



ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Proposals – Collection of Delinquent Property Taxes

**Solicitation Number:** RFP 23-037; RFx 6100016799

**Description:** The City of San Antonio (“City”) seeks proposals from qualified Respondents interested in providing the services as described in this Request for Proposal (RFP). The successful Respondent will assume complete responsibility for the collection of delinquent property taxes under the authority of the City Charter, the Texas Property Tax Code (the “Tax Code”), and subject to the rules and guidelines issued by the Texas Comptroller of Public Accounts.

**Applicable Product Categories:** 96149 – Legal Services, Attorney

**Date Issued:** April 17, 2023

**Due Date & Time:** June 1, 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 Tuesday, May 2, 2023. Attendance is optional, but highly encouraged. Respondents may call:

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

**Meeting number (access code):** 2450 056 9856

**Meeting password:** TAXES2023

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

**Evaluation Committee Voting Members:**

Ben Gorzell, Jr., CPA, Chief Financial Officer, Office of the City Manager

Troy Elliott, CPA, Deputy Chief Financial Officer, Finance Department

Justina Tate, Director, Office of Management & Budget

Margaret U. Villegas, Assistant Director, Finance Department

Tina Murillo, Tax Assessor/Collector Administrator, Finance Department

**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 Friday, May 12, 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 – Procurement 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.