

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Athletic Trainers for the Fire Department Wellness Center**

Solicitation Number: RFP 25-015; RFx 6100018572

Description: The San Antonio Fire Department (SAFD) recognizes firefighting is among one of the most physically demanding occupations. Long work shifts, heavy EMS call volumes, and the need to ramp up to full speed on a moment's notice all contribute to the potential for injury. In addition to the aging process, these occupational demands make the workforce slower and stiffer over time. The SAFD Sports Medicine Program is intended to reduce the number and severity of both on and off-duty injuries through education and fitness assessments. These assessments screen for deficiencies in range of motion while also providing members with an individualized exercise plan. These tools potentially prevent injuries before they happen.

The program is also intended to expedite recovery when an employee is injured off the job. Through the availability of in-house modalities, employees may avoid having to miss work due to an injury or may return to work earlier than anticipated through an accelerated rehabilitation process.

Applicable Product Categories:

94873 – Physical Fitness Programs

96208 – Athletic Training

94836 – Exercise Program Services

**Date Issued: December 9, 2024**

**Due Date & Time: January 17, 2025, 11:00 a.m., Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10 a.m., Central Time, on December 16, 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:** 2869 001 2606 | **Meeting Password:** SAFDAT2025

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mc0760cf485101bbdc3650aee67a31c43>

Staff Contact Person: Steve Garcia, Procurement Specialist III, Steven.Garcia6@sanantonio.gov

**Evaluation Committee Voting Members:**

Valerie Frausto, Fire Chief, San Antonio Fire Department

Ralph Reyes, District Fire Chief, San Antonio Fire Department

Michael Hinojosa, District Fire Chief, San Antonio Fire Department

Betsy Dose, Special Projects Manager, San Antonio Fire Department

David Whitt, Employee Wellness Manager, City of San Antonio Human Resources



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 December 19, 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.

**Steve Garcia, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Steven.Garcia6@sanantonio.gov](mailto:Steven.Garcia6@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.

