



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Professional Writing & Report Design Services for ARPA Funds

Solicitation Number: RFP 23-077; RFx 6100016737

Description: The City of San Antonio (“City”) is seeking proposals from qualified firms interested in providing support for writing narrative reports, report design services, and graphic design work requested by the City Manager’s Office, the City’s American Rescue Plan Act (“ARPA”) Management Division, and the City’s Finance Department. Deliverables to be requested may include, but may not be limited to, report writing and design, general writing services, support on presentation content and design, and customized communications materials.

Applicable Product Categories: 95877 – Project Management Services

Date Issued: May 12, 2023

Due Date & Time: **June 30, 2023**, 11:00 a.m. Central Time

Pre-Submittal Conference: Via WebEx at 2:00 p.m. Central Time, on May 19, 2023

Join by Phone: 1-415-655-0001

Meeting Number (access code): 2461 058 4837

Meeting Password: yMDhviwG662

Staff Contact Person: Stephen Muñoz, Procurement Specialist, stephen.muniz@sanantonio.gov

Evaluation Committee Voting Members:

Gwen Estrada, ARPA Executive Officer/City Manager’s Office

Veronica Garcia, Director of Neighborhood Housing Services Department/Public Works Department

Patrick Steck, Assistant Director of Department of Human Services/Department of Human Services

Julie Sandoval, Public Health Administrator/San Antonio Metropolitan Health District

Luis Rios, Department Fiscal Administrator/Finance

Pursuant to Section 003, Restrictions 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 May 24, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Stephen Muñoz, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

stephen.muniz@sanantonio.gov

Questions submitted and the City’s responses will be posted 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 with “SAePS Portal” on the subject line so this can be expedited.