

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Pre-K Professional Learning Consultant**

Solicitation Number: RFP 24-161; RFx 6100018376

Description: The San Antonio Early Childhood Education Municipal Development Corporation (referred to herein as the “Corporation” or “Pre-K 4 SA”) an experienced and dynamic Professional Learning Consultant that will be responsible for supporting the Pre-K 4 SA professional learning division in designing and offering high-quality professional learning for teachers, leaders and programs. This includes strategic planning beginning with analyzing existing professional learning offerings and structures and proposing recommendations for a robust, impactful suite of professional learning opportunities.

The selected consultant will work collaboratively with the Professional Learning program team in the planning and development of content and training, activities and collateral materials to expand and improve the supporting goals from Pre-K 4 SA strategic plan with respect to Professional Learning. The consultant will help develop and support training of staff to expand and improve a professional learning culture.

Applicable Product Categories: 91865 – Human Resources, Relations Consulting
91867 – Human Services Consulting, Including Mental Health Consulting
91875 – Management Consulting
91838 – Education and Training Consulting
91840 – Employee Benefits Consulting

Date Issued: December 11, 2024

Due Date & Time: January 10, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 1:00 p.m., Central Time, on **December 17, 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:** 2862 679 2606 | **Meeting Password:** COSA24

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m8d1c57d15346f3b2c5c4abf21f338acf>

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



Evaluation Committee Voting Members:

- Paul Aleman, Assistant to the CEO, Pre- K 4 SA
- Tonda Brown, Chief of Schools, Pre-K 4 SA
- Joe De La Rosa, Head of Grants, Pre-K 4 SA
- Ashley Orihel, Special Projects Manager, Pre-K 4 SA
- Larrisa Wilkinson, Deputy Chief Executive Officer, Pre-K 4 SA
- Todd Landry, Senior Director, Early Matters San Antonio

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 Early Childhood Education Municipal Development Corporation Board Meeting; and 2) City employees from the time the RFP has been released until the contract is approved at an Early Childhood Education Municipal Development Corporation Board Meeting.

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 December 19, 2024.**

Questions received after the stated deadline will not be answered. All questions shall be sent via e-mail.

Bridgette Grim, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Bridgette.Grim@sanantonio.gov

Questions submitted and the City’s responses will be posted with this solicitation.

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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.

