

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Community Crime Prevention Program**

Solicitation Number: RFP 24-049; RFX 6100017642

Description: The City of San Antonio (“City”) proposes to distribute \$250,000 of asset forfeiture funds to support Community Crime Prevention Programs within the City. The City seeks proposals from eligible community crime prevention agencies in an effort to reduce and prevent crime in the City. The funds dispersed to these community crime prevention agencies are allocated by the San Antonio City Council and administered by the San Antonio Police Department (“SAPD”). Any disbursements to entities under this program will be made monthly, upon receipt of documentation of allowable expenditures for the previous month.

Applicable Product Categories: 99025 - Crime Prevention Services

Date Issued: January 17, 2024

Due Date & Time: February 28, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on January 24, 2024, 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 559 5517 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mc6d343514d31f31647d95b0c5cc05beb>

Evaluation Committee Voting Members:

Karen Falks, Assistant Chief, San Antonio Police Department

Hector Salas, Deputy Chief, San Antonio Police Department

Richard Riley, Assistant Director, San Antonio Police Department

Jessica Dovalina, Assistant Director, Department of Human Services

Derek Taylor, 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 January 26, 2024.**



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.

Stephen Muñoz, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
stephen.muniz@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.

