

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Ready to Work Training Provider Intake and Case Management**

Solicitation Number: RFP 25-020; RFx 6100018622

Description: The City of San Antonio's Workforce Development Office is seeking the professional services of a Respondents to implement the SA Ready to Work program services including intake, needs assessments, in-house education and training, case management, educational guidance, enrollment, wraparound services and job placement services.

Applicable Product Categories:

- 92486 Vocational Training
- 92440 Instructor-led, Classroom Training
- 92478 Teaching and Instruction Services
- 95274 Referral Services
- 92015 Assessment and Profiling
- 95215 Case Management
- 96322 Allowances, All Types
- 96388 Tuitions

**Date Issued: November 27, 2024**

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

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on December 13, 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 541 7991| Meeting Password: COSA**

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mc6612543046dfd105a2ee9f0b68ea4f7>

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

Alex Lopez, Assistant City Manager, City of San Antonio

Michael Ramsey, Executive Director, Workforce Development Office

Joel Morgan, Assistant Director, Workforce Development Office

Lori Zamora, Assistant to the Director, Workforce Development Office

Jerry Graeber, Project Manager, Rogers-O'Brien Construction



**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 December 17, 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](mailto: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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

