



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Public Health Grant Writer

Solicitation Number: RFP 23-108; RFX 6100017088

Description: The Centers for Disease Control and Prevention (CDC) recently awarded Metro Health a grant titled Building Resilience: Strengthening the Public Health Workforce and Infrastructure in San Antonio. The funding provides support for core infrastructure improvements for local public health agencies to be equipped to respond to the ongoing and future public health needs of the communities and populations they serve. In alignment with this grant award and Metro Health's strategic plan and priorities, Metro Health seeks the services of a qualified grant writer to assist with identifying and preparing proposals for new funding opportunities through grant applications to federal, state, and local funders.

Applicable Product Categories: 94652 + Grant Writing Services

Date Issued: August 16, 2023

Due Date & Time: September 20, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: Via Webex at 9:00 a.m. Central Time, on August 23, 2023.

<https://sanantonio.webex.com/sanantonio/j.php?MTID=ml6455cabdb95443cff873eed906c5aa5>

Meeting Number (access code): 2630 226 2400

Meeting Password: COSA

Join by Phone: 1-415-655-0001

Staff Contact Person: Stephen Muniz, Procurement Specialist III, [stephen.muniz@sanantonio.gov](mailto:stephen.muniz@sanantonio.gov)

Evaluation Committee Voting Members:

Stacy Maines, Public Health Administrator, San Antonio Metro Health Department

Miguel Cervantes, Public Health Administrator, San Antonio Metro Health Department

Ashley Steubing, Contracts Manager, San Antonio Metro Health Department

**Gabriel Aguilar, Health Program Manager, San Antonio Metro Health Department**

LeeAnn Campos, Contract Coordinator, San Antonio Metro 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 August 25, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Stephen Muniz, Procurement Specialist III

City of San Antonio, Finance Department – Procurement Division

[stephen.muniz@sanantonio.gov](mailto: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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.