

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals - Event Management - Property Tax Help Professional Services**

Solicitation Number: RFP 24-168; RFx 6100018446

Description: The City of San Antonio's Neighborhood & Housing Services Department (NHSD) hosts the Property Tax Help Campaign, a public education campaign to assist homeowners with filing tax exemptions and protesting property tax assessments. Over the last two years the campaign has included at least one session in each council district and has reached over 2,595 homeowners citywide. Last year the campaign expanded to include two sessions that were hosted virtually with time for moderated questions and answers.

Each session includes a short presentation followed by individual assistance to homeowners who have questions or need help completing forms. Copying, printing, notary services and filing are available for free at each session.

NHSD is seeking an event coordinator team to lead planning and day-of coordination for the 2025 property tax sessions. A full description of required services will be found under the Section titled Scope of Services in the Request for Proposals.

Applicable Product Categories: 96234 – Event Planning Services
96276 – Seating and Meeting Services, Public
91523 - Conference Coordinating & Planning Services
94682 - Tax Services, Including Tax Preparation, Advisory Services, etc.

Date Issued: November 6, 2024

Due Date & Time: December 10, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on **November 15, 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:** 2632 238 2774 | **Meeting Password:** COSA24

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m1f3669ab99d4674ba741b54c34ae32e7>

Staff Contact Person: Bridgette Posey, Procurement Specialist III, Bridgette.Posey@sanantonio.gov



Evaluation Committee Voting Members:

Allison Beaver, Senior Housing Policy Manager, Neighborhood & Housing Services Department
Valentina Fernandez, Project Manager, Neighborhood & Housing Services Department
Veronica Gonzalez, Assistant Director, Neighborhood & Housing Services Department
Ignacio Mariscal, Fiscal Manager, Neighborhood & Housing Services Department
Jennifer Rodriguez, Director of Communications, Bexar County Appraisal District
Robert Abraham, Housing Commissioner
Juan Hernandez, Senior Economic Development Specialist, Neighborhood & 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 Communication:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on November 20, 2024.** Questions received after the stated deadline will not be answered. All questions shall be sent via e-mail.

Bridgette Posey, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Bridgette.Posey@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.

