

SMALL BUSINESS CONSTRUCTION PROGRAM OVERVIEW

The Small Business Construction Program (SBCP) is a program designed to assist small business owners who wish to build their capacity to bid as a prime for City of Austin projects.

The SBCP program will consist of projects with an estimated construction budget of less than \$50,000. These projects will be reserved for initial solicitation to certified Small Business Enterprises (SBEs). All contracts will be funded by the City of Austin. The Small Business Construction Program will be administered through a collaboration between the Small & Minority Business Resources Department (SMBR) and the Contract and Land Management Department (CLMD).

There are approximately 15 projects annually that tend to be single-scope with few, if any, subcontracting opportunities. If subcontracting opportunities are identified, contact SMBR. Performance, Payment, and Bid bonds are not required for the program. A Bid Guarantee in the amount of 5% of the value of the contract is required. Refer to the solicitation documents for more information.

ELIGIBILITY REQUIREMENTS

In order to qualify for inclusion in the SBCP program, a firm and its affiliates, must have an average gross receipts over the past three years of less than \$14 million. Which is the U.S. Small Business Administration's Subsector 238-Specialty Trade Contractors size standards and the threshold for the Small Business Enterprise certification.

PARTICIPATION IN THE SBE PROGRAM

The City of Austin has developed this program exclusively for eligible small businesses. In order to compete for these contracts, a firm must first register as a vendor with the Purchasing Office's Vendor Self Service (VSS) system. For more information on how to register, visit their website at www.ci.austin.tx.us/ purchase.

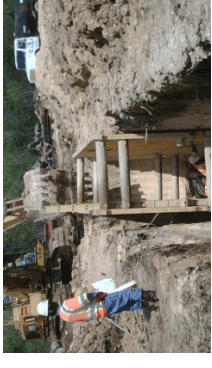
Once registered a firm must provide an affidavit to SMBR to become a certified SBE. SBE applicants must either provide an affidavit from a licensed Certified Public Accountant (CPA) attesting the firm meets the eligibility criteria or bring in their business tax returns, supporting documentation and affidavit signed by the applicant for

SMBR to review. SMBR will provide affidavits and notaries for applicants without access to a CPA.

SBE certification will be granted on an annual basis. Currently certified Minority-Owned and/or Women-Owned Business Enterprises (MBE/WBE), who meet the size standards, will be immediately eligible for the program.

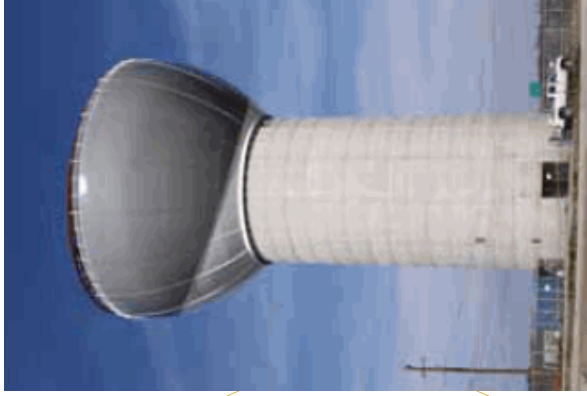
When CLMD issues a solicitation for a SBCP project, all SBE firms will receive an email with instructions. If there are no responsive SBEs or if the lowest bid exceeds \$50,000; projects will be assigned to another procurement process available to CLMD.

Participating firms are required to keep accurate contact information on VSS system in order to receive bid solicitations. As part of the registration process, basic information about the applicant will be provided to SMBR for monitoring purposes. SMBR reserves the right to randomly audit documents at any time to ensure compliance.



SBCP SUMMARY

- Business owners must be registered as a vendor with the City of Austin's Vendor Self Service (VSS) Purchasing system
- Must be a Small Business as defined by Small Business Administration—238 Subsector, Specialty Trades, Contractor
- Applicant firms three year average of Gross Receipts cannot exceed \$14 million
- Applicants must provide an affidavit from a licensed Certified Public Accountant (CPA) or provide business tax returns for review by SMBR to verify eligibility as a small business
- SBE projects will be City of Austin funded construction projects under \$50,000
- For more information on SBE Certification call (512) 974-7645 or visit our website at www.cityofaustin.org/smbr



THE CITY OF AUSTIN'S SMALL BUSINESS CONSTRUCTION PROGRAM (SBCP)



<http://www.cityofaustin.org/smbr>



Your **partner** in capital project delivery!

<http://www.cityofaustin.org/clmd>



S M B R : (5 1 2) 9 7 4 - 7 6 0 0
C L M D : (5 1 2) 9 7 4 - 7 1 8 1