

2014 Annual Report

Small Contractor Participation Assistance Program

Texas Facilities Commission

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Small Contractor Participation Assistance Program

Introduction and Background

Texas Government Code, Section 2166.259, requires the Texas Facilities Commission (the Commission) to maintain the Small Contractor Participation Assistance Program (the Program) for public works projects undertaken and executed by the commission. Created by the Texas Legislature in 1995, the purpose of the Program is to ensure full opportunity for participation by small contractors in certain public works projects managed by the Commission.

Online Information and Public Outreach Plan

A link providing detailed information about the Program is available on the Commission's website and can be found at <http://www.tfc.state.tx.us/divisions/facilities/prog/construct/small-contractor-participation-assistance-program>.

The website includes contact information for the designated program coordinators, a description of the technical assistance available with contact information, and a link to all active bid solicitations for building construction projects managed by the Commission. Information on all active projects is updated regularly and includes project descriptions, project status, and budget summaries. Once building projects are ready for construction solicitation and award, construction plans are provided to plan rooms throughout the state and those plan rooms, with locations and contact information, are listed on the website. All solicitations for upcoming building construction projects managed by the Commission are available through the Electronic State Business Daily feature of the Window on State Government website maintained by the Texas Comptroller of Public Accounts. In addition to active construction solicitations, this link lists all current business opportunities with the Commission.

Information about the program is provided at pre-proposal and pre-bid conferences conducted by the agency for Commission-managed construction projects. Additionally, the Commission actively seeks opportunities to partner with other state agencies, construction and small business trade associations, and small business development organizations. The agency participates in specialized forums throughout the State including co-sponsorship of vendor outreach activities with other state agencies as well as participation in regional and statewide contracting expositions, procurement fairs, and small business association conferences. Information about upcoming scheduled public outreach events is posted on the website as it becomes available.

Technical Assistance

During the construction solicitation and award process for each active building construction project, Commission staff provides project-specific technical assistance pertaining to solicitation documents and procedures; construction plans, specifications, and addenda; project schedules, sequencing, or phasing; clarifications regarding determination of quantities and preparation of estimates; and the State's solicitation process and contract requirements.

To supplement the project-specific technical assistance provided by Commission staff, numerous small business development resources have been identified and are provided on the agency's website. A description of services and an Internet link is provided for each of the resources listed. The list includes small business development centers and other entities located throughout the state that provide a full range of technical assistance, training workshops, specialized classes, and extensive referral networks. Many of these programs also provide assistance with preparing financial statements and bond application packages. In most cases, these services are provided at minimal or no cost to the small business clients.

This report is submitted by the Texas Facilities Commission in accordance with Texas Government Code, Section 2166.259(b-2) requiring the small contractor participation assistance program coordinator to submit an annual report to the Governor, Lieutenant Governor and Speaker of the House of Representatives describing the progress and activities of the program. This report is also available on the Texas Facilities Commission website at www.tfc.state.tx.us/divisions/commissionadmin/tools/.