

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Class D Pharmacy Services**

Solicitation Number: RFP 25-042; RFx 6100018779

Description: San Antonio Metro Health District (Metro Health) is requesting proposals from qualified Respondents to provide supervision and management of Metro Health’s Class D Pharmacy Services. Scope includes ensuring that the Pharmacy is in compliance with all applicable federal, state and local laws and requirements as well as with the Metro Health Pharmacy Policy. Responsibilities would include staffing, compliance, medication management, medication preparations, labeling and dispensing, consultation and training and additional duties as mutually agreed upon by Metro Health and pharmacy provider.

Applicable Product Categories: 94872 - Pharmaceutical Services

Date Issued: January 29, 2025

Due Date & Time: February 28, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on February 5, 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:** 2862 726 8517 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m179b8d686153e853df55ae8082932301>

Evaluation Committee Voting Members:

Anita K. Kuran, Deputy Director, San Antonio Metropolitan Health District

Junda Woo, Medical Director, San Antonio Metropolitan Health District

Roxanne Hickman, Senior Management Coordinator, San Antonio Metropolitan Health District

Carol Staton, Public Health Nursing Supervisor, San Antonio Metropolitan Health District

Lilian Ringsdorf, Regional Medical Director, Texas Department of State Health Services

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 February 10, 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.

Gilberto J. Saldivar, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
gilberto.saldivar@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.

