

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Non-Profit Home Rehab Services**

Solicitation Number: RFP 25-029; RFx 6100018665

Description: The City of San Antonio is seeking proposals from local non-profit partners (Respondent) to deliver minor and/or small-scale home rehab services to address health, safety, code and/or accessibility issues for the Neighborhood and Housing Services Department (NHSD). The city will require Respondents to assist homeowners located within San Antonio City limits that meet specific income limitations.

Applicable Product Categories:

95249 – Housing Services

91863 – Housing Consulting

Date Issued: December 13, 2024

Due Date & Time: January 30, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:30 a.m., Central Time, on January 3, 2025, 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:** 2867 479 1464 | **Meeting Password:** COSA2025

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m906644b3e81dc0eb4043da6e66733b20>

Staff Contact Person: Gregory Desir, Procurement Specialist III, Gregory.Desir@sanantonio.gov

Evaluation Committee Voting Members:

Lori Houston, Assistant City Manager, City Manager Office

Veronica Garcia, Director, Neighborhood and Housing Services Department

Veronica Gonzalez, Assistant Director, Neighborhood and Housing Services Department

Johana Sias, Special Projects Manager, Neighborhood and Housing Services Department

Jason Gray, Special Projects Manager, Development 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 January 8, 2025**. 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.

Gregory Desir, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gregory.Desir@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.

