

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Community Health Worker Hub - Mini Grant Distribution and Support**

Solicitation Number: RFP 24-178; RFx 6100018491

Description: The San Antonio Metropolitan Health District Community Health Worker Hub is seeking the professional services of a contractor to assist in the creation of a grant application, to coordinate and facilitate application review, assist in the selection process and assist in the administration of funding awarded to grantees.

Applicable Product Categories: 95290 Training and Instruction  
91832 Consulting Services (Not Otherwise Classified)

**Date Issued: November 14, 2024**

**Due Date & Time: December 16, 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 21, 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:** 2634 357 0464 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=me058b0ca5505e88f061ef4167a941e40>

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

Gabriel Aguilar, Health 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  
Monica Avila, Senior Management Analyst, San Antonio Metropolitan Health District  
Regina Rodriguez, Special Projects Manager, Neighborhood and Housing Services

**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 26, 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.

**Gilberto J. Saldivar, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[gilberto.saldivar@sanantonio.gov](mailto:gilberto.saldivar@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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

