



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Foreign Language Interpretation Services

Solicitation Number: RFP 23-039; RFX 6100016427

Description: The City is soliciting a Request for Proposals (RFP) to procure new interpreter contracts with the ability to provide simultaneous and consecutive interpretation in Spanish and other listed languages in this RFP. This is to ensure that the City continues to provide meaningful access to information and programs to a diverse community of limited English proficient (LEP) persons.

Applicable Product Categories: 96146 Interpreter Services, Foreign Language, Hearing Impaired, etc., (See Item 17 for Interpreter Services - Electronically Assisted)

Date Issued: January 24, 2023

Due Date & Time: March 10, 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 Thursday, February 2, 2023. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1 - 469-210-7159

Meeting number (access code): 2458 053 5716

Meeting password: COSA2023

Staff Contact Person: Yvonne Rodriguez, Procurement Specialist III, Email: yvonne.rodriguez@sanantonio.gov

Evaluation Committee Voting Members:

Emily Yaffe, Language Access Manager

Melissa Quiroz, Development Services Department

~~Michelle Vigil, Chief Communications Officer~~

Olivia Gaitan, Accessibility Compliance Specialist

Glen Shell, Chief Operating Officer

~~Sandra Imery, Health Equity Officer~~

Jennifer Mata, DEIA Director

Dwyane Coleman, Epidemiologist with 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 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 February 7, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Yvonne Rodriguez, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
yvonne.rodriguez@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.