



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Clinical Laboratory Improvement Act (CLIA) Laboratory Director

Solicitation Number: RFP 23-133; RFX 6100017320

Description: The San Antonio Metropolitan Health District (Metro Health) through the Metro Health Laboratory Services Branch (the laboratory) operates a high complexity testing laboratory currently accredited under the Clinical Laboratory Improvement Amendments of 1988 (CLIA) in the following areas: Bacteriology, Parasitology, Syphilis Serology, General Immunology, Urinalysis and molecular testing. In order for the laboratory to meet accreditation requirements of CLIA it must have a qualified CLIA laboratory director responsible for the overall operation and administration of laboratory operations to ensure all laboratory duties are properly performed and applicable regulations and standards are met.

Applicable Product Categories: 94855 Medical and Laboratory Services, Non-Physician

Date Issued: October 13, 2023

Due Date & Time: **December 8, 2023**, at 11:00 a.m. Central Time

Pre-Submittal Conference: The conference will be held October 20, 2023, at 9:00 A.M. via WebEx using the conference instructions listed below. Attendance is optional, but highly encouraged. Respondents may also call:

Join by phone: 1-415-655-0001

Meeting number (access code): 2632 741 7525

Meeting password: COSA

Join from the meeting link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=mff9ae59ce751dad923e6add75de96bc8>

Staff Contact Person: Veronica Velez, Procurement Specialist III, veronica.velez@sanantonio.gov

Evaluation Committee Voting Members:

Mark Wade, Laboratory Manager, San Antonio Metropolitan Health Department

Tommy Camden, TB Program Manager, San Antonio Metropolitan Health Department

Roger Pollok, PHEP Special Projects Manager, San Antonio Metropolitan Health Department

Miguel Cervantes, Public Health Administrator, San Antonio Metropolitan Health Department

Christina Carmona, Epi Program Manager, San Antonio Metropolitan Health Department

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 October 25, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Veronica Velez, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

Veronica.velez@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.