

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – School Based Mental Health Counseling Services for Youth Impacted by Violence**

Solicitation Number: RFP 24-151; RFx 6100018327

Description: The City of San Antonio is seeking proposals from qualified respondents to provide school-based mental health counseling services and case management support services for children and families affected by bullying, cyberbullying, domestic violence, teen dating violence, gun violence and sexual violence in North East Independent School District (NEISD), Northside Independent School District (NISD), San Antonio Independent School District (SAISD), East Central Independent School District (ECISD), and Southside Independent School District (SISD). Services will be provided in the school and will include behavioral health counseling and case management supportive services for students and their families in kindergarten through 12th grades.

Applicable Product Categories: 95221 – Counseling Services
95215 – Case Management

Date Issued: August 26, 2024

Due Date & Time: September 27, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on **September 9, 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 469 1633 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m344566d7baa89fd33c437727912a79d2>

Staff Contact Person: Jinwan Kim, Procurement Specialist III, Jinwan.Kim@sanantonio.gov

Evaluation Committee Voting Members:

- Jessie Higgins, Chief Mental Health Officer, San Antonio Metropolitan Health District
- Lisa Fragoso, Senior Management Coordinator, San Antonio Metropolitan Health District
- Carol Schliesinger, Health Program Manager, San Antonio Metropolitan Health District
- Joel Calderon, Senior Management Analyst, San Antonio Metropolitan Health District
- Angel Lerma, Special Projects Manager, Department of Human Services

Pursuant to Section 011 – Restrictions on Communication 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 Communication:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on September 12, 2024.**

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

Jinwan Kim, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Jinwan.Kim@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/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 with “SAePS Portal” on the subject line so this can be expedited.

