



ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name: Request for Proposals – Food Insecurity Assessment**

**Solicitation Number:** RFP 23-034; RFx 6100016374

**Description:** Recently, the City of San Antonio released its SA Forward Plan, which presents the strategic direction for Metro Health to protect and improve the health of our community so that all people thrive in healthy safe communities. The SA Forward Plan strengthens our foundational capabilities to work in new ways to deepen our impact. Over the next five years, Metro Health will focus our efforts on the following six priority areas.

- Access to Care
- Data and Technology Infrastructure
- **Food Insecurity and Nutrition**
- Health Equity and Social Justice
- Mental Health and Community Resilience
- Violence Prevention

**Applicable Product Categories:** 91852 Food Service Consultant

**Date Issued:** January 13, 2023

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

**Pre-Submittal Conference will be held via WebEx call at 10:30 a.m., Central Time, on Wednesday, January 25, 2023. Attendance is optional, but highly encouraged. Respondents may call:**

**Toll Free Number:** 1 - 469-210-7159

**Meeting number (access code):** 2451 304 7765

**Meeting password:** COSA2023

**Staff Contact Person:** Yvonne Rodriguez, Procurement Specialist III, Email: [yvonne.rodriguez@sanantonio.gov](mailto:yvonne.rodriguez@sanantonio.gov)

**Evaluation Committee Voting Members:**

Sean Green, Public Health Administrator – PaCE

~~Chellie Fernandez, PaCE Manager~~

~~Norma Sifuentes, Maternal & Child Health Public Administrator~~

~~Denise Benoit – Moctezuma, Chronic Disease Manager~~

Haley Amick, Community Nutrition Program Coordinator

~~Ana Macnak, Healthy Neighborhoods Project Manager~~

Maria Palma, Community Nutrition Management Analyst

~~Maciel Uglade, Senior Management Analyst Informatics~~

Nadia Gaona, Senior Management Analyst

**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 **4:00 p.m., Central Time, on January 30, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

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

Yvonne Rodriguez, Procurement Specialist III  
City of San Antonio, Finance Department – Purchasing Division  
[yvonne.rodriquez@sanantonio.gov](mailto:yvonne.rodriquez@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.