



## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals - Nutrition Services for Pre-K 4 SA

Solicitation Number: RFCSP 23-024; RFX 6100016344

Description:

The City of San Antonio Early Childhood Education Municipal Development Corporation (The Corporation or Pre-K 4 SA) is seeking qualified Respondents who can provide a nutritious food service program for the Pre-K 4 SA Program.

Applicable Product Categories: 952-18 Food Program Services, Childcare; 961-38 Food Preparation Services

Date Issued: December 9, 2022

Due Date & Time: January 27, 2023, 2:00 p.m. Central Time

Pre-Submittal Conference: The pre-submittal conference will be held via a WebEx call at 2:00 p.m., Central Time, on January 9, 2023. Attendance is high encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2460 998 1580

Meeting password: COSA

Respondents also have the option to attend the conference virtually via WebEx at [www.webex.com](http://www.webex.com) and clicking on join. The meeting number is: 2460 998 1580 and password is COSA. Attendance is highly encouraged.

Staff Contact Person: Jo Ann Figueiredo, Procurement Specialist II, [joann.figueiredo@sanantonio.gov](mailto:joann.figueiredo@sanantonio.gov)

### Evaluation Committee Voting Members:

Alex Lopez, Assistant City Manager, City Manager's Office

Sarah Baray, Chief Executive Officer, Pre-K 4 SA

Paul Chapman, Chief Operating Officer, Pre-K 4 SA

David Villareal, Operations Administrator, Pre-K 4 SA

Tonda Brown, Chief of Schools, Pre-K 4 SA

Luis Gonzalez, Parent of Pre-K Alumni

Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an Early Childhood Education Municipal Development Corporation Board Meeting; and 2) City employees from the time the RFCSP has been released until the contract is approved at an Early Childhood Education Municipal Development Corporation Board Meeting.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 2:00 p.m., Central Time, on January 12, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Jo Ann Figueiredo, Procurement Specialist II  
City of San Antonio, Finance Department – Purchasing Division

[joann.figueiredo@sanantonio.gov](mailto:joann.figueiredo@sanantonio.gov)

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids).

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.