



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals– Management & Operations of Launch SA

Solicitation Number: RFP 23-067; RFx 6100016615

Description: Through this RFP, the City of San Antonio (City), Economic Development Department seeks proposals from qualified Respondents interested in managing the operation of Launch SA. Awarded Respondents will coordinate with EDD to finalize program details. The vision of the “relaunch” of Launch SA is the focus on services for all stages of business from entrepreneurship ideation to second stage companies and beyond.

Applicable Product Categories: 91820 – Small Business Consulting
91879 – Minority and Small Business Consulting
95816 – Business Management Services
96110 – Business Plan Development Services
91838 – Education and Training Consulting
96153 – Marketing Services (Ind. Distribution, Research, Sales)
96156 – Program Development and Management Services

Date Issued: March 22, 2023

Due Date & Time: May 12, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference is scheduled, for Tuesday, April 4, 2023, at 1:00 p.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): 2469 542 6127 | Meeting password: 6100016615

Meeting Link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=mbd780e9718f41ccdbfe4fccd0477dfc3>

Evaluation Committee Voting Members:

Brenda Hicks-Sorensen, Director, Economic Development Department
Ana Bradshaw, Assistant Director, Economic Development Department
Juanita Sepulveda, Small Business Advisory Commission (SBAC) Co-Chair
Caitlin Cowart, Economic Development Manager, Economic Development Department
Alejandra Lopez, Assistant City Manager, City Manager’s Office
Matthew Reat, Performance Excellence Administrator, Office of Innovation

~~David Fonseca, Chief Executive Officer, VelocityTX~~

Juan Solis III, Community Development Manager, Truist

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 Wednesday, April 12, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Stephanie Nouman, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
stephanie.nouman@sanantonio.gov

Questions submitted and the City’s responses will be posted with this solicitation.

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.