



ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name: Request for Proposals for CHDO Operating Expense Funding**

**Solicitation Number: RFP 20-099, 6100013265**

**Description:**

The City of San Antonio's Neighborhood and Housing Services Department – Division of Grants Monitoring and Administration is requesting applications from qualified, non-profit, Community Housing Development Organizations (CHDO) for eligible operating expenses, per HUD HOME regulations. The CHDO qualification criteria are outlined in the RFP document. CHDO Operating Expense funds can be utilized for salaries, benefits, employee training and travel, rent, equipment and other operating expenses. Up to \$300,000.00 in HOME funding is being made available for this purpose from the FY 2021 Annual Action Plan; however, the City is not obligated under this RFP process to fully award these funds and retains the option, at its sole discretion, to reject all proposals.

CHDO Operating Expense is designed to provide operating funds to CHDOs based on financial need and the expectation that the organization is utilizing or will utilize the HOME CHDO set-aside funding within 24 months of the award. Operating expenses must be reasonable and necessary costs that will further the CHDO's ability to develop, own, and/or sponsor an eligible housing development project.

**Applicable Product NIGP Categories:**

90923 - Building Construction, Residential, 91115 - C.I.P., Construction/Rehabilitation,  
91065 - Building Remodeling & Alteration Services

**Date Issued: September 18, 2020**

**Due Date & Time: October 19, 2020 at 11:00 a.m., Central Time**

The City of San Antonio has implemented the San Antonio eProcurement System (SAePS). To receive a copy of this RFP, all vendors must first register on-line at: <http://www.sanantonio.gov/purchasing/SAePS.aspx>.

All proposals must be received no later than **11:00 a.m., Central Time, on October 19, 2020** through the City's SAePS portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

Respondents should strive for early submission to avoid any issues or cause delay in uploading proposal responses as RFP will close at the due date and time.

**Pre-Submittal Conference:** The Pre-Submittal Conference will be held at **3:00 p.m., Central Time, on September 29, 2020 via WebEx call-in only.** 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.

Toll Free Dial-In Number: 1-415-655-0001

Access Code: 133 693 9214

Meeting Password: nvQKc6Hae48

**Staff Contact Person:** Lori Blake, Procurement Specialist III, [lori.blake@sanantonio.gov](mailto:lori.blake@sanantonio.gov)

**Evaluation Committee Voting Members:**

Laura Salinas-Martinez, Grants Administrator, Neighborhood & Housing Services Department

Edward Gonzales, Assistant Director, Neighborhood & Housing Services Department

Ian Benavidez, Assistant Director, Neighborhood & Housing Services Department

Verónica R. Soto, Director, Neighborhood & Housing Services Department

Christopher Folmar, Compliance Manager, Neighborhood & Housing Services Department

Pursuant to Section 008 – Restrictions on Communication 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 RFP or proposal from the time the RFP 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 RFP has been released until the contract is approved at a City Council “A” session.

Exceptions to the Restrictions on Communication:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **11:00 a.m., Central Time, on October 5, 2020**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

**Lori Blake, Procurement Specialist III**  
City of San Antonio, Finance Department – Purchasing Division  
[lori.blake@sanantonio.gov](mailto:lori.blake@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.