

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Diabetes Prevention & Control – Diabetes Workshops**

Solicitation Number: RFP 24-128; RFx 6100018184

Description: The City of San Antonio (City) and the San Antonio Metropolitan Health District (Metro Health) are seeking proposals from qualified Respondents to conduct and administer diabetes prevention, obesity prevention and/or chronic disease prevention workshops and/or classes to address nutrition, physical activity and food insecurity across San Antonio as it relates to diabetes and other chronic disease. Workshops/classes can be offered in-person and/or virtually. The selected Respondent shall provide diabetes prevention, obesity prevention and/or chronic disease prevention programs to over 300 unique participants over the initial contract term.

Applicable Product Categories:

91838 - Education and Training Consulting

92416 - Course Development Services, Instructional and Training

92460 - Not-For-Credit Classes, Seminars, Workshops, etc.

94833 - Disease Prevention and Control Services, Non-Contagious

95290 - Training and Instruction Services, Clients, Not Staff

Date Issued: August 14, 2024

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

Pre-Submittal Conference: Pre-Submittal Conference will be held at 11:00 a.m. Central Time, on August 21, 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:** 2633 037 8649 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m32a8c9b6bb5bdd9e3210fe9dfa05b41b>

Staff Contact Person: Peter Farley, Procurement Specialist III, peter.farley@sanantonio.gov

Evaluation Committee Voting Members:

Denise Benoit-Moctezuma, Chronic Disease Prevention Manager, SAMHD

Julius Hunter, Senior Management Coordinator, SAMHD

Mario Gutierrez, Senior Management Analyst, SAMHD

Kathy Shields, Public Health Administrator, SAMHD

Destiny Mujica, Senior Management Analyst, SAMHD

CheVonne Bryan, Assistant Manager – Fitness, Parks and Recreation Department

Andrew Gearhart, Senior Management Analyst – Cultural Events & Exhibits, Department of Arts and Culture



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 August 28, 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

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.

