

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Crisis Nursery Feasibility Study**

Solicitation Number: RFP 24-182; RFx 6100018524

Description: The Department of Human Services (DHS) is seeking the professional services of a consultant (“Consultant” or “Respondent”) to produce a crisis nursery feasibility study and business plan for the San Antonio community. The data and research in the plan will be used to develop the scope for a proposal to fund a crisis nursery and help guide the City on expected outcomes and sustainability practices.

Applicable Product Categories: 91867 – Human Services Consulting, including Mental Health Consulting

Date Issued: October 28, 2024

Due Date & Time: December 3, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on November 6, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2631 568 4639 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mdce428cd41ee31d5e0ea264e8c879e25>

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

Evaluation Committee Voting Members:

Melody Woosley, Director, Department of Human Services
Audrey Jackson, Head Start Administrator, Department of Human Services
Rebecca Flores, Education Program Administrator, Department of Human Services
Dr. Junda Woo, Medical Director and Local Health Authority, Metropolitan Health District
Ana De Hoyos O’Conner, Professor Early Childhood, San Antonio College and Chair of Early Childcare Committee for Alamo Workforce Solutions
Michael Mitchell, ReadyKidSA Senior Manager, United Way of San Antonio and Bexar County
Dr. Todd A. Landry, Senior Director, Operations and Systems Alignment, Early Matters San Antonio

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 12, 2024.**

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

