

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Youth Success Division Event Catering and Meal Services Contract**

Solicitation Number: RFCSP 26-037; RFx 6100019461

Description: The Department of Human Services (DHS) administers a range of programs serving youth and young adults to support academic achievement, workforce readiness, personal development and economic mobility. Programs include early childhood services, internship and professional development opportunities, and access to education and career pathways. Participants attend annual events that recognize achievements, provide resources, and offer structured developmental activities. Meals are provided at all events. The selected contractor will be responsible for meal delivery, buffet setup, service staff, plates and utensils, beverage service and boxed meals when required.

Applicable Product Categories: 96115 – Concessions, Catering, Vending

Date Issued: March 6, 2026

Due Date & Time: April 8, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on March 16, 2026, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2341 667 2173 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mb672b07b0e90a9098a2f85132484d781>

Staff Contact Person: Jinwan Kim, Procurement Specialist III, jinwan.kim@sanantonio.gov

Evaluation Committee Voting Members:

Nina Brinson Villalta, Senior Business Analyst, Department of Human Services
Camryn Blackmon, Senior Business Analyst, Department of Human Services
Nicholas Garcia, Project Specialist I, Department of Human Services
Elvia Pace, Program Coordinator, Department of Human Services
Sarah Guerra, Project Specialist I, Department of Human Services
Caydence Don, NEXT Level Path Builder Lead
Leonardo Buentello, Higher Education Student Advisory Board Member
Leo Gutierrez, Project Worth Ambassador

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 **March 19, 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

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 with "SAePS Portal" on the subject line so this can be expedited.

