

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – On-Call Professional Consulting Services for Marketing and Communication**

Solicitation Number: RFP 24-078; RFx 6100016875

Description: The City of San Antonio, Transportation Department ("City") is seeking proposals from qualified Respondents interested in providing as needed, or on-call, professional consulting services for marketing, communications, and other programmatic areas. Scope of services may include but are not limited to on-call analysis, public engagement, marketing, data collection/survey and communication, graphic design services, securing of promotional items, and staff augmentation for multiple projects to be delivered through various programs and funding sources.

Applicable Product Categories: 91522 – Communications Marketing Services
91573 – Public Information Services, Including Press Releases
91807 – Advertising Consulting
91826 – Public Relations Consulting
91876 – Marketing Consulting
96153 – Marketing Services, Including Distribution, Public Opinion Surveys, Research, Sales Promotions, etc.

Date Issued: May 15, 2024

Due Date & Time: July 12, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 3:00 p.m., Central Time, on May 28, 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 501 0902 | **Meeting Password:** COSA24

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=md1c1809d4c6506720bb0ca822874ddc3>

Staff Contact Person: Stephanie Nouman, Procurement Specialist III,
Stephanie.Nouman@sanantonio.gov

Evaluation Committee Voting Members:

John Peterek, Interim Assistant City Manager, City Manager's Office

Catherine Hernandez, Director, Transportation Department

Joe Conger, Public Relations Manager, Transportation Department

Melanie Morales, Creative Services Manager, Community & Engagement Department

Siboney Diaz, Community Engagement Administrator, Neighborhood & Housing Services Department

Claudia Balarin, Community Action Team Member, Animal Care Services

Brady Burns, Special Projects Manager, Development Services 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 **11:00 a.m., Central Time, on May 31, 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.

Stephanie Nouman, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Stephanie.Nouman@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.

