



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Health Services for Head Start & Early Head Start

Solicitation Number: RFP 23-057; RFx 6100016056

Description: The City of San Antonio, Department of Human Services (the “City”) is requesting proposals to promote healthy development and ensure optimal learning. Respondent will provide on-site lead and hemoglobin screenings services and other health related services, such as well child exams and immunizations, including flu vaccines, COVID-19 vaccines, and other immunizations, to specified children enrolled in the Head Start Program and their families. Respondent will provide guidance on health related services to Head Start Program staff and Education Service Providers (i.e., ISDs) as requested. The on-site lead screenings and health services will be provided at all Head Start Program sites or as directed by DHS. Hemoglobin screenings will be provided at EHS sites only.

Applicable Product Categories: 948-55 – Medical and Laboratory Services

Date Issued: February 10, 2023

Due Date & Time: March 17, 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 February 17, 2023. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2460 439 2014

Meeting password: COSA

Staff Contact Person: Jinwan Kim, Procurement Specialist III, jinwan.kim@sanantonio.gov

Evaluation Committee Voting Members:

Mica Clark Peterek, Special Project Manager, Department of Human Services

Debra Canales, Senior Management Analyst, Department of Human Services

Rhonda Roach, Senior Special Projects Manager, Department of Human Services

Laura Hernandez, Oral Health Senior Management Coordinator, San Antonio Metropolitan Health Department

Jeanette Rodriguez, ERSEA/Compliance Specialist, Edgewood ISD

Mark Ortiz, Coordinator for Head Start Environmental Health & Safety, San Antonio ISD

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 **10:00 a.m., Central Time, on February 24, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Jinwan Kim, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

jinwan.kim@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.