ms. Angelica Mata, Finance; Mr. Troy Elliot, Finance; and Ms. Christie Chapman, Public Works Department.

Roll Call:

Siew Pang, District 1	Present	District 6	Vacant
Jade McCullough, District 2	Present	Irene Chavez, District 7	Present
District 3	Vacant	Donovon Rodriguez, District 8	Present
Juanita Sepulveda, District 4, Chair	Present	Steven Gonzales, District 9	Present
Veronica Morales, District 5	Present	Roy Schaufele, District 10	Present
Melanie Tawil	Present		

PUBLIC COMMENT: There were no citizens signed up to speak.

A.

1. Approval of Minutes

Discussion and action to approve the minutes from the July 24, 2020, SBAC meeting. Mr. Schaufele called for a motion to approve and Mr. Rodriguez seconded the motion. The committee voted to approve the minutes as presented.

B. Individual Items

2. Briefing on Review Meetings Process- City of San Antonio Public Works & Finance Department

Ms. Mata, Contract Administrator for the Finance Department provided a process overview of the review meetings, the types of review meetings, the key elements of the meetings, the roles & responsibilities of both the City staff and the vendor, and next steps planned for review meetings. Ms. Mata stated the three main purposes of the review meetings are: 1) to conduct due diligence and request additional information from the vendor, 2) to determine SBEDA responsiveness, and 3) to address any contract compliance concerns. The review meetings are meant to be helpful for both contractors/consultants and staff and are held at the discretion of

the City and typically to include the following attendees: City staff, prime vendor & subcontractors. Ms. Sepulveda asked about the review with first-time vendors, if those vendors are already registered with the City or first-time vendors in the exploring stages. Ms. Mata answered that these are new vendors that have submitted bids to a City project and are first time bidders. If they are the lowest bidder on a solicitation and the City is planning on awarding the contract, the staff utilizes these meetings to get more information about the company and ensure they are ready to perform the scope of work as outlined in the solicitation. Mr. Dziuk clarified that first-time vendors means first-time vendors being recommended for award.

Ms. Sepulveda asked about the SBEDA requirements, if they are being fulfilled at the time of being considered or award. Ms. Lopez stated that EDD reviews all responses prior to any of the meetings being held. Mr. Dziuk stated that at the time a subcontracting goal waiver is submitted and being reviewed, staff asks for more information on their background. Ms. Lopez stated that all documents are reviewed and are available to anyone in attendance. Ms. Sepulveda then asked what happens when the requirements are confirmed at the prior to award and later it is discovered that the prime vendor failed to keep the requirements. Ms. Lopez stated that the contract compliance management system is an ongoing process to track and confirm compliance. The system also allows the contractors to follow their goal progress. Ms. Sepulveda asked if they do fall out of compliance, does the city notify them to get back into compliance. Ms. Lopez stated that the department managing the contract as well as EDD contacts the company and advises them on to how to resolve issues and get back in compliance.

Ms. Sepulveda asked about the meetings being held at the City's discretion and when was it established or amended. Mr. Dziuk stated the TCI Procurement Manual was updated on August 13, 2019 and with the merging of TCI and Finance, the processes will be consolidated into one manual over time. The procurement staff merged in February 2020.

Ms. Sepulveda asked how staff determines who is not eligible to attend the meetings. Ms. Mata stated if a contractor states they want an attorney present, they must notify the City so that the City can have an attorney present as well for proper representation. Ms. Mata shared that the City rarely limits meeting attendees, but it is within the discretion of the City restrict attendees. Ms. Mata shared an example of an attendee being restricted if they do not have any stake in the meeting.

Ms. Sepulveda asked if it is documented anywhere who is not eligible to attend these meetings prior to the meeting? Ms. Mata stated no, it is not stated anywhere.

3. Job Order Contract evaluation process- City of San Antonio Public Works & Finance Department

Mr. Dziuk presented the following items: the evaluation overview, process enhancements, next steps, scorecards, and the 360 Evaluation Pilot.

Evaluation Overview

Respondent's Experience: Mr. Dziuk shared five key elements that are reviewed: 1) Respondent/Subcontractor experience and proposed roles, 2) Respondent's experience with Job Order Contracting, 3) Project Sheets/References, 4) Organizational Chart, and 5) Resumes of key personnel. The respondent/subcontractor relationships working with each other is also taken

into consideration. Some other important things reviewed are the number of years the respondent has been engaged in job order contracts and their experience using the software to develop price proposals. Project Sheets and references provided also allow the City staff to reach out to other organizations for which the respondent has completed work to learn more about the respondent's performance on contracts and projects.

Understanding and Proposed Management Plan: Mr. Dziuk shared key areas that are looked at to determine the understanding of the JOC Program: 1) JOC objectives/constraints and technical challenges, 2) Management of JOC process and projects and 3) Provide scope of work, proposal and Unit Price Book of a sample project.

Respondent's Experience – San Antonio Region: Mr. Dziuk shared information on the evaluation criteria for the Respondent's Experience – San Antonio Region which includes: 1) Narrative of respondent's experience and the 2) City's contractor scorecard. The narrative of the respondent's experience is based on their local experience in doing work within the City of San Antonio. The City's contractor scorecards have information for vendors who have previously worked with the City. The staff intent is to provide a summary of the scorecards for vendors that the City has kept records and provide these to the evaluation committee to use as part of their consideration.

Coefficient Price Proposal: Mr. Dziuk stated that the City uses a mathematical formula to evaluate and score the coefficient.

SBEDA Prime Contractor Program: Mr. Dziuk shared that SBEDA program review determines the prime preference points under this category that are based on SBEDA eligible certified vendors as ESBEs, SBEs and M/WBEs.

Mr. Dziuk also reviewed the process enhancements with the committee to include the use of scorecard and external reference checks, evaluation committee composition to include external members, and consideration of respondent's experience related to JOC work performed and managed.

For next steps, Mr. Dziuk stated, due to the July SBAC meeting there was a decision made to postpone release of the solicitation until any potential changes to significant business presence is finalized. The timeline provided is broken down into days from pre-solicitation to finalization which is almost a 6-month process.

Ms. Chapman presented on the scorecard and 360-Evaluation process. Scorecards were developed in 2010 as a tool to measure consultant/ contractor performance. The department uses separate scorecards for different type of projects. The purpose of the scorecards is to rate the performance on completion of design and construction. Ms. Chapman reviewed a new evaluation process being piloted this year: 360-Evaluation Pilot launched January 2020. This new pilot is an opportunity to improve communication between all stakeholders during the duration of a project. Once the evaluation is complete, it can be viewed by all parties but not prior. Phase II of the pilot is coming next with a long-term goal of using the 360-Evaluation for use on all consultant/contractor projects replacing the scorecard. The 360-Evaluation is continuous and occurs throughout the duration of the project and allows for better transparency.

Mr. Rodriguez questioned the pilot program about the precedence of it, was another city referenced or is this a creation of the City of San Antonio. Ms. Chapman stated other cities were benchmarked but this is a unique tool to San Antonio.

Ms. Sepulveda inquired about the project sheet references, asking for more information and whether the sheets include subcontractors the vendor is using on the contract. Mr. Dziuk stated that the project sheet is more to show their capabilities to perform projects of similar size and skill. It references projects with other entities that the respondent has completed for feedback and is focused on the prime contractor/consultant.

Ms. Sepulveda asked about the resumes of key personnel if this includes only those employed in the percentage of the primary company located in San Antonio or can it also include those employed by the company but outside of San Antonio. Mr. Dziuk stated it can be in an office different from San Antonio but depends on the respondent and their company structure.

Ms. Chavez inquired about the JOC committee structure and whether it has been formulated for evaluation. Mr. Dziuk stated it has not been finalized due to pending significant business presence criteria policy decision. Ms. Chavez asked if within the evaluation criteria, is the City asking the potential general contractor to provide their philosophy on utilization of SBEDA and S/W/MBE's for their understanding. Mr. Dziuk stated that it can be wrapped into how they plan to meet the subcontracting goals and clarification will be made to further engage S/W/MBE subcontractors. Ms. Chavez stated the committee should be made aware of how many Job Order Contractors are currently on contract. Mr. Dziuk stated currently there are 10 awardees, and in new solicitations there can be anywhere from 8-10 depending on how the scoring is finalized which is unique to Chapter 2269 which allows for multiple awards.

Ms. Sepulveda asked for a forecast on when the significant business presence may be completed. Ms. Lopez stated part of the thought is to go through the public engagement process first to see if there is support for any changes. The impact of changes to significant business presence criteria may have a big impact. Ms. Lopez stated that the timeline is ongoing and hope to have feedback in the September SBAC meeting to then move to EWDC and for Council consideration.

Mr. Schaufele commented that he has seen some research on the City of Philadelphia program for significant business presence. Additionally, for all bids/ jobs related to school districts the requirement is at least 5 references to similar size schools and dollar amounts. That could be incorporated by the City.

Ms. McCullough stated that better communication would be a good practice moving forward. Ms. Sepulveda stated that she will make time on her schedule to speak one-on-one with Ms. McCullough off-line. Ms. Sepulveda also stated that she will make a better effort to keep the group informed but that group emails prevent a walking quorum so the committee members must keep that in mind and ensure that no work-related issues within the scope of SBAC can be discussed via email.

Ms. Morales addressed Public Works and thanked them for their presentation and stated she'd

like to see other City departments follow their lead when it comes to review. Ms. Lopez stated that there is a level of contract administration and contract monitoring that varies from department to department based on the contract requirements but there is no uniform scorecard process followed throughout the City. Mr. Dziuk stated there is not a universal scorecard throughout the City but the Finance Department stays very engaged in all contracts awarded throughout the City of San Antonio, but the 360-Evaluation may be rolled out more broadly throughout City contracts in the future. Ms. Sepulveda stated that uniformity does help but everyone must understand that every department is structured differently. Mr. Dziuk stated that many contracts are simplistic in scope and the 360 wouldn't necessarily generate the time and value but it can be looked at for more complex contracts. Ms. Lopez stated that with the perspective of the committee it would be helpful to know the industries or areas where it this may be a benefit for small businesses, that would help EDD. Ms. Sepulveda said she would reach out to Ms. Morales off-line to further go into detail.

4. Update on the Diversity Action Plan- Diversity Action Plan (DAP) Chair, Irene Chavez

Ms. Chavez informed the SBAC members that the DAP sub-committee reviewed the progress of the DAP spreadsheet in detail on August 12, 2020. Priorities addressed were access to capital for entrepreneurs, prompt pay process and the Loan Buy Down Program. Ms. Lopez stated that through the COVID Response and Resiliency plan access to capital will be the main focus for EDD. Ms. Chavez stated that details on the Recovery Grants will be addressed at the next Economic Workforce Development Committee (EWDC) meeting. Ms. Sepulveda asked if these grants are ensuring that resources are being made available to microbusinesses. Ms. Lopez discussed that during the DAP meeting the committee was notified that review of all applications is now taking place and updates are being provided to EWDC on regular basis and DAP and SBAC members will be invited to those meetings by EDD staff. The next meeting is on September 2, 2020, information will be sent out prior to the meeting. The DAP spreadsheet has been circulated to all DAP members via email as well.

Mr. Rodriguez asked if the DAP meeting is available to all SBAC members as well. Ms. Sepulveda stated that meetings are open to all who want to attend.

C. Staff Updates and Board Member Comments

Staff Report and Upcoming Events

Ms. Monica Flores, Sr. Administrative Assistant reviewed upcoming events.

Hosted by San Antonio Chamber of Commerce: 2020 Bexar County Disparity & Availability Study-Public Hearing | August 26, 2020 | 12:00 p.m. | GSPC will conduct two virtual public hearings on August 26 and August 27 to provide the public with the opportunity to share their experiences, both positive and negative, on doing business with, or attempting to do business with Bexar County. Registration is free

<https://www.sachamber.org/events/2020-bexar-county-disparity-and-availability-study-public-hearing/>

Hosted by LaunchSA: Smooth Scale: A Peer Group for Scaling Business Owners | August 28, 2020

| 10:00 a.m. | 600 Soledad St., SA, TX 78205 | Connect with other business owners to gain support, structure, and perspective along the journey upwards.

<https://launchsa.org/event/smooth-scale-a-peer-group-for-scaling-business-owners-8-2/>

Hosted by Alamo Asian American Chamber of Commerce: Minority Women Lead | Bringing Women of Color to the Table | August 28, 2020 | 12:00 p.m. | Webinar | Discover how companies and institutions are prioritizing diversity, equity and inclusivity and reaping the positive outcomes.

https://us02web.zoom.us/webinar/register/WN_-cNFPI0nSBuijyOU14cl73Q

Hosted by LaunchSA: Pallet-Able: A CPG Meetup | August 31, 2020 | 4:00 p.m. | 600 Soledad St., SA, TX 78205 | Connect with a community of entrepreneurs chasing the same dream, struggling with similar issues to solve their problems together.

<https://launchsa.org/event/pallet-able-a-cpg-meetup-9/>

Future Agenda items:

- Provide feedback from stakeholders regarding potential amendments to the criteria for significant business presence within SBEDA Ordinance

D. Adjournment

The SBAC Chair entertained a motion to adjourn. Ms. Chavez moved, seconded by Ms. Morales.

The meeting was adjourned at 11:29 a.m.