



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – FY 2024 CHDO Operating Expense Funding.

Solicitation Number: RFP 23-140, RFx: 6100017350

Description: The City of San Antonio (City) Neighborhood and Housing Services Department (NHSD) is requesting proposals from local, non-profit, affordable housing providers (Applicant) in need of HOME Investment Partnerships Program (HOME) funding for eligible operating expenses for FY2024 and FY2025. Applicants must meet the Community Housing Development Organization (CHDO) Certification requirements as described in the 2013 HOME Final Rule. All eligible Applicants may apply regardless of whether they have received CHDO Operating Expense funding in the past from the City.

Applicable Product Categories: 90954 (Home Construction, Single Family) and 90923 (Building Construction, Residential, Apartment)

Date Issued: September 7, 2023

Due Date & Time: October 6, 2023, at 11:00 a.m. CT

Pre-Submittal Conference: The conference will be held via WebEx at 10:00 a.m., Central Time, on September 12, 2023.

Attendance is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Toll Free Number: 1-469-210-7159

Meeting number (access code): 2633 981 3671

Meeting password: iJ2Wy83vH6Z

Respondents also have the option to attend the conference via WebEx at www.webex.com and clicking on join. The meeting number is: **2633 981 3671** and password is: **iJ2Wy83vH6Z**

Attendance is highly encouraged.

Evaluation Committee Voting Members:

Veronica Gonzalez, NHSD Assistant Director

~~Christopher Lazaro, Grant Administrator~~

~~Colton Powell, Grant Manager, NHSD~~

William Taylor, Contracts Manager, NHSD

Jason Gray, Project Manager, Development Services Department

Celina Gonzalez, Senior Management Analysis

Patrick Steck, Assistant Director, Department of Human Service

Jonathan Garcia, Management Analyst, NHSD

Juan Alanis, Management Analyst, NHSD

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 **11:00 a.m., Central Time, on September 20, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Yvonne Rodriguez, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
yvonne.rodriquez@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.