



## ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Proposals – Mexico & Latin America Foreign Representative

**Solicitation Number:** RFP 23-025; RFX 6100016317

**Description:** The City of San Antonio Economic Development Department (EDD) is seeking a consultant who shall arrange, coordinate, and manage virtual meetings with executives of Mexican and other identified Latin American countries Foreign Direct Investment (FDI) prospects. 'Prospects' qualifying requirements will be set by the Municipality of San Antonio. Consultant shall deepen relationships between San Antonio and the FDI prospects and position San Antonio as a leading candidate for investment in coordination with the Municipality of San Antonio. Consultant should also have capabilities to support in-person trade missions, to provide B2B matchmaking business development services, to promote San Antonio at expos/industry events, and to provide marketing services. Consultant will also manage Casa San Antonio staff in Mexico City.

**Applicable Product Categories:** 96128 – Economic Development, Domestic and Foreign

**Date Issued:** January 13, 2023

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

**Pre-Submittal Conference:** The conference will be held via WebEx call at 2:00 p.m., Central Time, on Friday, January 20, 2023. Attendance is optional, but highly encouraged. Respondents may call:

**Toll Free Number:** 1-415-655-0001

**Meeting number (access code):** 2454 100 4854

**Meeting password:** CoSA2023

**Staff Contact Person:** ~~Michael McCray, Procurement Specialist III, [michael.mccray@sanantonio.gov](mailto:michael.mccray@sanantonio.gov) or~~ Gregory Desir, Procurement Specialist III, [gregory.desir@sanantonio.gov](mailto:gregory.desir@sanantonio.gov)

### Evaluation Committee Voting Members:

Brenda Hicks-Sorensen, Economic Development Director, Economic Development Department

Sarah Carabias-Rush, Chief Economic Development Officer, Economic Development Department

Shahzad (Sherry) Dowlatshahi, Chief Diplomacy & Protocol Officer and Head of Global Engagement Office, Economic Development Department

Alfred Breuer, International Economic Development Manager, Economic Development Department

Jose Luis Garcia, International Business and Protocol Manager, Economic Development Department

~~Sarah Sanchez, SVP, J. Sanchez Contracting, Inc.~~

Cliff Paredes, Associate Regional Director, UTSA SBDC International Trade Center

David Fonseca, CEO, VelocityTX

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.

### 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 27, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Michael McCray, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

Finance Department, Purchasing Division

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

[michael.mccray@sanantonio.gov](mailto:michael.mccray@sanantonio.gov)

or

Gregory Desir, Procurement Specialist III  
City of San Antonio, Finance Department – Purchasing Division  
[gregory.desir@sanantonio.gov](mailto:gregory.desir@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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.