

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Construction Support – Marketing Plan**

Solicitation Number: RFP 24-070; RFx 6100017774

Description: The City of San Antonio's Economic Development Department (EDD) is seeking the professional services of a consultant ("Consultant" or "Respondent") to enhance and execute a comprehensive marketing and public relations plan, to build upon existing strategy development and timeline, that supports small business owners impacted by construction projects. These efforts will be overseen and executed in tandem with the EDD Marketing/Communication Team.

Applicable Product Categories:
91876 – Marketing Consulting

Date Issued: March 27, 2024

Due Date & Time: April 29, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on April 3, 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 969 2504 | **Meeting Password:** CMM2024

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mc70c55217125ce74c063cd90518d29be>

Staff Contact Person: Gregory Desir, Procurement Specialist III, Gregory.Desir@sanantonio.gov

Evaluation Committee Voting Members:

Ana Bradshaw, Assistant Director, Economic Development Department

Celeste Garcia, Marketing Manager, Economic Development Department

~~Kathy Quinones, Small Business Outreach Manager, Economic Development Department~~

Brian Chasnoff, Assistant Director, Communications & Engagement Department

Nicholas Olivier, Public Relations & Marketing Manager, Public Works Department

Margaret Toscano, Compliance Manager, Economic Development 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 April 8, 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.

Gregory Desir, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gregory.Desir@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.

