



ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name: Request for Proposals – Administration & Distribution of Mini Grants**

**Solicitation Number:** RFP 23-080; RFx 6100016788

**Description:** The City of San Antonio's Metropolitan Health District will sub-contract with an organization that specializes in awarding seed funding and providing capacity building to community-based organizations. The contract period is from July 1, 2023 to June 30, 2023. The contractor will distribute CDC mini grants and provide procurement services and contract management.

**Applicable Product Categories: 46258 – Professional Services (Not Otherwise Classified)**

**Date Issued: April 12, 2023**

**Due Date & Time: May 19, 2023, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** The conference will be held via WebEx call at 2:00 p.m., Central Time, on Wednesday, April 19, 2023. Attendance is optional, but highly encouraged. Respondents may call:

**Toll Free Number: 1-415-655-0001**

**Meeting number (access code): 2466 431 4480**

**Meeting password: GRANTS2023**

**Staff Contact Person:** Gregory Desir, Procurement Specialist III, [Gregory.desir@sanantonio.gov](mailto:Gregory.desir@sanantonio.gov)

**Evaluation Committee Voting Members:**

Sean Greene, Public Health Administrator, San Antonio Metropolitan Health District

Chellie Fernandez, Special Projects Manager, San Antonio Metropolitan Health District

~~Alfred Chavira, Senior Management Coordinator, San Antonio Metropolitan Health District~~

Destiny Mujica, Senior Management Coordinator, San Antonio Metropolitan Health District

~~Leonard Trevino, Program Manager, San Antonio Metropolitan Health District~~

Illeana Tiemann, Senior Management Analyst, San Antonio Metropolitan Health District

Maciel Ugalde, Senior Management Coordinator, San Antonio Metropolitan Health District

**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 Monday, April 24, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

**Gregory Desir Procurement Specialist III**

**City of San Antonio, Finance Department – Purchasing Division**

[Gregory.Desir@sanantonio.gov](mailto:Gregory.Desir@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**, 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.