

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Property Tax Help Professional Services – Direct Services**

Solicitation Number: RFP 24-177; RFx 6100018488

Description: The City of San Antonio’s Neighborhood & Housing Services Department (NHSD) hosts a public education campaign to assist homeowners through the process of filling tax exemptions and protest property tax assessments. The City will host Property Tax Help Campaign (PTHC) sessions from March 2025 – May 2025. The campaign will include in person and virtual sessions.

Applicable Product Categories: 94682 - Tax Services
92464 - Partnering Workshop Facilitation Services
92460 - Not-For-Credit Classes, Seminars, Workshops, etc.

Date Issued: October 21, 2024

Due Date & Time: November 20, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 11:00 a.m., Central Time, on October 30, 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:** 2630 993 4674 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m2b65d72f8fa704ce1439cdd43157a175>

Evaluation Committee Voting Members:

Allison Beaver, Sr. Housing Policy Manager, Neighborhood and Housing Services Department
Valentina Fernandez, Project Manager, Neighborhood and Housing Services Department
Veronica Gonzalez, Assistant Director, Neighborhood and Housing Services Department
Jennifer Rodriguez, Director of Communications, Bexar County Appraisal District
Ignacio Mariscal, Fiscal Manager, Neighborhood and Housing Services Department
Robert Abraham, San Antonio Housing Commissioner
Connie Tobe, Special Projects Manager, Neighborhood and Housing Services Department

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 November 4, 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.

Karla Holten, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Karla.Holten@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.

