ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals- Human Services Consolidated Funding FY24-25- Homeless & Legal Services**

Solicitation Number: RFP 24-014; RFx 6100017498

Description: The City of San Antonio, Department of Human Services (DHS), is soliciting proposals from qualified Respondents interested in providing Homeless, and Financial Security Services as outlined in this Request for Proposal. Eligible respondents include nonprofits (501(c)(3), faith-based and community organizations. The mission of DHS is "to promote life-long success by providing Human Services and connecting people to community resources. Through this solicitation, DHS aims to achieve their mission by funding qualified organizations who provide services which support and contribute to the long-term outcomes adopted by the Department.

Applicable Product Categories: 95259 – Human Services

Date Issued: October 6, 2023
Due Date & Time: November 6, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 3:00 p.m., Central Time, on October 16, 2023, via WebEx. Attendance at the Pre-Submittal Conference 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.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2632 570 2765 | **Meeting Password:** COSA

Join from the meeting link:
https://sanantonio.webex.com/sanantonio/j.php?MTID=me83dc21f4450761402283dfb31507461

Staff Contact Person: Marisol Amador, Procurement Specialist III, marisol.amador@sanantonio.gov

Evaluation Committee Voting Members:
Kathy Lacy, Interim Homeless Administrator, DHS
Richard Keith, Human Services Administrator, DHS
Lexi Bachran, Program Director, TX Diaper Bank
Michael Miller, Pastor, Breaking Ministries
Brigitte West, Attorney and Owner, Lite Write Marquee
Dominic Yanas, Member of Close to Homes, Lived Experienced Advisory Board

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 26, 2023.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City's responses will be posted with this solicitation.

Marisol Amador, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Marisol.amador@sanantonio.gov

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). Vendor Guides & Support can be accessed from this link:
https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at
https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor.
Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.