



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Youth Services Master Plan for Parks and Recreation

Solicitation Number: RFP- 23-047; RFx – 6100016552

Description: The City of San Antonio Parks and Recreation Department (City) is seeking proposals from qualified Respondents to provide a comprehensive youth services master plan. The plan should include information including program descriptions, participation statistics, financial data, website content, marketing, and engagement efforts, focus groups, stakeholder interviews, and discussions with multiple levels of staff.

Applicable Product Category: 96120- Customer Service Evaluation Services

Date Issued: March 20, 2023

Due Date & Time: April 26, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference is scheduled, for **March 30, 2023 at 9:00 a.m. Central Time**. The Pre-Submittal Conference will be held via WebEx meeting. Respondents may join the WebEx using the following instructions:

Join by phone: 1-415-655-0001

Meeting number (access code): 2455 649 7160

Meeting password: COSA

Meeting Link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=m590b25b3bf0766a523f3c76208992cd4>

Staff Contact Person: Veronica Velez, Procurement Specialist II, Veronica.Velez@sanantonio.gov.

Evaluation Committee Voting Members:

Nikki Ramos, Assistant Director, Parks and Recreation Department

Sara Sharp, Manager, Parks and Recreation Department

Rebecca Flores, Education Program Administrator, Department of Human Services

Brooke Matula, Sports & Recreational Therapy Director, Morgan's Wonderland

David Rockett, Director of Young Achievers, Boys & Girls Club

Pursuant to Section 003 – In accordance with §2-61 of the City Code, Respondents are prohibited from communicating with 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 awarded. Restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s proposal from consideration.

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 April 4, 2023. Questions received after the stated deadline will not be answered. All questions must be sent by via e-mail to:

Veronica Velez, Procurement Specialist II

City of San Antonio, Finance Department

Veronica.Velez@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, visit www.sanantonio.gov/RFPListings or go to the SAePS portal at: <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so to 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.