

**SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY POLICY
REQUIREMENTS
HISTORICAL GOOD FAITH EFFORT PLAN
SBEDA FORM 117C
SUBCONTRACTORS LIST**

Small Business Economic Development Advocacy (SBEDA) Police Requirements

It is the policy of the Brooks to involve qualified small business and local business enterprises to the greatest extent feasible in Brooks' professional service and other discretionary contracts. Pursuant to Brooks Board Resolution #021704-124, Brooks, its employees, contractors and subcontractors shall not discriminate on the basis of race, color, religion, national origin, sex, age or disability in the award and performance of contracts.

Brooks has established the following overall contracting goals:

- Small Business Enterprise (SBE): 50.0%
- Minority-Owned Business Enterprise (MBE): 31.0%
- Women-Owned Business Enterprise (WBE): 10.0%
- African-American-Owned Business Enterprise (AABE): 2.2%

Please note that a business could be classified in each category and therefore their utilization could be counted in each category of goals. For example, Company X submits proposal as a prime contractor for \$250,000 of services of which \$77,500 is subcontracted to Company Z. Company X retains \$172,500 of the contract. Company X is classified as local SBE, and Company Z is certified as an AABE, WBE, MBE and SBE. Goal compliance will be evaluated as follows:

Contract Amount: \$250,000

MBE = \$ 77,500 or 31%
WBE = \$ 77,500 or 31%
AABE = \$ 77,500 or 31%
SBE = \$ 250,000 or 100%

Company Z's \$77,500 subcontract counts towards MBE/WBE/AABE and SBE goals. Company X's \$172,500 balance counts towards the SBE goal. MBE's and Webs submitting proposals as a prime contractor may count their status as such towards the appropriate goal. However, compliance with other goals (i.e., AABE, SBE, etc.) is required.

Proposals shall include a Good Faith Effort Plan (GFEP). The GFEP shall include specific documentation, as outlined in **SBEDA Form 117C, Historical Good Faith Effort Plan**, that demonstrates a commitment by the Respondent, to utilize Small, Minority, Women-Owned, and African-American Owned business enterprises in a percentage which equals or exceeds the above goals.

The Respondent may count toward the above goals a portion of the total dollar value of a contract with subcontractors equal to the percentage of SBE, MBE, WBE, or AABE participation. The SBE, MBE, WBE or AABE must be responsible for a clearly defined portion of the work to be performed, equal to a share in the ownership, control, management, responsibility, risks and profits of the joint venture.

Only companies certified by the South Central Texas Regional Certification Agency (SCTRCA) can be applied towards the contracting goals. If not certified, please call the SCTRCA at (210) 227-4722. Proof of certification must be submitted utilizing, in part or in whole, a MBE or WBE firm.

LOCAL AND DISADVANTAGED BUSINESS ENTERPRISE PERFORMANCE

Respondents will be evaluated based on the level of Local and Disadvantaged Business Enterprise (DBE) Performance. Credit will be given to submittals as follows:

- A. Classification of the Team or primary submitter as a local business.

For Locally Headquartered Businesses:

A Local Business Enterprise is defined as a business headquartered or having a significant presence for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based.

Credit is awarded to the Respondent based on the total team's percentage of employees operating in the SAMSA.

- B. Designation of the Team or Respondent as a Historically Underutilized Business (HUB) and/or a Disadvantaged Business Enterprise (DBE).

Respondents can earn up to two percentage (2%) points for HUB/DBE Team participation. Credit is awarded to the Respondent based on the total Team's percentage of participation to a HUB/DBE.

In order to receive this designation, a company must be certified by the SCTRCA.

**HISTORICAL GOOD FAITH EFFORT PLAN
SBEDA FORM 117C**

Company Name: _____

Project Name: _____

1. Identify all solicited contractor areas, actual or anticipated. (Use additional sheets as needed). If M/WBE contracting goal was met, skip to #9.

COMPANY NAME & TRADE AREA	EST. PERCENTAGE/ DOLLAR AMOUNT	DBE (Y/N)	S/M/W/AABE (Y/N)

2. If S/M/W/AABE contracting goal was not achieved in a percentage that equals or exceeds the Brooks' S/M/W/AABE goal, please give explanation.

3. List all S/M/W/AABE Listing or Directories utilized to solicit participation.

4. List all contractor associations and other business associations solicited for S/M/W/AABE referrals.

5. Discuss all efforts aimed at utilizing S/M/W/AABEs.

6. Indicate advertisement mediums used for soliciting bids from S/M/W/AABEs.

7. List all S/M/W/AABE bids received but rejected. (Use additional sheets as needed.)

COMPANY NAME	CITY M/WBE CERTIFICATION NUMBER	DBE (Y/N)	REASON FOR REJECTION

8. Please attach a copy of company's S/M/W/AABE 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 Brooks' Procurement Manager's approval.

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.

Signature of Authorized Official

Title:

Date: