

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Innovation Academy**

Solicitation Number: RFP 24-113; RFx 6100018157

**Description:** The City of San Antonio (the “City”) is soliciting proposals from Respondents to provide instructor-led training for Innovation Academy (IA) participants that equips them with the knowledge, skills, tools and techniques to enhance processes, solve problems and drive positive change in their respective service areas. Specific training topics and details are set forth within this Request for Proposals (“RFP”).

Insights gained from past projects and programs of Innovation have led to the discovery of strategies that aid in achieving successful outcomes. Innovation Academy is a program design to upskill City employees to effectively identify and lead improvement opportunities within their departments and across the City. Target Audience for Innovation Academy Training: City of San Antonio employees selected to participate in Innovation Academy. On any given training course/day there will be no more than 20 course participants and shall adhere to the timeframe detailed in the RFP. Each of the descriptions in the scope of work and participants make up a cohort for one (1) year. Therefore, there would potentially be one (1) cohort for the Innovation Academy Core and one (1) cohort for the Innovation Academy Plus each year.

Applicable Product Categories: 92440 – Instructor-led, Classroom Training, Technical

**Date Issued: June 14, 2024**

**Due Date & Time: July 16, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at **10:00 a.m.**, Central Time, on **June 21, 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:** 2631 772 1254 | **Meeting Password:** COSA24

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m002cd1b1eb34efa40d2a5d0c875a142c>

Staff Contact Person: Victor R. Costilla, Procurement Specialist III, [victor.costilla@sanantonio.gov](mailto:victor.costilla@sanantonio.gov)

**Evaluation Committee Voting Members:**

Kate Kinnison, Interim Chief Innovation Officer, Office of Innovation

Matthew Reat, Performance Excellence Administrator, Office of Innovation

Laura Serrano, Chief of Social Demography, Department of Human Services

Laura Palmer, Senior Management Coordinator, Human Resources Department

Travis Smith, Senior Data Analyst, Integrated Community Safety Office

Kristen McAvoy, Research and Development Coordinator, Office of Innovation



Pursuant to Section 011 – Restrictions 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 26, 2024.**

Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Victor R. Costilla, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Victor.costilla@sanantonio.gov](mailto:Victor.costilla@sanantonio.gov)

Questions submitted and the City’s responses will be posted with this solicitation.

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

**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.

