



ADVERTISEMENT INFORMATION ONLY – UPDATE ON RESTRICTION OF COMMUNICATIONS

Solicitation Type and Name: Request for Proposals/Human Services Consolidated Funding FY24-25  
Solicitation Number: RFP 23-066; RFX 6100016759

Description: The City of San Antonio (City), Department of Human Services (DHS), is soliciting proposals from qualified Respondents interested in providing Human and Social Services in alignment with the Departments long-term outcomes and the strategies within each. Respondents are encouraged to thoroughly review each of these long-term outcomes to determine which most closely aligns with their program's outcomes. The City considers coordination with City services and other community-based organizations essential to the successful provision of human services. Priority will be given to programs that are integrated with City priorities and initiatives, demonstrates successful community collaboration, align with specific location and strategies, demonstrate program return on investment and evidence-based outcomes, and detail fiscal sustainability plans for programs submitted for funding.

Applicable Product Categories: 95259 – Human Services

Date Issued: March 27, 2023

Due Date & Time: May 31, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: A non-mandatory Pre-Submittal Conference is scheduled, for Tuesday, April 25, 2023, at 2:00 PM CT. The Pre-Submittal Conference will be held via WebEx meeting.

Staff Contact Person: Donna Hull, Procurement Specialist III, donna.hull@sanantonio.gov

Evaluation Committee Voting Members:

Lori Houston, Assistant City Manager

Melody Woosley, Human Services Director

Jessica Dovalina, Assistant Human Services Director

Patrick Steck, Assistant Human Services Director

Change to Restrictions of Communication: As the San Antonio City Council is not anticipated to consider contracts recommended for award under this RFP until the “A” session meeting scheduled for September 14, 2023, and due to the ongoing discussions with City Council in the upcoming weeks before the FY 2024 Proposed Budget is considered for approval on this same date, RFP Section 011 – Restrictions on Communication, is hereby amended to add the following Exception:

Respondents may participate in discussions in the two Special Budget Sessions (with the Mayor and City Council) scheduled for August 30, 2023, and September 7, 2023, where the public is allowed to provide comments regarding the FY 2024 Proposed Budget. These discussions may include the RFP and Respondents' proposals.

Otherwise, RFP Section 011 – Restrictions on Communication remains in effect until the FY 2024 Proposed Budget is posted for adoption at a City Council “A” session.

Exceptions to the Restrictions on Communications:

Respondents may ask verbal questions concerning this RFP at the Pre-Submittal Conference.

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 4:00 p.m., Central Time, on May 1, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to: Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Donna Hull, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

[Donna.Hull@sanantonio.gov](mailto:Donna.Hull@sanantonio.gov)

Questions submitted and the City's responses will be posted as an addendum 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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.