

2011 Small Business Academy

“Providing the Tools That Build Success”

Overview

The Small Business Academy has been developed and organized to help provide assistance to Small, Minority, Women, Veteran, Disabled Individual Business Enterprise (DIBE), Disadvantaged Business Enterprise (DBE) and/or Historically Underutilized Business (HUB) that are seeking help to grow their businesses.

Consortium

Through the efforts and support the Alamo Colleges, BexarMet Water District, Edwards Aquifer Authority (EAA), San Antonio Housing Authority (SAHA), San Antonio River Authority (SARA), San Antonio Water System (SAWS), University Health System (UHS), University of Texas Health Science Center at San Antonio (UTHSCSA), and VIA Metropolitan Transit Authority (VIA); the Small Business Academy will provide over eighteen hours of instructions presented through workshops, hands-on seminars and networking functions over a course of nine weeks.

Commitment

Our consortium strongly supports the inclusion of Small, Minority, Women, Veteran, Disabled Individual Business Enterprise (DIBE), Disadvantaged Business Enterprise (DBE) and/or Historically Underutilized Business (HUB) businesses in the program. We know that the success of the SBA depends on the commitment by the business owners selected. Therefore the Small Business Academy has specific guidelines that business owners must meet in order to be considered for the program.

Criteria

Please review the guidelines below. If you meet all of the criteria below, you have a great chance of being selected to participate in the Small Business Academy. Remember, we are looking for committed business owners.

- Operating a business for three years
- Be a Small, Minority, Women, Veteran, Disabled Individual (DIBE), Disadvantaged Business Enterprise (DBE) and/or Historically Underutilized Business (HUB).
- Operating a business in the following industries: Professional Services, Construction, Architecture, Engineering, Healthcare, Commodities/General Services, Real Estate, Housing and Property Management.
- Interested in seeking opportunities to do business with local and state governmental entities.
- Selected businesses will be meeting every Thursday from 4:00 to 6:00p.m beginning on May 12, 2011
- Business owner or designee is required to attend seven out of the nine sessions to be eligible to receive a certificate of completion and reimbursement of the \$75 fee.
- Upon selection, \$75 fee is due by May 12, 2011
- Complete the attached application form and submit by **April 21, 2011**

If you need additional information or have any questions, please contact:

Gabriela Canales - Phone: (210) 358-9114
Email: Gabriela.canales@uhs-sa.com

2011 Small Business Academy

“Providing the Tools That Build Success”

Sessions

Day: Every Thursday from May 12 – July 7, 2011

Time: 4:00pm to 6:00pm

Location: University Health System, 8401 Datapoint, 1st Floor, Rosario Conference Room

Tentative Session Topics

May 12, 2011

I. Orientation & Certification

- Introduction of participants, consortium members and overview of the program
- Certification process and benefits of presented by South Central Texas Regional Certification Agency (SCTRCA), Texas Procurement and Support Services (TPASS) and Southwest Minority Supplier Development Council (SMSDC)
- How to do business with the Edwards Aquifer Authority (EAA)

May 19, 2011

II. Purchasing Process-Solicitations 101

- Explanation of Request for Proposal(RFP) & Request for Qualifications(RFQ), Request for Information (RFI), Invitation for Bid (IFB)
- Solicitation Development, Terms and Conditions
- How to do business with San Antonio Water System (SAWS)

May 26, 2011

III. Cooperative Contracts

- Texas Multiple Awards Schedule (TXMAS)
- Group Purchasing Organizations (GPO's)
- Department of Information Resources(DIR)
- TxSmart Buy, etc.
- How to do business with San Antonio Housing Authority (SAHA)

June 2, 2011

IV. Bonding & Insurance.

- Bid/Payment/Performance Bonds-requirements etc.
- Cost Estimating
- How to do business with the University Health System (UHS)

June 9, 2011

V. Human Capital

- Skill and experience based hiring
- Incorporating consistent, company-wide practices
- Minimizing Unemployment Claims
- How to do business with the University at Texas Health Science Center at San Antonio (UTHSCSA)

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Tentative Session Topics

June 16, 2011

- VI. Access to Capital/Finance
- Micro Lenders:
ACCION Texas
Liquid Capital
 - Macro Lenders:
Broadway Bank, Wells Fargo

June 23, 2011

- VII. Technical Resources
- UTSA(SBDC/MBEC) Assistance Centers
 - Small Business Administration (SBA)
 - Procurement Technical Assistance Center (PTAC)
 - How to do business with San Antonio River Authority (SARA)

June 30, 2011

- VIII. Contracting Agencies
- How to do business with Brooks Development Authority (BDA)
 - How to do business with the Port Authority of San Antonio
 - How to do business with BexarMet Water District
 - How to do business with Alamo Colleges

July 7, 2011

- IX. Workshop Wrap Up and Graduation Ceremony
- Do's and Don'ts of doing business
 - Projecting your image through customer service
 - Success stories
 - How to do business with the VIA Metropolitan Transit Authority (VIA)

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Company Name: _____

Owner of Company: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Number of Years in Business: _____

Company Description: _____

Is your business a Small, Minority, Women, Veteran, Disabled Individual Business Enterprise (DIBE), Disadvantaged Business Enterprise (DBE) or Historically Underutilized Business (HUB)? _____

If so, is your company certified? _____ Certifying Agency Name _____

Briefly state why you would like to be accepted into the program? _____

What are your expectations if you are accepted into the program? _____

Can you or a designated alternate within your company commit to attending the minimum seven out of the nine sessions to successfully complete the workshop seminar? _____ (Business owner or designee is required to attend seven out of the nine sessions to be eligible to receive a certificate of completion and reimbursement of the \$75 fee.)

Please complete and return the above application by April 21, 2011 to:

San Antonio River Authority
P.O. Box 839980
San Antonio, TX 78283-9980
Attn:
Michael Cuellar
Contract Administrator

- Upon selection, \$75 is due by May 12, 2011
- Please make check payable to San Antonio River Authority
- You may also send your application via e-mail to: mcuellar@sara-tx.org