

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Latin America Foreign Representative**

Solicitation Number: RFP 24-109; RFx 6100018024

Description: Seeking Consultant to deepen relationships of San Antonio and Latin America outside Mexico with focus on, but not limited to, Panama and Colombia and position San Antonio as a leading candidate for investment. Consultant shall arrange, coordinate, and manage in-person/virtual meetings with executives of Latin American countries' foreign direct investment prospects. This scope of work does not include Mexico.

Applicable Product Categories: 96128 – Economic Development, Domestic and Foreign

**Date Issued: May 14, 2024**

**Due Date & Time: June 18, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on May 23, 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:** 2632 631 7317 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m2e1766bde0373ef11a17c7dd60ac3578>

Staff Contact Person: Gene Gentry, Procurement Specialist III, gene.gentry@sanantonio.gov

**Evaluation Committee Voting Members:**

Shea Hopkins, Assistant Director, Economic Development Department

Shahzad Dowlatshahi, Chief Diplomacy & Protocol Officer, Economic Development Department

Alfred Breuer, International Economic Development Manager, Economic Development Department

Jose Luis Garcia, Intl. Business and Protocol Manager, Aviation Department

Ashley Gossen, Senior Vice President, Global Corporate Recruitment

**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 May 30, 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.

**Gene Gentry, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Gene.gentry@sanantonio.gov](mailto:Gene.gentry@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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

