

Title of research study: Bexar County African American Business Enterprise Research Study

Investigator: Daniel A. Sass

Purpose of the research study and reason for your participation:

As part of the **Bexar County African American Business Enterprise Research study**, you are being asked to complete this online survey to understand your organizations involvement, interest, and capacity to work on government contracts. For validity purposes, please answer each statement honestly. Neither the Center for Community and Business Research (CCBR), Statistical Consulting Center (SCC), or Bexar County will share your individual responses with any organization or individuals. However, if you agree, your contact information will be available in *Bexar County Procurement Directory* for agencies and other organizations to contact you for potential contracts and you may periodically receive information (via email, web postings, etc.) related to available government contracts and government trainings. Of course, you can be removed from the directory or email list serve at any time. Again, all data will be kept confidential and anonymous.

This form provides you with information about the study. You can also obtain a copy of this form on the Bexar county website (<http://ccbraabe.iedtexas.org/>). Please read the information below. Drs. Roberts (email address: SherylLynn.Roberts@utsa.edu) and Sass (email address: Daniel.sass@utsa.edu) can provide you with any additional information, if needed, and answer any questions you may have about the study. Your participation is entirely voluntary and you can refuse to participate or withdraw at any time without penalty or loss of benefits to which you are otherwise entitled. Information concerning the study's importance is available on the survey and the CCBR (<http://ccbraabe.iedtexas.org/>) or Bexar County (<http://www.bexar.org/129/SMWBEDBE-Program>) websites.

We invite you to take part in a research study because you are a minority owned businesses or involved with government contracts and procurements in the Bexar, Comal, Kendall, Bandera, Medina, Atascosa, Wilson, and Guadalupe County are eligible to participate.

Conditions surrounding your participation:

- Whether or not you take part is up to you.
- You can choose not to take part.
- You can agree to take part and later change your mind.
- Your decision will not be held against you.
- You can ask all the questions you want before you decide.

Contact information:

If you have questions, concerns, complaints, or think the research has harmed you, please contact Dr. Dan Sass via phone (210-458-7498) or email (daniel.sass@utsa.edu) or Dr. Sheryllynn Roberts via (210-458-2932) or email (SherylLynn.Roberts@utsa.edu).

This research was reviewed by an Institutional Review Board ("IRB"). You may talk to them at (210) 458-6473 or IRB@utsa.edu if you have questions regarding your rights as a study participant, concerns, or complaints.

Participation in the research study:

As part of the **Bexar County African American Business Enterprise Research study**, you are being asked to complete an online survey that will take about 15 minutes. The survey is designed to 1) identify African American organizations involvement, interest, and capacity to work on government contracts/procurements, 2) determine their awareness, experience, and barriers when working on government contracts; and 3) identify the best methods to communicate and provide information about government contracts.

This study is also designed to help Bexar County develop and enhance current programs to increase the number of African America Business Enterprises (AABE) bidders and potential for awards of county contracts for

goods, commodities, services, construction and professional services. Your input will help shape policies that can increase participation and awareness of this important market across the eight county region.

Next week you will receive an email from Bexar Country that includes a link to the survey. If you do not complete the survey after a week, two reminder emails will be sent the following week. If you still have not completed the survey after two weeks, a CCBR member will call you to request the survey be completed with them over the phone. All responses will be kept confidential; however, if you decide your organization contact information can be included in the Bexar County list of organizations interested in doing contract work for government agencies and other Texas companies. If you click “Agree” on the online survey you are indicating that you wish to take part in this research project.

Additional information:

This study is being funded by Bexar County. For more information about the study (including a copy of IRB consent form) please go to <http://ccbraabe.iedtexas.org/>.

Risks, costs, compensation, and benefits, associated with Participation:

There are no expected risks, costs, or compensation associated with participation. For participating, 1) your organization can be included in the Bexar County list of organizations interested in doing contract work for government agencies and other Texas companies, 2) a full report of the study results, and 3) if you desire periodically receive information (via email, web postings, etc.) related to available government contracts and government trainings.

Participant Privacy and Confidentiality:

While Bexar County and UTSA’s SCC and CCBR will be able to identify your organization (assuming you answer the Organization name question in the survey), no identifiable information will be shared with outside organizations or be included in any written reports. In addition, all data and results will be stored on a secure server. Your research records will not be released without your consent unless required by law or a court order. The data resulting from your participation may be used in publications and/or presentations but your identity will not be disclosed.