



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Racial & Ethnic Approaches to Community Health Program Evaluation

Solicitation Number: RFP 23-107; RFx: 6100017069

Description: The respondent will provide consultation services to support the program evaluation of the Racial and Ethnic Approaches to Community Health (REACH) program. The evaluation will follow the evaluation framework provided by Center for Disease Control (CDC) and will include evaluation on the effectiveness of the program at achieving its intermediate and long-term performance measures as well as understanding key issues related to the impact and scalability of the strategies. The evaluation team will include the consultant and REACH staff who will together collect the performance measures, include key partners in the planning process, identify data sources, and develop a data management plan, if needed.

Applicable Product Categories: 95277 – Research & Evaluation

Date Issued: June 28, 2023

Due Date & Time: July 31, 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 Thursday, July 6, 2023. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2633 289 0576

Meeting password: REACH2023

Meeting Link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=md4d6e9280f46ed83ae33e81906ff00d7>

Staff Contact Person: Gregory Desir, Procurement Specialist III, Gregory.desir@sanantonio.gov

Evaluation Committee Voting Members:

Chong-Min Fu-Sosnaud, Senior Management Analyst, San Antonio Metropolitan Health District

Josh Guerra, Special Projects Manager, San Antonio Metropolitan Health District

Daniel Jimenez, Senior Management Analyst, San Antonio Metropolitan Health District

Paola Martinez, Management Analyst, San Antonio Metropolitan Health District

Christina El Saadi, Epidemiologist, San Antonio Metropolitan Health District

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, July 11, 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 – Purchasing Division

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 with "SAePS Portal" on the subject line so this can be expedited.