



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Counseling Services for Violence Prevention

Solicitation Number: RFP 23-134; RFX 6100017313

Description: The City of San Antonio (hereinafter referred to as “City”) is seeking proposals from Respondents (hereinafter referred to as “Respondent”) qualified to get trauma counselor services from fully licensed clinicians who have the ability to provide individual counseling sessions for Stand Up SA (SUSA) and Domestic Violence (DV) staff to address grief, stress or trauma to address possible post-traumatic stress disorder (PTSD), shock, severe mental or physical pain. The Licensed counselor(s) will also provide counseling sessions on an as-needed basis for individual community members who have experienced a violent or traumatic situation.

Applicable Product Categories: 95-221 – Counseling Services

Date Issued: September 27, 2023

Due Date & Time: November 17, 11:00 a.m. Central Time

Pre-Submittal Conference: The conference will be held via WebEx call at 11:00 a.m., Central Time, on October 4, 2023. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2634 096 4941

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m69713ecf15c333606607f2c272f59129>

Meeting password: COSA

Staff Contact Person: Jinwan Kim, Procurement Specialist III, jinwan.kim@sanantonio.gov

Evaluation Committee Voting Members:

Derek L. Taylor, Cure Violence Program Manager, San Antonio Metropolitan Health District

Erica Lee, Health Program Manager, San Antonio Metropolitan Health District

Lydia Lockhart, Restorative Justice Coordinator, San Antonio Metropolitan Health District

Anna Macnack, Health Program Manager, San Antonio Metropolitan Health District

Lisa Fragoso, Mental Health Senior Management Coordinator, 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 October 16, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Jinwan Kim, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
jinwan.kim@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.