

## ADVERTISEMENT INFORMATION ONLY

### Solicitation Type and Name: **Request for Proposals – Safety Management System Certification Auditing Services**

Solicitation Number: RFP 24-076; RFx 6100017874

Description: The City of San Antonio (City) is seeking proposals from organizations (hereinafter referred to as “Respondent”) to provide auditing and related services to assist with development, implementation, and certification of an Occupational Health Safety Management System (SMS) based on the ISO 45001 standard.

The SMS program constitutes a significant addition to the City Safety Program that is implemented over the departments that incur in occupational injuries and vehicle collision cases that represent high dollar amounts in liability.

The scope of coverage for this proposal will be the Safety Management System as implemented under the ISO 45001:2018 international standard model, which covers selected municipal operations and locations to include policies, plans, programs, processes, and practices to reduce risk levels and take opportunities for improving safety performance.

Applicable Product Categories:  
94620 – Audit Services

**Date Issued: April 17, 2024**

**Due Date & Time: May 31, 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 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 755 7718 | **Meeting Password:** Safety2024

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m203c5858d0a1c2fca1b53589bd09e93d>

Staff Contact Person: Gregory Desir, Procurement Specialist III, [Gregory.Desir@sanantonio.gov](mailto:Gregory.Desir@sanantonio.gov)

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

~~Debra Ojo, Director, Office of Risk Management~~

Lisa Valdez, Assistant to the Director, Office of Risk Management

Jose Inclan, Safety Administrator, Office of Risk Management

Jayden Ison, OHS Manager, Office of Risk Management

Walter Barrett, Solid Waste Manager, Solid Waste Management Department

~~Caron Lay, Continuous Improvement Manager, Public Works Department~~

Veronica Moreno, Parks & Recreation Safety Liaison, Parks & Recreation 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 29, 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](mailto:Gregory.Desir@sanantonio.gov)

**To view this solicitation**, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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.

