

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – SAPD Promotional Exams and SAPD & SAFD Entrance Exams**

Solicitation Number: RFCSP 25-040; RFx 6100018773

Description: The City of San Antonio (“City”) seeks proposals from qualified respondents interested in providing the services as described in this RFP. The City requests that interested professional service firms (“vendor”) submit a proposal to provide professional consulting services in the development of validated entry-level San Antonio Fire (“SAFD”) and San Antonio Police (“SAPD”) examinations, and written examinations and video recorded assessment examinations for SAPD promotional ranks.

Applicable Product Categories: 92420 – Examination and Testing Services

Date Issued: April 2, 2025

Due Date & Time: May 21, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on April 15, 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:** 2632 888 4835 | **Meeting Password:** COSA2025

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m4631c26e418c2d56a000f0ecdacfb65>

Staff Contact Person: Jose Narvaez, Procurement Specialist III, Jose.Narvaez2@sanantonio.gov

Evaluation Committee Voting Members:

Renee Frieda, Director, Human Resources Department

Christina Hernandez, Assistant to the Director, Human Resources Department

Sarah Bilger, Sr. Management Coordinator, Human Resources Department

Robert Vara, Captain, San Antonio Police Department

Chris Monestier, 2nd SAPD Representative, San Antonio Police Department

Michelle Ramos, 2nd SAPD Representative, San Antonio Police Department

Cynthia Lindley, SAPD Union Representative, San Antonio Police Department

Rafael Reyes, Division Chief of Professional Standards, San Antonio Fire 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 RFCSP or proposal from the time the RFCSP 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 RFCSP 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 April 17, 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.

Jose Narvaez, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Jose.Narvaez2@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.

