



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Food Insecurity Assessment Deliverable 3**

Solicitation Number: **RFP 23-092; RFx 6100016890**

Description: The City of San Antonio is issuing a Request for Proposal to execute the third component of Metro Health's food insecurity assessment. This component entails the collection and analysis of qualitative data on strategies community members and stakeholders use to navigate, prevent, and confront food insecurity in San Antonio, and providing an inventory of existing resources and assets that support community food resiliency.

Applicable Product Categories: **91727-** Contracted Services, Research Subject
95670- Research Services, other than business
95277- Research and Evaluation, Human Services including Productivity Audits

Date Issued: May 10, 2023

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

Pre-Submittal Conference: A Pre-Submittal Conference is scheduled, for **Tuesday, May 16, 2023 at 9:30 a.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): 2453 016 1119

Meeting password: zyDpyCy9m33

Meeting Link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=mdd8950f9fd104757dc52c28d76bc22cf>

Staff Contact Person: Debra Light, Procurement Specialist III, Debra.Light@sanantonio.gov.

Evaluation Committee Voting Members:

Sean Greene, Public Health Administrator-PaCE, Health Department
Maciel Ugalde, Senior Management Coordinator, Health Department
Chellie Fernandez, Special Projects Manager, Health Department
Maria Palma, Senior Management Analyst, Health Department
Alfred Chavira, Policy and Partnership Coordinator, Health 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 Tuesday, May 23, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Debra Light, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
Debra.light@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 with "SAePS Portal" on the subject line so this can be expedited.