

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals- Annual MLK March Media Broadcasting and Promotional Advertising

Solicitation Number: RFP 23-111; RFX 6100017442

Description:

The City of San Antonio is seeking proposals from media companies to become a media provider in the promotion of the Martin Luther King Jr. March (MLK March). The objective in this partnership is to build awareness of the annual march, the MLK scholarship program, and to broadcast the annual interfaith service.

Applicable Product Categories: 91826 Public Relations Consulting

Date Issued: October 18, 2023

Due Date & Time: November 22, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:30 a.m., Central Time, on October 25, 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: 2633 981 0074 | Meeting Password: COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mf86dfccc05d1700847905ba91fabbedf>

Evaluation Committee Voting Members:

John Peterek, Assistant to the City Manager, City of San Antonio Management Office

Frankie Trynoski, City Council District 2, Chief of Staff

Dwayne Robinson, MLK Commission Chair

Anastasia Nunn, MLK Commissions Budget and Financial Chair

Trent Breitung, MLK Commission Communication Chair

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 30, 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.

Angela Alonso-Smith , Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Angela.alonso-smith@sanantonio.gov

SAePS Access- Please use browser Microsoft Edge

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.

