



## **ADDENDUM II**

**SUBJECT:** Request for Proposal – Management and Operations of Launch SA, (RFP 23-067, 6100016615), Scheduled to Close: May 8, 2023; Date of Issue: March 22, 2023

**FROM:** Denise Gómez-Esquivel, C.P.M., CPPB  
Procurement Administrator

**DATE:** May 8, 2023

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED REQUEST FOR PROPOSAL**  
**THE ABOVE MENTIONED REQUEST FOR PROPOSAL IS HEREBY AMENDED AS FOLLOWS:**

**1. THE BID OPENING IS HEREBY EXTENDED TO FRIDAY, MAY 12, 2023, AT 11:00 AM CENTRAL TIME.**

### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:**

On Tuesday, April 4, 2023, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Management and Operations of Launch SA Request for Proposals. Below is the list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

- Question 1: What do Matching Funds entail?  
Response: Matching funds entails an organization meeting a matching an agreed upon and required amount of monetary contributions by the end of the stated agreement term.
- Question 2: What does “in-kind” mean?  
Response: “In-kind” refers to non-monetary contributions, such as goods or services, that are provided instead of cash. These contributions can include donations of equipment, supplies, labor, or expertise, and can be valued and reported as part of a project’s overall budget.
- Question 3: Is there room for discussion to have the office location somewhere else besides the downtown San Antonio Public Library?  
Response: No, Launch SA will be primarily located at the Central Library. Respondent may offer services at additional locations.
- Question 4: What are the expectations for the transition period for the awarded vendor?  
Response: The current contract with our vendor expires on September 30, and the new contract will take effect on October 1 to minimize any disruption in service.
- Question 5: Will the awarded vendor have their own staff, or will there be existing staff?  
Response: The City does not provide staffing for Launch SA. Respondent’s proposals should include a staffing plan.
- Question 6: Will the awarded vendor report to a particular board or commission?  
Response: Launch SA operations fall under the oversight of the City’s Small Business Advisory Commission (SABC).

Denise Gómez Esquivel, C.P.M., CPPB  
Procurement Administrator  
Finance Department – Purchasing Division