

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – San Antonio Ecosystem Impact Report**

Solicitation Number: RFP 25-052; RFx 6100018837

Description: Through this RFP, the City of San Antonio's Economic Development Department seeks proposals from qualified Respondents interested in conducting an ecosystem impact study that assesses the current state of the San Antonio small business ecosystem. The impact study will serve as an update to the San Antonio Small Business Ecosystem Report published in 2020, analyze the current state of the ecosystem and determine the impact of investments and efforts made by community institutions since 2020 to address the needs of small businesses as well as make recommendations/identify solutions to remedy any gaps identified.

Applicable Product Categories: 91849 – Finance and Economics Consulting

**Date Issued: February 28, 2025**

**Due Date & Time: April 4, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on March 10, 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:** 2634 631 4326 | **Meeting Password:** EDDSAEIR2025

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m0200fc81a841f0179f09e28ad8e2aa6c>

**Evaluation Committee Voting Members:**

Brenda Hicks-Sorensen, Director, Economic Development Department

Sarah Shakil, Chief Executive Officer, CAARS, Inc.

Barbara Ankamah Burford, Senior VP of Community Relations, Wells Fargo

Rod McSherry, Associate VP, University of Texas at San Antonio

Leilah Powell, Executive Director, LISC SA

Margaret Toscano, Small Business Manager, Economic Development 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 March 13, 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.

**Steve Garcia, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Steven.Garcia6@sanantonio.gov](mailto:Steven.Garcia6@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.

