



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – TEMPORARY NURSE STAFFING SERVICES FOR PRE-K 4 SA

Solicitation Number: RFP 23-019; RFx 6100016483

Description: The San Antonio Early Childhood Education Municipal Development Corporation (Corporation) or “Pre-K 4 SA” is seeking proposals for medical staffing services in accordance with the specifications listed herein. The Contractor will be primarily responsible for providing trained, professional medical and public health services personnel that will be deployed at various sites identified by Pre-K 4 SA.

Applicable Product Categories: 94864: Nursing Services

Date Issued: January 23, 2023

Due Date & Time: February 27, 2023 at 11:00 a.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at 1:00 p.m. Central Time, February 1, 2023, via WebEx. Attendance at the Pre-Submittal Conference is optional but highly encouraged. Respondents may call the toll-free number listed below or through the below link and enter the access code to participate on the day of the conference.

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

Meeting number (access code): 2453 948 5344

Meeting password: COSA

WebEx Link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=m31e3f2efe35c04c388eaddfb8bd966e5>

Staff Contact Person: Jo Ann Figueiredo, Procurement Specialist II, JoAnn.Figueiredo@sanantonio.gov

Evaluation Committee Voting Members:

Eryanne Taft, Assistant to the CEO, Pre-K 4 SA

David Villareal, Operations Manager, Pre-K 4 SA

Paul Aleman, Special Projects Manager, Pre-K 4 SA

Kathy Mahoney-Urban, School Nurse, Pre-K 4 SA

Julie Sandoval, Public Health Administrator, SAMHD

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 Early Childhood Education Municipal Development Corporation Board Meeting; and 2) City employees from the time the RFP has been released until the contract is approved at a Early Childhood Education Municipal Development Corporation Board Meeting.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 11:00 a.m., Central Time, on February 6, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Jo Ann Figueiredo, Procurement Specialist II,
City of San Antonio, Finance Department – Purchasing Division
JoAnn.Figueiredo@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 with “SAePS Portal” on the subject line so this can be expedited.