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Solicitation Type and Name: **Request for Proposals – Family Engagement Professional Consulting Services**

Solicitation Number: RFP 23-120; RFx 6100017190

Description: Reporting directly to Engagement & Outreach, the consultant will work collaboratively with the department in the development of content and training, activities and collateral materials that expand and improve the supporting goals from the Pre-K 4 SA strategic plan in respect to family engagement and outreach. The consultant will help develop and support training of staff to expand and improve a family engagement culture through planning, creation and production of professional development sessions, developing of action plans and presentation in support of Pre-K 4 SA strategic plan and family engagement initiative(s).

Applicable Product Categories: 91838- Education & Training

Date Issued: September 13, 2023

Due Date & Time: October 13, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: The pre-submittal conference will be held via a WebEx call at 2:00 p.m., Central Time, on **September 21, 2023**. Attendance is highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2632 867 2010

Meeting password: COSA

Respondents also have the option to attend the conference virtually via WebEx at www.webex.com and clicking on join. The meeting number is: **2632 867 2010** and password is **COSA**. Attendance is highly encouraged.

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

Evaluation Committee Voting Members:

Denise Barrera-Tejeda, Special Projects Manager, Pre-K 4 SA

Jessica Cooper, Family Instructional Specialist, Pre-K 4 SA

Tomeka Kuykendall, Parent Liaison, Pre-K 4 SA

Tonda Brown, Chief of Schools, Pre-K 4 SA

Jill Byrd, Head of Communications and Engagement, Pre-K 4 SA

Paul Chapman, Chief Operating Officer, Pre-K 4 SA

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 Early Childhood Education Municipal Development Corporation Board Meeting; and 2) City employees from the time the RFP has been released until the contract is approved at an Early Childhood Education Municipal Development Corporation Board Meeting.

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 22, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Valeri Jasso, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
valeri.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.