SMWBE CONNECTION
Linking Your Business to Opportunities for Acceleration

SEPTEMBER 2023
Since its establishment in 2001, the SMWBE Program has had participation targets of 20% for Minority, and/or Woman-owned Business Enterprises (MWBE) and a minimum of 30% for Small Business Enterprises (SBE).

In 2021, Griffin & Strong PC conducted a Disparity and Availability Study, which found that changes to the 2019 Purchasing Manual and Policy, to include mandatory data collection, were necessary to ensure non-discrimination in the solicitation of awards and contracts. Those recommendations, as adopted by Commissioners Court on December 7, 2021, have not been implemented by the Purchasing Agent.

Until then, the existing targets will remain in place and fully applicable. In the meantime, we encourage you to visit our website to learn more about our services and programs. We provide resources to help small businesses start, grow, and accelerate.
BEXAR COUNTY NEWS

Bexar County Judge Peter Sakai Commits to Small Businesses

Judge Peter Sakai’s commitment to hard work, integrity, and transparency has been evident since the start of his first term as Bexar County Judge.

In his State of the County Speech, Judge Sakai stated that he wants to partner “with the business community to increase economic development and jobs”. However, he also stated that “the efforts to attract new [businesses and investors] should not come at the expense of the small businesses”.

One project, approved by Commissioners Court on March 21, 2023, and supported by Judge Sakai was the launch of the Alamo On The Job Internship Program. As part of the program, Alamo Colleges, in cooperation with the Small Business and Entrepreneurship Department have matched students to Bexar County’s offices and departmental needs for a paid internship opportunity. Qualified students work up to 20 hours a week for up to 9 months, with all expenses covered by Alamo Colleges. The County supplemented the program to ensure all students receive the County minimum wage.

This internship program has made 80 Alamo Colleges students available and falls well within one of Judge Sakai’s highest priorities of economic development and job creation.

With his dedication to small businesses, SBED is proud to follow Judge Sakai’s lead into future endeavors pertaining to doing business in Bexar County.
Bexar County
Judge Sakai in Action!
BEXAR COUNTY BUSINESS CONFERENCE 2023
COMMODITIES ★ SERVICES ★ CONSTRUCTION

WEDNESDAY, DECEMBER 6, 2023 ★ 7 AM - 3 PM
FREEMAN EXPO HALL ★ SAN ANTONIO, TEXAS

Visit our website for all the details, presenters & schedule: www.Bexar.org/smwbe

WE WANT TO HEAR FROM YOU!
Your SBED Team

JOIN US!
Billions of Dollars in Contracting Opportunities!

Linking Small, Minority, Women, & Veteran Business Owners to opportunities for OVER 23 YEARS!
MEET FEDERAL, STATE & LOCAL AGENCIES PLUS Private Companies Who Want to Do Business With You!

BEXAR COUNTY COMMISSIONERS COURT

PETER SAKAI
County Judge
REBECA CLAY-FLORES
Commissioner Predinct 1
JUSTIN RODRIGUEZ
Commissioner Predinct 2
GRANT MOODY
Commissioner Predinct 3
TOMMY CALVERT
Commissioner Predinct 4
Registration (Lobby) .......................................................... 7:00 - 1:30 p.m.

Networking Breakfast (Exhibit Hall A) ......................... 7:00 - 9:30 a.m.
  Topic: Federal Opportunities and Resources

State Panel (Exhibit Hall A) ........................................ 10:00 - 11:00 a.m.
  Topic: Updates on the Texas HUB Program and Opportunities
  9:30 - Noon

Procurement Exhibits Open (Exhibit Hall B) ............. 1:30 - 3:00 p.m.

Exhibit Floor Briefing Areas – Hall B

  • CPS Energy’s Veterans Business Center
  • University Health
  • Texas Dept. of Information Resources (DIR)
  • SBA Loan Programs – Start Up & Existing Small Businesses
  • Workforce Solutions Alamo – Finding & Hiring Employees
  • State of Texas Historically Underutilized Business (HUB)
  • South Central Texas Regional Certification Agency (SCTRCA)

Exhibitors

  • Veterans Business Center
  • Department of Defense
  • Department of Transportation
  • Local Government Agencies
  • State Agencies/Universities
  • General Services Administration
  • Financial/Technical Assistance
  • General Contractors
  • Corporations
  • Colleges & Universities

Workshops .................................................................................................................. 2:00 - 3:00 p.m.

  • Digital Marketing Trends - UTSA Institute for Economic Development (Room A)
  • Cybersecurity – UTSA SDBC Center for Government Contracting (Room B)
  • UTSA APEX Accelerator (Room C)

Lunch Program .............................................................................................................. Noon - 1:30 p.m.

  (Exhibit Area A) (Exhibit Area B: Floor Closed):
  Topic: Connecting with the Public & Private Sectors for Business Recovery & Growth
  Supply SA

Conference Ends ........................................................................................................... 3:00 p.m.
With more than 4,000 small businesses in attendance and over 160 Exhibitors, the Bexar County Small, Minority, Women, Veteran Owned Business Conference provided the largest networking opportunity in South Texas for small businesses.

The Business Conference offered 15 workshops to enhance business strategies, and to learn how and where to find opportunities in both the private and public sectors.
Outreach & Communications

What We Do

Since the start of the 2023 Calendar year, SBED staff has attended more than 100 in-person outreach events. These outreach events are an opportunity for SBED to network with local small business owners and entrepreneurs to create professional relationships and help them familiarize themselves with information and resources provided by our department to help them establish or grow their businesses.

Vendors may gather information on becoming certified as a small, minority, or women owned business; registering as a supplier; training on the Contract Diversity Management System (CDMS); learning where to find bid solicitations; how to submit a bid; and how to find other business opportunities. To fulfill these needs, SBED works closely with external entities, such as UTSA SBDC, SCTRCA, SBA, and more. You can visit our office at 203 W. Nueva St. or our website at www.bexar.org/sbed.
Starting a business can lead to many questions and uncertainties and we’re here to help! The SBED Virtual Business Center is a one-stop shop for centralized information you need to find resources, help with finding education & training classes, assistance with starting and growing your business, and also includes doing business with Bexar County and more.

bexar.org/sbed

Our website is accessible via computers, tablets, and mobile devices, the Small Business & Entrepreneurship Department is just a click or tap away.

Help us help you!
Our annual stakeholders survey is live - Take it here!
2023 MLK DISTINGUISHED ACHIEVEMENT AWARD

Bexar County Small Business and Entrepreneurship Department (SBED) Director, Renee Watson, was recognized earlier this year by the City of San Antonio Martin Luther King Jr. Commission and awarded the MLK Distinguished Achievement Award.

The award is given to distinguished individuals, through nomination, that have a recorded history of achievement in education, human rights, and economic well-being for all citizens.

SBED is honored to be led by a selfless leader with the utmost level of integrity, ethics and courage.

2022 SUPPLIER DIVERSITY CHAMPION AWARD

Since the establishment of SBED, it has been recognized for its ongoing efforts to provide equity and diversity in business in Bexar County. In 2022, SBED was honored by Subcontractors USA for its "Outstanding Commitment to Diversity in Business". This award recognizes individuals or groups in corporate, government or nonprofit that go beyond the ability to spend and focus on transparency, innovation, inclusion, impact, and integration of their programs into the community.

MINORITY SMALL BUSINESS ADVOCATE

The Black Contractors Association San Antonio (BCASA) recognized SBED Director, Renee Watson, and SBED as "Minority Small Business Advocate". BCASA is an association that helps small, minority, women, and veteran owned businesses gain the knowledge and tools to compete for contracting opportunities.
CONGRATULATIONS, SENIOR CHIEF!

Eric Salazar joined SBED as a Contract Compliance Specialist in early 2023 and has been a valued addition to the team. In April of this year, Eric was promoted to the rank of Senior Chief Petty Officer in the Navy Reserves. He has served 17 years in the United States Navy, with 13 of those years in the Navy Reserves.

DEPARTMENT NEWS

AMERICAN CONTRACT COMPLIANCE ASSOCIATION

In August, five members of the Compliance and Documentation team attended the weeklong 2023 National Training Institute held in Memphis, Tennessee and three received their Certified Compliance Administrator (CCA) Certification.

ANNOUNCEMENT! WE’RE MOVING!

It’s official, SBED will be relocating to a new office! Get ready for the new business opportunity center in January 2024!

Eric (right-side) receiving the Senior Chief Petty Officer Promotion Warrant
August is a month of celebration, empowerment, and recognition as we come together to commemorate National Black Business Month. This dedicated period shines a spotlight on the remarkable achievements, resilience, and contributions of Black entrepreneurs and business owners in shaping the economic landscape and fostering community growth.

The San Antonio Business Journal has consistently prioritized showcasing the diversity within our small business community, channeling increased resources to uplift Black business leaders and entrepreneurs. However, we acknowledge that there is more we can do to further these efforts. Aligned with our broader company mission to assist our customers in growing their businesses, advancing their careers, and simplifying their professional lives, we aim to aid our readers in developing and nurturing a diverse network of contacts across various industries and community activities.”
African-American businesses are crucial in driving Bexar County's economic development by creating an environment conducive to their success. SBED is working to increase opportunities and foster growth for AABEI.

SBED strives to increase small, minority, and women-owned business participation in Bexar County projects and procurements through the integration of public, non-profit, and private sector efforts and resources. The County, in its effort to build the directory of AABEs, is actively implementing the UTSA AABE Survey recommendations.

Thank you Commissioners Court for your leadership and support of the African American Business Enterprise Initiative!
In June, Joannette Casias joined the SBED team and really hit the ground running. “This internship has been by far the best experience, and it’s just the beginning!” Joannette said about her internship, “I’ve been given the opportunity for network exposure in these areas to build more experience and sharpen my skills while also receiving mentoring and support.”

22 Bexar County Offices & Departments have generated 82 internship roles.

124 Student Applicants over 24 weeks.

17 AOTJ Intern Placements

1 Intern hired after 90 days by the Bexar County Justice of the Peace, Pct.1

In March, SBED collaborated with Alamo Colleges District to develop the Alamo on the Job Internship Program. The program intends to provide student internship opportunities in the business community to expand their competencies and essential job skills, while gaining experiential learning and a competitive edge to meet the needs of current and future employers.

Interns Joanette and Alejandro assisting with an outreach event at the Maestro Entrepreneur Center.

Alamo On The Job Intern: Rudi-Anna Arocha, compiling vendor records in SBED.
Three of the five high school interns: Jack Rocha, Augustin Esteva, and Udhay Raja were placed with the Bexar County Sheriff's Office, and Carlos Moyeda was placed with the Facilitates Management Department. The 2023 SA WORX Summer Internships concluded with an Internship Celebration Dinner at the Witte Museum where interns were recognized with Certificates of Achievement with families and employers in attendance.

This summer SBED partnered with greater: SATX’s workforce development program, SA WORX, and facilitated the placement of five (5) interns for their Summer High School Internship program. SBED had the pleasure of hosting Alejandro Martinez, a recent graduate of John Paul Stevens High School. Alejandro worked in our office for six weeks assisting with SBED’s website mapping.

Thank you to the Bexar County Offices and Departments for partnering with SBED to provide opportunities for interns to gain work experience and make professional connections:

- Office of the County Judge
- Information Technology Dept.
- Economic & Development
- Elections Department
- Public Works Department
- Justice of the Peace, Precinct 1
- Justice of the Peace, Precinct 2
- Facilities Management
- Probate Court 2
- Sheriff’s Office
- Small Business & Entrepreneurship Department
- Office of the Tax Assessor-Collector
DATA & REPORTING

What We Do

- Record Keeping and Tracking of SMWBE Utilization
- Maintain data for internal and external vendors and suppliers
- Provide SMWBE participation reports
- Record Keeping and Reporting SMWBE’s and non-SMWBE’s
- Evaluate the effectiveness of the SMWBE program
- Measure and evaluate the efficiency of formal and informal contracts
- Prime contractor awards subcontractor, sub-supplier, and sub-consultant utilization.
- Informal contract data from County Departments and Offices
- Ensure vendor records include commodity codes and certification
- Compile LLC listings, and DBA registrations

Other Datasets Used

- Centralized Master Bidders List (CMBL)
- National Minority Supplier Development Council (NMSDC)
- Southwest Minority Supplier Development Council (SMSDC)
- US Census
- Reference USA

Current Projects

- FY22 Payment Analysis Report
- The SCTRCA Discrepancy Report
- Business Records
- SMWVBO Business Conference
- Collection FY22 Contract
- Reporting FY22 Outreach
- Outreach Campaign Reporting

DATA & REPORTING

Fernando Vasquez III
Data Compliance Coordinator

Julia Gonzales
Data Support Specialist

Miranda Martinez
Data Support Specialist

DATA & REPORTING

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SCTRCA Partnership

Each month, SBED receives vendor reports from the South Central Regional Certification Agency (SCTRCA) that encompass both lapsed certifications and newly certified vendors. These reports serve as a foundation for pinpointing any discrepancies. In collaboration with SCTRCA, SBED's Data Team has played a pivotal role in data accuracy through data refinement.

As a result, we successfully uncovered the root causes of these discrepancies and provided valuable recommendations for enhancements. Thanks to our collective efforts, B2Gnow, known as CDMS, is now poised to implement the necessary adjustments for producing precise and reliable vendor records.

SMWVBE Certification List

- AABE
- ACDBE
- AIBE
- ASBE
- DBE
- DIBE
- HABE
- HUB
- LGBTBE
- NABE
- MBE
- SBE
- VBE
- WBE

Certification Agencies

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<th>FY23 Total Impressions</th>
<th>Engagement</th>
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<td>25,442</td>
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<tr>
<td>SMWBE_Bexar</td>
<td>1,587</td>
<td>4,095</td>
<td>1,012</td>
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</tbody>
</table>

*Total Impressions and Engagements include Facebook, Instagram, X and YouTube.
WHAT WE DO

The Compliance and Documentation Team is responsible for overseeing Bexar County expenditures by monitoring vendor contract compliance to ensure prompt pay on the behalf of County, prime contractor/suppliers, and sub contractors/suppliers. The team is currently reviewing all Bexar County Commissioner’s Court awarded contracts since the beginning of FY 23.

OBJECTIVES

- Enhance online SMWBE directory by adding detail to contractor profiles via trainings and one-on-ones to improve searchability.
- Increase communication with all vendors regarding compliance.
- Ensure contractor compliance with SMWBE Policy 8.0 as it pertains to the Contract and Diversity Management System (CDMS).
- Monitor automatic audits conducted within CDMS to verify prompt pay.
- Upload contract documentation into CDMS.
- Conduct CDMS training with suppliers and vendors.
- Verify and assist vendors with SMWBE certification.
- Assist with conducting outreach to SMWBE vendors.
Doing Business with Bexar County & Navigating the Procurement Systems

Why use CDMS?
- Track Prime Awards & Payments
- Manage Contract Awards
- Find New Opportunities
- View Formal/Informal Solicitations
- Access SMWBE Directory
- Select Commodity Codes
- Verify Certification Information

External Training:
SBED has hosted 9 “Doing Business with Bexar County, Navigating the County Procurement Systems” Workshops in 2023 reaching over 100 small businesses. Workshops are hosted 1x per month on Wednesdays. Sessions are live-streamed and posted to social media platforms.

Internal Training:
SBED encourages all Bexar County Offices and Departments to register for CDMS training on the Bexar County Sidekick Calendar. Sessions are held every other Friday from 10 am-12 pm.

For information and a complete schedule of workshops, scan the QR Code.
It is Bexar County's policy to ensure that Disadvantaged Business Enterprises (DBE) have equal opportunity to receive and participate in U.S. Department of Transportation (DOT) funded contracts, in accordance with the Memorandum of Understanding (MOU) between the Texas Department of Transportation (TxDOT) and Bexar County, as defined in CFR 49 Part 26.

**What is DBE?**

The Disadvantaged Business Enterprise (DBE) Program was created to provide a level playing field for small, minority and women owned companies wanting to do business with TxDOT and other agencies receiving federal funds from the U.S. Department of Transportation.

**Current Bexar County DBE Projects**

**Watson Rd Phase I**

The project from FM 2790 (Somerset Rd) to .619 miles east to Watson Rd will reconstruct the two-lane rural roadway to four 12’ travel lanes, a roundabout, drainage improvements and pedestrian amenities. Capital Excavation was awarded the contract.

- **Project Status:** 95% complete
- **DBE Goal:** 5% goal
- **DBE Participation:** 6.77%
- **Award/start date:** March 1, 2022
- **Projected end date:** Dec. 1, 2024
Bulverde Rd Phase IV

The scope of work for the Bulverde Rd Phase IV Project begins at Marshall Rd and extends North approximately 1.1 miles. The Project will expand Bulverde Rd from a two-lane to a four-lane divided roadway consisting of one 11 ft. and one 12 ft. travel lane and a 5 ft. shoulder in each direction.

Sidewalks will be constructed on the northbound side and additional improvements, include traffic signals, drainage and other operation improvements. Harper Brothers Construction, LLC was awarded the contract.

- Project Status: 75% complete
- DBE Goal: 7%
- DBE Participation: 7.29%
- Awards/start date: Dec. 15, 2020
- Projected end date: Nov. 7, 2023

Galm Rd Phase III

The roadway expansion from FM 471 (Culebra Rd) to Government Canyon State Natural Area will include bike lanes, curb/sidewalk, and drainage improvements. Capital Excavation was awarded the contract.

- Project status: 53% complete
- DBE Goal: 9.5%
- DBE Participation: 12.82%
- Award/start date: March 8, 2022
- Projected end date: Sept. 29, 2029

Blanco Rd Phase II

The expansion from an existing two-lane rural roadway to a four-lane roadway consisting of two 12-foot travel lanes with six-foot shoulders in each direction, a raised median, curb, and sidewalk on the northbound side. Harper Brothers completed the project with 16 subs.

- Project status: 100% complete
- DBE Goal: 12.73%
- DBE Participation: 18.73%
- Award/start date: April 15, 2020
- Projected end date: Aug.15, 2022

Crestway Rd Phase III

Improvement from Gibbs Sprawl (FM 1976) to Kitty Hawk Rd. will provide operational improvements, including bike lanes and 6ft sidewalks. Jordan Foster Construction has 6 subs.

- Project status: 18% complete
- DBE Goal: 7%
- DBE Participation: 3%
- Award/start date: June 7, 2022
- Projected end date: Dec. 31, 2024
What is Title VI?
Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals and groups from discrimination on the basis of their race, color and national origin in programs and activities that receive federal financial assistance. However, the Federal Highway Administration's (FHWA) reference to Title VI includes other civil rights provisions of federal statutes and related authorities to the extent that they prohibit discrimination in programs and activities receiving federal financial assistance.

Bexar County Nondiscrimination Policy Statement:
Bexar County, as a recipient of Federal financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.S. § 2000d-3), color, national origin, sex, age or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

Complaint Procedure:
Bexar County has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, religion, age, disability, family or income status in any of county/city's programs, services or activities may file a complaint with the County Title VI Coordinator.

For more information, contact the Title VI Coordinator or visit our website: https://www.bexar.org/403/Title-VI-DBE-Policy-Statements

Title VI Coordinator/DBE Liaison
Renee Watson
203 W. Nueva
San Antonio, TX 78207
rwatson@bexar.org
Phone: (210) 335-2478
Fax: (210) 335-0673
The mission of the Public Works Department is to preserve all County resources by providing efficient, cost-effective services which ensure the safety, health, and welfare of our customers and improve quality of life. Public Works is responsible for County bridges, equipment, roads, and vehicles.

### Transportation/Flood/ARMA

**31 current projects:**
- 12 in Construction  
  Estimated Construction Total: $118.8 M
- 19 in Design/Planning  
  Estimated Construction Total: $146.8 M

### Transportation Funded

**20 projects:**
- 8 in Construction  
  Estimated Construction Total: $70.9 M
- 12 in Design  
  Estimated Construction Total: $107.3 M

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**Contact**

David R. Wegmann, P.E.
Interim Director of Engineering and Operations
Engineering Services Manager
Office: (210) 335-6700
Email: dwegmann@bexar.org

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**Scan QR Code for Information & Online Bidding:**

CIVCASTUSA.COM
For more information on future projects, scan the QR code:

Projects:
- Mostly $1 to $5 million construction costs
- Often $6 million to $10 million construction cost
- Seldom $10 million to $20 million construction cost
- Rarely over $20 million construction costs
- Start budget exercise in April and submit in May (5 years into future)
- Issue batch of projects starting in January using October funding

Detention Facilities
- Adult Detention
- Juvenile
- Krier

Downtown Campus
- Courthouse
- Justice Center
- Archives
- Courthouse Annex
- Paul Elizondo Tower (PET)

Outlying Buildings
- Substations
- Offices
- ME/Crime Lab
- Courts, Tax Offices, Justice of the Peace

Parking Garages

Contact
Fernando Aguilar, AIA, LEED AP
Capital Projects Manager
Bexar County Facilities Management
Office: (210) 335-3834
Email: fernando.aguilar@bexar.org

Bexar County Small Business & Entrepreneurship Department
Long Range Projects

- Woodlake Golf Course
- Republic Golf Course
- Precinct 3 Park

Contracting Opportunities

- Face Painters
- Food Trucks/Vendors/Catering
- Movie in the Park
- Story Tellers
- Farmer Market Operator
- Craft Vendors
- Camps; Sport, Art and STEM
- Banners
- Signage
- Logo/Branded items
- Live Music Entertainment/Producer
- Fitness Coaches for Yoga, Hi Energy Cardio, Easy Movement, Zumba, Stroller Barre and Circuit Training

Contact

Kenneth D. McGlamery, FMP, CPRP
Director
Bexar County Parks and Recreation
Office: (210) 335-6736
Email: ken.mcglamery@bexar.org

For more information on future projects, scan the QR Code:
Bid Opportunities - Infor Supplier Portal

Starting in July 2022, Infor had 8,836 firms registered as suppliers, and as of September 2023, there are 9,217 firms a 4.27% increase.

Registering in the Bexar County Supplier Portal will open the door to doing business with the County and fulfill the requirement to receive the County’s payment upon receipt of goods and/or services.

You will receive bid notifications based on the commodity codes that are selected by your company and attached to the supplier record during the registration process.

Pre-Bid Conference at the Bexar County Tax Assessor-Collector's Office

1103 S. Frio St., Purchasing Suite, San Antonio, TX 78207

Below is a sample of solicitations from the Bexar County Supplier Portal, found at: www.bexar.org/purchasing

Sample Posting of Solicitations

<table>
<thead>
<tr>
<th>Event #</th>
<th>Name</th>
<th>Type</th>
<th>Open Date</th>
<th>First Close Date</th>
<th>Status</th>
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</thead>
<tbody>
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<td>1050</td>
<td>Public Health Department - ARPA Funded</td>
<td>RFP</td>
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<td>11/3/2023 10:00:00 AM</td>
<td>Amendment in progress</td>
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<td>1045</td>
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<td>1044</td>
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</table>
BID Alerts have become a staple within the SBED arsenal of tools to reach businesses about procurement opportunities at Bexar County. The most important part of doing business with Bexar County is knowing what is available, and when.

Available solicitations range from heavy equipment repair and drainage work to marketing and accounting needs. Since December 2021, SBED has released 295 separate #BIDAlert Campaigns across all platforms. Follow us on social media to receive the latest information (URL links, requirements, and deadline dates) about County opportunities and more.

**295**
Total Campaigns

**117,136**
Total Views

FOLLOW US

[Facebook](#), [Instagram](#), [Twitter](#), [YouTube](#)

Bexar County Small Business & Entrepreneurship Department
ENTREPRENEURS OF BEXAR COUNTY

Bexar County supports many aspects of owning a business as well as provides opportunities to do business with Bexar County. These resources will get you to where you need to go for your business in Bexar County.

WORKING WITH BEXAR COUNTY

Do you want to work with Bexar County offices and departments? Bexar County offers a variety of resources to assist entrepreneurs and small businesses in connecting with Bexar County.

DOING BUSINESS in BEXAR COUNTY

Every business is different with different requirements necessary to ensure everything has been done properly. We're here to help you on the right track to doing business in Bexar County.

WORKING WITH BEXAR COUNTY

Once registered as a vendor to work with Bexar County offices and departments, businesses will have a variety of resources available through various departments and offices.

GET INFORMED

- Purchasing Manual 2019
- Bexar County Administrative Policy 5.1 Purchase of Goods and Services and Procurement of Professional
- Understanding the Solicitation Packet

Departments to Work With

- Purchasing Department: procurement of goods and services for Bexar County departments and offices
- Public Works Department: capital improvements, construction, and professional services
- Small Business & Entrepreneurship Department: works with small businesses, minority-owned businesses, women-owned businesses, and more.

Systems to Use

- Contract & Diversity Management System (CDMS): directory of all certified SMI/BE/HUB businesses in the Bexar County area
- CityCast: current contract solicitations, construction opportunities, and public works and flood control opportunities
- Supplier Portal: current solicitations

Register as a Bexar County Supplier

Registering in the Bexar County supplier portal is key to doing business with Bexar County and will fulfill the requirement for payment upon receipt of goods and services.

By registering, you will automatically receive bid notifications based on the commodity codes your company selected and attached to the supplier record during the registration process. Please see the presentation for information on how to register in the Bexar County supplier portal.

Purchasing Portal Supplier Registration

For more information on Bexar County Business Resources please, scan the QR code or visit www.bexar.org/145/Businesses
DOING BUSINESS IN BEXAR COUNTY

Starting your own business can feel very complicated. The Bexar County Small Business & Entrepreneurship Department (SBED) is here to help in any way we can. If you have questions about where to go or what to do next, feel free to visit our office or call us at (210) 235-1937. You can also request an appointment with our staff to discuss your business needs in greater depth.

Write a Business Plan

Business plans work as a roadmap for how to structure, run, and grow your new business by helping you identify the key elements of your business.

Business plans are a tool to help your business get funding or bring on new business partners. It shows investors that you have put thought into your future goals and have a plan for how to achieve those goals.

There are two types of business plans: traditional and lean startup. Traditional business plans are comprehensive and detailed. They take time to write, but lenders/investors often ask for this type of plan. In contrast, the lean startup plan is high-level and only focuses on key elements. It can help start a conversation with lenders/investors.

Setting Up Your Business

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<th>Business Structure/Nonprofit</th>
<th>Naming Your Business</th>
<th>EIN &amp; Permits</th>
<th>Taxes</th>
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The decision regarding business structure is a decision that a person should make in consultation with an attorney and accountant, taking into consideration issues regarding tax, liability, management, continuity, transferability of ownership interests, and formality of operation. There are six different structures; to learn more, visit the Texas Secretary of State (TSOS) webpage “Selecting a Business Structure.”

Structure Types

- Sole proprietorship
- General partnership
- Corporation
- Limited Liability Corporation
- Limited partnership
- Limited liability partnership

Nonprofit organizations must also identify their organization type (nonprofit corporation or unincorporated nonprofit association) in addition to determining if they are for profit. The TSOS 'page for nonprofit organizations' provides details and resources for setting up a nonprofit organization.
We are an action-oriented team dedicated to linking SMWBE/DBE/HUB to opportunities that will help to ensure success in the government marketplace and the private sector.