



**RFP – Professional Writing & Report Design Services for ARPA Funds
(RFx 6100016737, RFP 23-077)**

May 19, 2023, 2:00 p.m. Central Time

PLEASE HOLD ALL QUESTIONS UNTIL THE END OF THE PRE-SUBMITTAL CONFERENCE

I. Welcome and Introductions

City of San Antonio SAePS Portal –

<https://supplierservice.sanantonio.gov/iri/portal>

II. Overview of Background and Scope of Services

III. Term of Contract

IV. Overview of RFP Process:

- A. RFP Requirements
- B. Submission Instructions
- C. Restrictions on Communication
- D. Terms and Conditions
- E. Evaluation Criteria

V. Small Business Program Presentation

VI. Key Points/Reminders:

Restrictions on Communication

Please refer to RFP Section 003 - Restrictions on Communication for contact information and protocol.

Final Questions Accepted: May 24, 2023, at 4:00 p.m., Central Time.

All written questions are to be sent to:

Stephen Muniz, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

stephen.muniz@sanantonio.gov

All SBEDA related questions can be sent to:

Economic Development Department – Small Business Office

SBEDAdocs@sanantonio.gov or call 210.207.3922

VII. Following is a list of projected dates/times with respect to this RFP:

| | |
|---------------------------|--|
| RFP Release Date: | May 12, 2023 |
| Pre-Submittal Conference: | May 19, 2023 @ 2:00 p.m., Central Time |
| Final Questions Accepted: | May 24, 2023 @ 4:00 p.m., Central Time |
| Proposal Due: | June 14, 2023 @ 11:00 a.m., Central Time |

VIII. Proposal Submission:

Proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

LATE PROPOSALS WILL NOT BE ACCEPTED.

IX. Further Information:

Changes to the RFP and responses to questions may be posted to the City of San Antonio's Website, <https://supplierservice.sanantonio.gov/irj/portal>. It is Respondent's responsibility to review this site and ascertain whether amendments or revisions have been made prior to submission of a proposal. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in RFP. Changes, if any, to the Request for Proposal shall be made in writing only.

X. Vendor Guide to Solicitation Response:

http://www.sanantonio.gov/purchasing/SAePS_help_guides.aspx

XI. Questions

XII. Adjourn