

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – State Legislative Representation Services**

Solicitation Number: RFCSP 26-113; RFx 6100019848

Description: The City of San Antonio (City) is soliciting proposals for state legislative representation services to supplement the City's legislative advocacy efforts to advance and protect the City's interests with the state government.

Applicable Product Categories: 96151 – Lobbying Services

Date Issued: August 20, 2026

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

Pre-Submittal Conference: Pre-Submittal Conference will be held at 3:00 p.m., Central Time, on August 27, 2026, via Microsoft Teams. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-312-667-7136 | **Phone Conference ID:** 732 531 057#

Join from the meeting link:

<https://teams.microsoft.com/meet/254135595469284?p=WJAnKpaayfuPtdAfps>

Meeting ID: 254 135 595 469 284 | **Passcode:** E2t9Wq9W

Staff Contact Person: Stephanie Nouman, Procurement Specialist III, 210-207-6075, Stephanie.Nouman@sanantonio.gov

Evaluation Committee Voting Members:

Jeff Coyle, Assistant City Manager, City Manager's Office

Sally Basurto, Director, Government Affairs

Audrey Zamora Johnson, Assistant City Attorney, City Attorney's Office

Carlos Contreras, President & CEO, Goodwill of San Antonio

Victoria Shoemaker, Director of External Affairs, Brooks

Juan Ayala, Former City of San Antonio Employee, Retiree

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 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 RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on August 28, 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.

Stephanie Nouman, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Stephanie.Nouman@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.

