

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Marketing and Consulting Services For Convention, Sports, and Entertainment Facilities Department**

Solicitation Number: RFCSP 25-021; RFx 6100018648

Description: The City of San Antonio's Convention Sports and Entertainment Facilities (CSEF) Department is seeking proposal(s) from non-exclusive firms to provide marketing and consultancy services for CSEF for (1) potential concert and event leads for the Alamodome's stadium and arena selected configurations, and (2) to provide information for potential bookings for the Lila Cockrell Theatre. The primary benefit of hiring this type of consultant is to gain a competitive advantage over other local and non-local venues through industry intelligence and advocacy.

### **Convention, Sports, and Entertainment Facilities Department**

Applicable Product Categories:

91876 – Marketing and Consulting

**Date Issued: December 18, 2024**

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

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on January 6, 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:** 2631 185 1720 | **Meeting Password:** COSA25

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m08f235cf0168dc840c738fe0a9bfbaa7>

Staff Contact Person: Angela Alonso-Smith, Procurement Specialist III, Angela.Alonso-Smith@sanantonio.gov

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

Patricia Muzquiz Cantor, Department Director, Convention, Sports, and Entertainment Facilities Department

Stephen Zito, Assistant Director, Convention, Sports, and Entertainment Facilities Department

Monica Rios, Assistant Director, Convention, Sports, and Entertainment Facilities Department

Yldefonso Rodriguez-Sola, Assistant Director, Convention, Sports, and Entertainment Facilities Department

Michael Flores, General Manager, Convention, Sports, and Entertainment Facilities Department

Toryn Jones, Sales & Marketing Administrator, Convention, Sports, and Entertainment Facilities 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.

**Angela Alonso-Smith, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
**Angela.alonso-smith@sanantonio.gov**

**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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

