

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Early Head Start Mental Wellness Services**

Solicitation Number: RFP 24-172; RFx 6100018445

Description: The City of San Antonio Department of Human Services (DHS) is seeking qualified respondents to promote healthy development and ensure optimal learning by providing mental wellness services to children, parents and staff enrolled in the Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) programs, as needed, in accordance with the Head Start Performance Standards and the terms of the Contract. Respondent shall complete classroom observations, classroom interventions, parent consultations, parent/family support (center and home-based), development of behavioral/intervention plans in collaboration with teachers through brief consultations and support groups for parents. Additionally, Respondents must agree to provide training for both EHS and EHS-CCP staff and parents.

Applicable Product Categories: 91867 – Human Services Consulting

**Date Issued: November 5, 2024**

**Due Date & Time: December 10, 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 13, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2863 244 4208 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mbc9bcbcd5ee896d98bf7f6a332e0f105>

Staff Contact Person: Jinwan Kim, Procurement Specialist III, [jinwan.kim@sanantonio.gov](mailto:jinwan.kim@sanantonio.gov)

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

Christina Fitzgerald, EHS-CCP Special Project Manager, Department of Human Services

Rhonda Roach, EHS Senior Special Project Manager, Department of Human Services

Demetria Marquez, EHS Management Analyst, Department of Human Services

Jessica Manyseng, HS Mental Health Family Support Coordinator, Department of Human Services

Dr. Kathleen Fletcher, Retired Consultant



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 19, 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](mailto: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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

