



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – City of San Antonio Procurement Process Mapping And Improvement Plan

Solicitation Number: RFP 23-090; RFx 6100016878

Description: To ensure internal City procurement processes are efficient, effective, and accessible for local small, minority, woman, and veteran-owned businesses (S/M/W/VBEs), the City's Economic Development Department (EDD) is seeking a consultant to map the current procurement process and provide feedback for improvement based on best industry practices. Ultimately, through this work, the goal is to improve the number of S/M/W/VBEs bidding on and awarded a City contract, as well as reducing the timeline from when a vendor submits a bid, is awarded, and receives their first payment. EDD will work closely with the Finance Department through this process, as the Finance Department manages the entirety of the City's procurement activities. Other supplemental departments will be included in this work, as they play a role in the City's procurement process or are a heavy volume procuring department, such as City Attorney's Office, the Public Works Department, and the Office of Risk Management.

Applicable Product Categories:

91883 - Organizational Development Consulting

91879 - Minority, Women, Veteran and Small Business Consulting

Date Issued: June 16, 2023

Due Date & Time: July 17, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: The conference is scheduled for June 23, 2023, at 9:00 a.m. Central Time. The Pre-Submittal Conference will be held via WebEx meeting. Respondents may join the WebEx using the following instructions:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2632 879 6708

Meeting password: COSA

Meeting Link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=mffb3a54458453c9fa3e359b16e91216d>

Staff Contact Person: Veronica Velez, Procurement Specialist III, veronica.velez@sanantonio.gov

Evaluation Committee Voting Members:

Ana Bradshaw, Assistant Director, Economic Development Department

Angelica Mata, Assistant Director, Finance Department

Kevin Goodwin, Deputy Director, Information Technology Services Department

Brian Dillard, Chief Innovation Officer, Office of Innovation

Shuchi Nagpal, Small Business Manager, Economic Development 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 June 28, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Veronica Velez, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

veronica.velez@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.