

C.01.05.02 Procedure Small Business Enterprise Program

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: [C.01.05](#) – Purchasing and Acquisitions

Approved: 10-30-12

Last Amended: 3-1-18, 9-15-20, 9-1-25



PURPOSE

Alamo Colleges District encourages the use of Small Business Enterprises (SBEs) as herein below defined to assist in the implementation of this procedure through race, ethnicity, and gender-neutral means. The purpose of this program is to ensure that SBEs are provided the maximum practicable opportunity to participate in all purchasing and contracting opportunities.

The Alamo Colleges SBE Program will recognize certification credentials from bona fide certifying agencies such as SCTRCA and the State of Texas HUB Program as defined below.

It is the policy of the Alamo Colleges District to encourage participation by Small, Disadvantaged, Minority, Women and/or Veteran and Disabled Individual Owned Business Enterprises as vendor firms to the Alamo Colleges District.

Alamo Colleges District, its contractors, subcontractors and suppliers of all goods and services, shall not discriminate on the basis of race, color, religion, national origin, disability, gender or sexual orientation in the award and/or performance of contracts. All individuals and entities doing business, or anticipating doing business, with Alamo Colleges District are encouraged to support and implement a program designed to achieve the goal of establishing equal opportunity for all.

Nothing in this procedure is to be construed to require the Alamo Colleges District to award a contract to other than the best value bidder as required by law and Alamo Colleges District policies and procedures.

DEFINITIONS

1. "Certification" means certification as a HUB, SBE, MBE, DBE, DIBE, WBE or VBE awarded by any authorized agency that certifies that a business is a for-profit independent operating business that is at least 51% owned, operated and controlled by minority person(s) and/or a woman or women. The ownership by minorities and women must be real and substantial.
2. "Certification Agency" means an authorized local, state, federal or private sector entity that provides certification services, which consist of supplier submittal of a certification application with supporting documentation, review, and often a personal interview or site visit to validate claims of certification status.

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3. “Contractor” or “Supplier” means any person or legal entity that provides labor, goods or services to the Alamo Colleges District by contract for profit or submits a bid or proposal to do so.
4. Disabled Business Enterprise (“DIBE”) means a business structure that is at least 51 percent owned, operated and controlled by a person with one or more disabilities as defined by the Americans with Disabilities Act (ADA) and amendments thereto (for purposes of applicability under the certification statutes, ordinances, rules and regulations governing the State of Texas).
5. Disadvantaged Business Enterprise (“DBE”) means an SBE with no more than \$23.98 million in annual gross receipts that is at least 51 percent owned and controlled by socially and economically disadvantaged citizens or lawfully admitted permanent residents of the United States whose aggregate personal net worth does not exceed \$1.32 million.
6. “Expertise” means demonstrable skills or knowledge of the field of endeavor in which certification is sought, including licensure where required. “
7. “HUB Program” means the State of Texas HUB (Historically Underutilized Business) Program of the Texas Procurement and Support Services (TPASS) division of the Texas Comptroller of Public Accounts. TPASS certifies HUB-eligible applicant suppliers and maintains a list of HUB-certified suppliers for Texas state agencies and governmental entities.
8. “Joint Venture” means an association of business enterprises to engage in the joint performance of a particular transaction for mutual benefit. In cases of joint ventures between local and out- of-town business enterprises or between business enterprises of divergent certification status, attribution for purposes of this procedure shall be proportionate to the work performed.
9. “Minority, and/or Women Owned Business Enterprise” (“MWBE”) means a business which is a business entity, sole proprietorship, partnership or joint venture in which at least 51 percent is owned, operated, and controlled by a person or persons who are socially disadvantaged because of their identification as members of certain groups who historically have suffered the effects of discriminatory practices. MWBE groups include:

Black Americans - which includes persons having origins in any of the Black racial groups of Africa; Hispanic Americans - which includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other non-Iberian Spanish or Portuguese culture or origin,

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regardless of race; Asian Pacific Americans - which includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific and the Northern Marianas; Native American - which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians; and Women.

10. “Minority Group Member” means those persons, citizens of the United States and lawfully admitted resident aliens, who are defined as Black, African American, Hispanic, Mexican American, Asian American, Asian Pacific American, Asian Indian American or Native American.
11. “Prime Contractor” means a supplier or contractor awarded a contract or purchase order.
12. “Professional Service Business Enterprise” or “PSBE” means a professional services business enterprise where the responsible account principal and/or the professional performing the services would be certifiable as an individual. PSBEs will not be certified, but College District spending with PSBEs will be tracked and reported by the SBE office.
13. “Responsible” means a Supplier that can demonstrate the capacity and willingness to perform the bid or proposal (i.e., proper equipment, manpower, financial resources, technical expertise, etc.).
14. “Responsive” means a Supplier’s bid or proposal meets the specifications and requirements set forth in the Alamo Colleges District request or solicitation.
15. “Small Business Enterprise” or “SBE” means size standards. a business structure that is formed with the purpose of making a profit, which is independently owned and operated and which meets the United States Small Business Administration (SBA) size standard for a small business (13 CFR Part 121, including the 13 CFR 121.201 13 CFR Part 121, including the 13 CFR 121.201; see <http://sba.gov/size>).
16. “South Central Texas Regional Certification Agency (SCTRCA)” means the agency contracted with Alamo Colleges District and other local public entities for certification of Minority Business Enterprises (MBEs), Small Business Enterprise (SBEs), Women-owned Business Enterprises (WBEs) and/or Veteran Business Enterprises (VBEs). The SCTRCA receives audits and certifies applications from said businesses in accordance with federal, state and local laws and regulations, as well as guidelines adopted by the SCTRCA Board of Directors, on behalf of Alamo Colleges District.
17. “Subcontractor” means a legal entity that takes a portion of a contract from a principal contractor or another subcontractor. In the event of a subcontractor relationship, the attribution for purposes of this procedure shall be proportionate to the work performed.

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18. “Veteran Business Enterprise” or “Veteran” means a business structure that is at least 51% owned and controlled by an individual who served in the United States Armed Forces, and who was discharged or released under conditions other than dishonorable.

ROLES AND RESPONSIBILITIES

ALAMO COLLEGES DISTRICT DEPARTMENTS

All Alamo Colleges District departments are required to coordinate and support the SBE Program College District departments, when assembling information for purchases, will be responsible for seeking out and using SBEs as referenced in accordance with the SBE Procedure and Goals, when practicable, reasonable and within sound business principles to do so, as set forth below.

1. Work cooperatively with the Purchasing and Contract Administration Department and SBE Program Office to procure all goods and services that maximize performance and achieve Alamo Colleges District SBE goals;
2. Identify employees with purchase requisition and PCARD duties and ensure that they obtain necessary training in appropriate SBE/Purchasing procedures before purchasing approval is granted; and
3. Uphold the minimum SBE solicitation and quote requirements during the procurement process. A minimum quote requirement of two SBEs is established for purchases that are subject to the Informal Competitive Procurement Process described in Procedure C.1.5.1 Purchase Authority unless there is no demonstrated availability of SBEs with the required expertise qualified to perform the work.

PURCHASING AND CONTRACT ADMINISTRATION

The Vice Chancellor for Finance and Administration, through Purchasing and Contract Administration Department, in collaborative efforts with College District departments, will:

1. Provide assistance to the Alamo Colleges District SBE Program Office with outreach efforts to build relationships with the SBE community and organizations throughout Bexar County and the State of Texas;
2. Seek out SBEs to solicit bids and proposals in support of the Alamo Colleges District SBE policies and goals;
3. Provide strategic purchasing advice and support to SBE Office and to the SBE Suppliers as they develop business relationships throughout Alamo Colleges District;

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4. Work with College executives and departments to develop necessary forms, formats and procedures in compliance with this Alamo Colleges District SBE procedure;
5. Work with SBEs to ensure timely delivery of all goods and services for Alamo Colleges District campuses and departments for the greatest value in compliance with Alamo Colleges District' purchasing policies and procedures; and
6. Help provide training to assist Alamo Colleges District department representatives who are engaged in procurement operations in compliance with the SBE policies and procedures.

SUPPLIERS

It is the responsibility of Suppliers to ensure that all required forms to do business with Alamo Colleges District are up to date and all applicable opportunities for subcontracting follow the requirements of the SBE Program to ensure the success and value of Alamo Colleges District SBE effort, as follows.

1. Suppliers are required to complete and submit a Vendor Registration form with all supporting documents to Alamo Colleges District.
2. Suppliers are required to send information updates to Alamo Colleges District, to ensure all information in its Supplier database is accurate and precise, including email documentation of changes such to certifications, ownership, and other information pertaining to the procurement process.
3. In conjunction with completing the SBE Subcontracting forms, each Supplier will notify SBEs in writing when SBE subcontracting opportunities are available, allowing sufficient time for the SBEs to propose their participation in the work the supplier plans to subcontract. The notification shall include, but is not limited to, the following:
 - A. Provide information concerning the intended subcontracting work;
 - B. Provide bonding and insurance requirements that the SBE Subcontractor will be required to fulfill;
 - C. Provide a point of contact (name, title, phone number, address, etc.) within the Supplier's organization that can answer any question an SBE may have concerning the project; and
 - D. Provide SBEs that are genuinely interested in the project with adequate information about the project (i.e., plans & specifications, scope of work, etc.) and any other information that will prove beneficial to the SBE.

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4. Suppliers are required to provide written notice/explanation to the SBE Program Office when a change is made to the SBE Subcontractor Plan after the plan has been submitted. The SBE Program Office will then evaluate the new plan and determine whether changes will be accepted per justification of change.
5. For those Suppliers that experience difficulty in locating certified SBEs, a list will be provided to help in the search of SBEs for subcontracting opportunities.

SBE OFFICE

In order to fully implement the intent and goals of this procedure, the SBE Program Office is responsible for the implementation, monitoring, and general operations of the SBE procedure requirements. The SBE Program Office shall be responsible for the overall administration of the program for Alamo Colleges District, as follows:

1. Establishing procedures for the implementation of this procedure;
2. Developing and implementing educational programs to assist SBEs to compete effectively for Alamo Colleges District contracting opportunities;
3. Making recommendations to Alamo Colleges District Vice Chancellor for Finance and Administration to further the objectives of this procedure;
4. Compiling quarterly reports reflecting program statistics and the progress in attaining Alamo Colleges District SBE goals, with appendices breaking down contract and subcontract awards by HUBs, MBEs, DBEs, DIBEs, SBEs, WBEs and VBEs;
5. Reviewing, developing and providing access to a directory of certified SBEs, HUBs and those in the SCTRCA and HUB program certification process;
6. Serving as Alamo Colleges District' board representative to the SCTRCA;
7. Assisting departments with identifying SBE's for use in the procurement process;
8. Establishing efforts to build and maintain partnerships with other public, non-profit agencies and private enterprise organizations for the purpose outlined in this procedure;
9. Performing other duties assigned by the Alamo Colleges District to comply with the intent of this procedure;
10. Providing assistance to departments with SBE searches for quotes, qualifications and solicitation requirements for the purchasing procedures;

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11. Assisting Suppliers with understanding “how to do business with Alamo Colleges District” and the supplier registration process;
12. Updating, maintaining, and managing SME and Supplier databases for Alamo Colleges District Purchasing and Contract Administration Department; and
13. Coordinating meetings with Suppliers throughout Bexar County and the State of Texas regarding the business processes and procedures of Alamo Colleges District.
14. Analyzing potential contracts of \$50,000 or more. Alamo Colleges District SBE Program when considering entering into a contract with an expected value of \$100,000 or more over the life of the contract (including any renewals) shall, before the agency solicits bids, proposals, offers, or other applicable contract. If so, the SBE Program in accordance with Purchasing and Contract Administration will include a SBE Subcontracting Plan apart of the proposal.

SBE PROGRAM ASPIRATIONAL GOAL

The Vice Chancellor for Finance and Administration will establish the Alamo Colleges District Aspirational Goal for the SBE Program based on verifiable criteria, an analysis of projected annual purchases and a survey of available SBEs registered with the Alamo Colleges District and/or the SCTRCA. The SBE Aspirational Goal will generally apply to all goods and services. Implementation of the Aspirational Goal will be through race- and gender-neutral principles.

A goal of the SBE Program is to provide opportunities for SBE to learn new skills, technology and access adequate resources, to enable them to grow and compete effectively as Alamo Colleges District Suppliers.

Through marketing and outreach efforts, Alamo Colleges District will attempt to encourage all segments of the business community to compete and participate in procurement activities.

SBE UTILIZATION REPORTING

The SBE Program Office will develop and maintain a SBE utilization reporting by compiling and analyzing monthly data sufficient to satisfy reporting requirements. The SBE utilization percentage for Alamo Colleges District will be reported annually to the Board of Trustees.

OUTREACH PROGRAM

The SBE Program Office will establish an outreach program designed to contact and maintain continuous liaison with the local and regional SBE business community. The major objectives of the outreach program are (1) to become knowledgeable of SBE firms capable of supplying needed materials, supplies, equipment, and services, and (2) to inform the SBE community of

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business opportunities with Alamo Colleges District and of requisite business processes and procedures.

Outreach to SBE organizations within Bexar County and the State of Texas will include:

- a. Supporting potential Supplier organizations with training on how to do business with Alamo Colleges District and how to obtain supplier certifications and registration for members through events;
- b. Providing current opportunities for potential Supplier organization members to learn of opportunities with Alamo Colleges District;
- c. Partnering and promoting potential Supplier organizations' events throughout the fiscal year;
- d. Participating in trade shows; and
- e. Establishing the Alamo Colleges District's commitment to the SBE community by being available to and supportive of the SBE business community by engaging in appropriate events throughout the State of Texas.

IN-REACH PROGRAM

The SBE Program Office will establish an in-reach program designed to educate and provide expertise to department representatives engaged in procurement operations, who will be provided with SBE information, resources, and guidance enabling them to become knowledgeable of and vigorously implement SBE Program goals, objectives, strategies, and action plans.

Determination Regarding Subcontracting Opportunities: "SBE Subcontracting Plan"

When Alamo Colleges District considers entering into a contract for the purchase of goods, services, construction services, or professional services with an expected value of \$50,000 or more shall, before soliciting bids, proposals, offers, or other applicable expressions of interest for the contract, determine whether there will be subcontracting opportunities under the contract. If the SBE Program Office determines that there is that probability, the Purchasing & Contract Administration Department will incorporate the SBE Subcontracting Plan requirements and evaluation criteria into the solicitation for bid, proposal, offer, weighted points or other applicable expression of interest.