

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals - Vaccine Education Outreach Services**

Solicitation Number: RFP 24-048; RFx 6100017638

Description: Metro Health is seeking at least 10 agencies to provide outreach services to mitigate vaccine hesitancy and build vaccine confidence in areas in Bexar County with low immunization coverage. Contracts resulting from this solicitation will allow for the provision of online and in-person community events, aimed at providing information and education to residents of Bexar County zip codes with high equity index scores or areas with low vaccine uptake.

Metro Health is seeking to procure outreach services to address vaccine education within San Antonio. The scope may include in-person and online community events, provided free of charge to residents.

Applicable Product Categories: 94843 – Health Information Services

Date Issued: March 8, 2024

Due Date & Time: June 3, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on March 18, 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:** 2630 251 9203 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m8320f7121451f4847a1c86d2d89439ad>

Evaluation Committee Voting Members:

- Dr. Anita A. Kurian, Deputy Director, San Antonio Metropolitan Health District
- Miguel Cervantes, Public Health Administrator, San Antonio Metropolitan Health District
- LeeAnn Epstein, Public Health Administrator, San Antonio Metropolitan Health District
- Sean Greene, Public Health Administrator, San Antonio Metropolitan Health District
- Michelle Gilstrap, Health Program Manager, San Antonio Metropolitan Health District
- Toni Thompson, Chief of Staff, San Antonio Independent School 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 March 20, 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.

Gilberto Saldivar, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
gilberto.saldivar@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.

