



**RFP – Youth Services Master Plan for Parks and Recreation
(RFx 6100016552, RFP 23-047)
March 30, 2023, 9:00 a.m. Central Time**

PLEASE HOLD ALL QUESTIONS UNTIL THE END OF THE PRE-SUBMITTAL CONFERENCE

I. Welcome and Introductions

City of San Antonio SAePS Portal –
<https://supplierservice.sanantonio.gov/iri/portal>

II. Overview of Background and Scope of Services

III. Small Business Program

IV. Term of Contract

V. Review of Responses to Questions Submitted in Advance, if any.

VI. Overview of RFP Process:

- A. RFP Submission Requirements
- B. Submission Instructions
- C. Restrictions on Communication
- D. Evaluation Criteria

VII. Key Points/Reminders:

Restrictions on Communication

Please refer to RFP Section 011 – Restriction on Communications for contact information and protocol.

Final Questions Accepted: April 4, 2023, at 10:00 a.m., Central Time.

All written questions are to be sent to:

Veronica Velez, Procurement Specialist II
City of San Antonio, Finance Department – Purchasing Division
veronica.velez@sanantonio.gov

All SBEDA related questions can be sent to:

Economic Development Department – Small Business Office
SBEDAdocs@sanantonio.gov or call 210.207.3922

VIII. Following is a list of projected dates/times with respect to this RFP:

RFP Release Date	March 20, 2023
Pre-Submittal Conference	March 30, 2023, at 9:00 a.m., Central Time
Final Questions Accepted	April 4, 2023, at 10:00 a.m., Central Time
Proposals Due	April 26, 2023 at 11:00 a.m. Central Time

IX. Proposal Submission:

Proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

Respondent must comply with the Restrictions on Communication section of this RFP and **shall not provide full or partial copies of its proposal submission to City officials or City employees**, as defined by that section. Failure to submit a proposal in accordance with the prescribed process will result in Respondent's proposal being disqualified from consideration.

LATE PROPOSALS WILL NOT BE ACCEPTED.

X. Further Information:

Changes to the RFP and responses to questions may be posted to the City of San Antonio's Website, <https://supplierservice.sanantonio.gov/irj/portal>. It is Respondent's responsibility to review this site and ascertain whether amendments or revisions have been made prior to submission of a proposal. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in RFP. Changes, if any, to the Request for Competitive Sealed Proposal shall be made in writing only.

XI. Vendor Guide to Solicitation Response:

http://www.sanantonio.gov/purchasing/SAePS_help_guides.aspx

XII. Questions

XIII. Adjourn