

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for DHS Head Start Program Catering**

Solicitation Number: RFCSP 26-035; RFx 6100019431

Description: The City of San Antonio Department of Human Services Head Start Program (“CITY”) is seeking proposals from qualified respondents to provide catering services for the Head Start Program. The City’s Head Start Program serves children living at or below the federal poverty line, prioritizes the most vulnerable populations including children with disabilities, those experiencing homelessness, and children in the foster care system. Currently the program serves 3,330 children within the Edgewood Independent School District (EISD) and San Antonio Independent School District (SAISD) service area. The program’s mission is to prepare children for school readiness and lifelong success while engaging and supporting families.

Applicable Product Categories: 96115 – Concessions, Catering, Vending

**Date Issued: January 23, 2026**

**Due Date & Time: February 25, 2026, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on January 29, 2026, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2333 064 2460 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mb0f257e4adeb8c301c495e7edd0e85c1>

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

### **Evaluation Committee Voting Members:**

Hilda Banuelos, Senior Business Analyst, Department of Human Services  
Priscilla Garcia, Senior Program Analyst, Department of Human Services  
Mica Clark-Peterk, Program Manager, Department of Human Services  
Darrel Jones, Facilities Operations Coordinator, Department of Human Services  
Victor Ayala, Social Service Manager, Department of Human Services

**The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.**



Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m.**, Central Time, on **February 4, 2026**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City's responses will be posted with this solicitation.

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

**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.

