

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Community Health Worker Hub-Evaluation**

Solicitation Number: RFP 24-179; RFx 6100018657

Description: Metro Health’s Access to Care Section seeks the professional services of a contractor to provide evaluation services for the Community Health Worker Hub local organizations receiving “mini grant” funding for expansion/creation of innovative community health worker projects. Additionally, the selected contractor will provide evaluation services in support of the Unlocked Initiative, an initiative serving formerly incarcerated individuals. The contractor will provide evaluation services related to Unlocked Initiative’s system for tracking encounters, self-reported health status and services rendered

Applicable Product Categories: 94874 – Professional Medical

Date Issued: November 12, 2024

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

Pre-Submittal Conference: Pre-Submittal Conference will be held at 3:00 p.m., Central Time, on November 19, 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:** 2633 549 0213| **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m44b443eae69b8743449844848ee076ad>

Evaluation Committee Voting Members:

Gabriel Aguilar, Program Manager, San Antonio Metropolitan Health District

Sian Elmore, Public Health Administrator, San Antonio Metropolitan Health District

Destiny Mujica, Senior Management Analyst, San Antonio Metropolitan Health District

Guadalupe Cornejo, Assistant Professor, Alamo Colleges

Angela Warren, Health Program Specialist II, San Antonio Metropolitan Health District

Regina Rodriguez, Special Projects Manager, Neighborhood and Housing Services 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 November 21, 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.

