

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Video Production Series for San Antonio Fire Department**

Solicitation Number: RFP 24-181; RFx 6100018522

Description: The City of San Antonio, San Antonio Fire Department, Office of Emergency Management is seeking a qualified video production firm to produce a series of videos to be utilized in community presentations across the region, focusing on improving awareness of the DVE threat and its impact on our youth.

Applicable Product Categories: 91509 Audio/Video Production Services Complete  
91582 Video Production  
91802 Audio/Visual Consulting Services

**Date Issued: October 18, 2024**

**Due Date & Time: December 13, 2024 at 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 1:00 p.m., Central Time, on October 29, 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:** 2867 595 8781 | **Meeting Password:** COSA24

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m6d9a8985342e96ba83b1f2732773043d>

Staff Contact Person: Adrianna Broniszewski, [adrianna.broniszewski@sanantonio.gov](mailto:adrianna.broniszewski@sanantonio.gov)

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

James Mendoza, Emergency Management Coordinator, San Antonio Office of Emergency Management

Ashley Carter, Senior Management Coordinator, San Antonio Office of Emergency Management

Victoria Echeverri, Senior Management Coordinator, San Antonio Office of Emergency Management

Erick Cantu, Multimedia Art & Content Engineer, San Antonio Fire Department

Lindsey Patten, Special Projects Manager, San Antonio Police 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 December 2, 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.

**Adrianna Broniszewski, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[adrianna.broniszewski@sanantonio.gov](mailto:adrianna.broniszewski@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.

