



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Domestic Violence Legal Services**

Solicitation Number: RFP 23-114; RFx 6100017122

Description: Contractor will create referral process for victims of domestic violence. Contractor will provide a timely legal intake for the referral from the Metro Health CRT Victim Advocate and Case Manager and provide direct access to an attorney who is an expert in domestic violence through live legal advice to each eligible referral. Contractor will provide extensive legal representation to eligible clients regarding child custody, divorce, civil protection orders, evictions, immigration and other related legal issues that were caused by domestic violence or impact a person's ability to achieve safety from domestic violence. Contractor will provide referrals for victims who are not eligible or who have additional needs related to domestic violence.

Applicable Product Categories: 96149 – Legal Svcs, Attorney

Date Issued: August 31, 2023

Due Date & Time: December 15, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference is scheduled, for September 7, 2023, at 2:00 p.m. CT.

The Pre-Submittal Conference will be held via WebEx meeting.

Respondents may join the WebEx using the following instructions:

Join by phone: 1-415-655-0001

Meeting number (access code): 2631 862 3587

Meeting password: COSA

Meeting Link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m994159a4854b2d409647f00fe3adaea4>

Staff Contact Person: Valeri Jasso, Procurement Specialist III, valeri.jasso@sanantonio.gov.

Evaluation Committee Voting Members:

Michaela Schneider, Contract Coordinator, San Antonio Metropolitan Health District

Erica Lee, Health Program Manager, San Antonio Police Department

Karla Kilmer, Senior Management Coordinator, San Antonio Police Department

Louie Olivan, Senior Management Coordinator, San Antonio Metropolitan Health District

Erica Haller-Stevenson, Public Health Administrator DV program, 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 September 12, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Valerie Jasso, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
valerie.jasso@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.