

## ADVERTISEMENT INFORMATION ONLY

### Solicitation Type and Name: **Request for Proposals – Multi-Year Emergency Management Strategic Planning Services**

Solicitation Number: RFP 24-115; RFx 6100018208

Description: The City of San Antonio (City) is seeking proposals from qualified Respondents that can provide emergency management services such as planning, training, exercising, response and recovery. The selected Respondent will play a key role in enhancing the City's overall preparedness and ability to respond and recover from a variety of incidents. The selected Respondent will provide these services in a method that reflects the mission, vision and goals of San Antonio Office of Emergency Management (SAOEM). The Respondent will assist in strategically managing preparedness, response, recovery and pre-and post-disaster mitigation services during the term of this contract.

Applicable Product Categories: 91832 - Consulting Services (Not Otherwise Classified)  
91875 - Management Consulting  
99029 - Disaster Preparedness and Emergency Planning Services

**Date Issued: May 31, 2024**

**Due Date & Time: July 19, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 11:00 a.m. Central Time, on June 7, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the number listed below and enter access code to participate the day of the conference.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2634 280 9952 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=maa1881f6e39cf46511f615461dd084b3>

Staff Contact Person: Peter Farley, Procurement Specialist III, [peter.farley@sanantonio.gov](mailto:peter.farley@sanantonio.gov)

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

Diana Lopez, Fiscal Manager, San Antonio Fire Department

Arali Bailie, Grant Manager, San Antonio Fire Department

James Mendoza, Asst. Emergency Management Coordinator, San Antonio Fire Department

Ashley Carter, Senior Management Coordinator, San Antonio Fire Department

**Lawrence Rodriguez, Senior Management Coordinator, San Antonio Fire 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 June 14, 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.

**Peter Farley, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[peter.farley@sanantonio.gov](mailto:peter.farley@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.

