



Calculating SBE & MWBE Participation Targets

Bexar County Commissioners Court has established a Small, Minority and Women Owned Business Enterprise (SMWBE) Program with participation targets of 20% for Minority, and/or Woman-owned Business Enterprises (MWBE) and/or a minimum of 30% for Small Business Enterprises (SBE). Procurement and contracting dollars spent with a MWBE that also is a SBE will be counted in both categories in the following areas: Purchase of supplies, materials, products, services and equipment; B. Maintenance and/or service of County assets and property; Contracts for non-professional services; Contracts for commodities, equipment or supplies/materials; Contracts for repair/alteration of real property; Contracts for construction of real property; Contracts for the repair/construction of roads, bridges or other related structures/surfaces; and Purchase of Professional and Personal Services.

“Small, Minority, and Women Owned Business Enterprise” or “SMWBE” means those business entities with a certification designation from an authorized certification agency as a woman, small or a minority group certification, such as a Historically Underutilized Business (HUB), or Disadvantaged Business Enterprise (DBE), or Minority Business Enterprise (MBE), or Women Owned Business Enterprise (WBE), or Small Business Enterprise (SBE) , or African American Business Enterprise (AABE), or Asian American Business Enterprise (ABE), or Disabled Individual Business Enterprise (DIBE), or Emerging Small Business Enterprise (ESBE), or Hispanic American Business Enterprise (HABE), or Native American Business Enterprise (NABE), or Veteran Business Enterprise (VBE) or Lesbian, Gay, Bisexual, or Transgender Enterprise (LGBTE) recognized and approved by Bexar County Commissioners Court.

“Self-Identified SMWBE” means any business entity not certified as a SMWBE, but meeting the SMWBE criteria. Upon successful completion of **VENDOR REGISTRATION** in response to a Bexar County informal Quote, or Invitation for Bid (IFB) or Request for Proposal (RFP), or Statement of Qualification (SOQ), or Request for Qualifications (RFQ) and in accordance with Section 9 of Bexar County Administrative Policy 8.0, may be identified as a SMWBE. The business entity that is not certified as a SMWBE will be identified in the SMWBE Program Report and will be encouraged to obtain certification within 90 days of award to be included in the SMWBE Participation Report.

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Project A	SBE	MWBE	WBE	MBE		Project C	SBE	MWBE	WBE	MBE
Firm 1) SBE – 14%	14					Firm 1) SBE – 20%	20			
Firm 2) SWBE – 6%	6	6	6			Firm 2) SWBE – 10%	10	10	10	
Firm 3) WBE – 4%		4	4			Firm 3) SBE – 5%	5			
Firm 4) SMBE – 10%	10	10		10		Firm 4) MBE – 5%		5		5
Firm 5) MBE – 5%		5		5						
Total	30	25	10	15		Total	35	15	10	5
Participation Target	30	20				Participation Target	30	20		
Project A exceeds the participation targets for SBE and MWBE.						Project C exceeds the participation target for SBE, but does not meet for MWBE.				

Project B	SBE	MWBE	WBE	MBE		Project D	SBE	MWBE	WBE	MBE
Firm 1) SBE – 10%	10					Firm 1) MBE – 2%		2		2
Firm 2) WBE – 12%		12	12			Firm 2) SBE – 5%	5			
Firm 3) MBE – 5%		5		5		Firm 3) SWBE – 5%	5	5	5	
Firm 4) SMBE – 15%	15	15		15		Firm 4) SBE – 5%	5			
Total	25	32	12	20		Total	15	7	5	2
Participation Target	30	20				Participation Target	30	20		
This project exceeds the participation target for MWBE, but does not meet for SBE.						Project D does not meet the participation target for SBE or MWBE.				

DOCUMENTATION AND REPORTING

Documentation of efforts to solicit quotes, bids and/or proposals from SMWBE shall be part of the procurement record and consist of the following actions:

- a. During the term of the contract, the awarded prime vendor must submit accurate progress payment information, to include payments made to its Sub-Contractor(s), Sub-Supplier (s) or Sub-Consultant(s), with each invoice submitted to the County for payment.
- b. Prime Vendor and its Sub-Contractor(s) Sub-Supplier(s) or Sub-Consultant(s) must utilize the contract management software Contract and Diversity Management System (CDMS) (procured by Bexar County and available at <https://bexar.smwbe.com/>) to report all payments made and received.
- c. Payments shall be audited at least monthly for participation and accuracy by County staff or a designated representative of the County. All such related source documents upon which payment is based shall be made a matter of record.

The Contract and Diversity Management System (CDMS) is a web-based paperless system that Prime vendors shall use to report sub-contracting, sub-supplier or sub-consultant payments made to SMWBE for any sub-contracting, sub-suppliers, sub-consultant performance.

The SMWBE Program staff will verify payments and seek to resolve any disputes. Staff provides training and education for all prime and sub-vendors.

To sign up for training or more information, please contact:

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