

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Youth Success Programs Catering**

Solicitation Number: RFCSP 24-054; RFx 6100017665

Description: The City of San Antonio seeks proposals for Catering Services to provide a variety of services for Children and Youth Success Programs, to include the Ambassador Summer Internship Program and NXT Level. The Ambassador Summer Internship Program is an internship program for 200 college aged students. Catering is needed to provide 215 servings each of buffet-style hot breakfast and lunch at Ambassador Orientation yearly; 110 servings each of boxed breakfast and lunch as Ambassador Program Professional Development yearly; and heavy hors d'oeuvres for 300 people at Stay in SA networking event yearly. NXT Level Youth Opportunity Centers connects 16 to 24 year olds to resources to help meet personal, educational and career goals. Catering is needed to provide hot meals at six (6) events per year with 40 servings; hot meals at nine (9) events per year of ten (10) servings; and heavy hors d'oeuvres for 60 people at one (1) event per year. Selected Respondent will be responsible for delivering the meals, setting up buffets as necessary, providing staff to serve the meals as necessary, providing plate and utensils and providing ongoing beverage services as necessary. Selected Respondent will be responsible for delivering boxed meals as necessary.

Applicable Product Categories: 96115 – Concessions, Catering, Vending

**Date Issued: January 17, 2024**

**Due Date & Time: February 16, 2024, 2:00 p.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at **10:00 a.m., Central Time, on January 25, 2024**, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2634 017 0484 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m9f26c8f08a832b333c4eff4f89ebe893>

Staff Contact Person: Jinwan Kim, Procurement Specialist III, [jinwan.kim@sanantonio.gov](mailto:jinwan.kim@sanantonio.gov)

**Evaluation Committee Voting Members:**

Marlys McKinney, Senior Management Analyst, Department of Human Services

Jemm Morris, Senior Management Analyst, Department of Human Services

Angela Mendez, NXT Level Path Builder

Michael Valdez, Higher Education Students Advisory Board Member

Jonah Espinoza, Higher Education Students Advisory Board Member



Pursuant to Section 003 – 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 A session; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council “A” session.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on February 2, 2024.**

Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Jinwan Kim, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Jinwan.Kim@sanantonio.gov](mailto:Jinwan.Kim@sanantonio.gov)

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

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

**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). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support 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.

