



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Tenant-Based Rental Assistance (TBRA) And Homeless Prevention Services Through HOME-ARP

Solicitation Number: RFP 23-027; RFX 6100016383

Description: The City of San Antonio's (the "City") Department of Human Services ("DHS") is seeking qualified Respondents interested in providing services that comply with federal, state and local laws, rules and regulations, and policies that are applicable to the funding source. The project scope includes funding for program delivery by a delegate agency to provide Tenant-Based Rental Assistance (TBRA) and homeless prevention services, including case management, for individuals and households who are experiencing homelessness or at risk of homelessness. The funds used to support proposed programs will be from the HOME Investment Partnerships American Rescue Plan Program (HOME-ARP)

Applicable Product Categories: 95255 - Homeless Prevention Services
95278 - Safe Housing
95215 - Case Management

Date Issued: December 9, 2022

Due Date & Time: February 13, 2023, at 11:00 a.m. Central Time

1st Pre-Submittal Conference will be held via WebEx call at 2:00 p.m., Central Time, on Monday, December 19, 2022. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting Number (access code): 2450 190 3110

Meeting Password: rkEKQz2g7p9

2nd Pre-Submittal Conference will be held via WebEx call at 1:00 p.m., Central Time, on Tuesday, January 10th, 2023. Attendance is optional, but highly encouraged if you were not able to attend the first conference. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting Number: 2455 818 9036

Meeting Password: uSppmg7X3R2

Staff Contact Person: Yvonne Rodriguez ~~Debra Light~~, Procurement Specialist III, Email: debra.light@sanantonio.gov

Evaluation Committee Voting Members:

~~Lori Houston, Assistant City Manager, City Manager's Office~~

Melody Woosley, Director, Department of Human Services

~~Patrick Steck, Assistant Director, Department of Human Services~~

Breanna Jaijairam, Homeless Services Administrator, Department of Human Services

~~Katie Vela, Executive Director, South Alamo Regional Alliance for the Homeless~~

~~Robert Reyna, Community Development Director, Bexar County Economic and Community Development~~

William David Row, Community Services Supervisor, Department of Human Services

Kathy Lacy, Senior Management Analyst, Department of Human Services

Eboni Jett, Senior Director of System Advancement (SARAH)

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 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.

Finance Department, Purchasing Division

PO Box 839966 ♦ San Antonio, TX 78283-3966 ☎ Tel: 210-207-5734

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **3:00 p.m., Central Time, on Friday, January 20, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Yvonne Rodriguez-Debra Light, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
debra.light@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).

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