

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals- San Antonio Fire Department Promotional Exam Consultant

Solicitation Number: RFP 24-018; RFx# 6100017535

Description: The City of San Antonio is issuing a Request for Proposal to provide professional consulting services in the design of personnel selection examinations for the Fire Department. The City desires to have personnel selection exams prepared by the vendor with the flexibility of requesting such exams as needed throughout the term of the contract.

Applicable Product Categories: **92420 – Examination and Testing Services**

**Date Issued: November 6, 2023**

**Due Date & Time: December 15, 2023, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 2:30 p.m., Central Time, on November 13, 2023, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2634 462 2095 | **Meeting Password:** Ma3MBAkZw46

**Join from the meeting:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mabc7a3779c32ffaa6ac1760fb8f3b6e1>

Staff Contact Person: Debra Light, Procurement Specialist III, Debra.Light@sanantonio.gov

### **Evaluation Committee Voting Members:**

Renee Frieda, Human Resources Director, Human Resources Department  
Christina Sanchez, Assistant to the Director, Human Resources Department  
Sarah Bilger, Senior Management Coordinator, Human Resources Department  
Christopher Monestier, Deputy Chief, Fire Department  
Rafael Reyes, District Fire Chief, Fire 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 **4:00 p.m., Central Time, on November 17, 2023**. Questions received after the stated



deadline will not be answered. All questions shall be sent by e-mail.

**Debra Light, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
**Debra.light@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). 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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

