

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Administration & Distribution of Implementation Grant Funds for the San Antonio Metropolitan Health District**

Solicitation Number: RFP 25-041; RFx 6100018778

Description: San Antonio Metropolitan Health District's Policy & Civic Engagement Office (PaCE) is seeking a contractor to plan and execute the Administration & Distribution of Implementation Grants (implementation grants) project as a complement to the existing plans. Funding for these implementation grants is provided by federal funds, through the Centers for Disease Control and Prevention (CDC) Strengthening U.S. Public Health Infrastructure, Workforce and Data Systems Grant. Any contract resulting from this solicitation will be supported by federal grant funding.

Applicable Product Categories: 96258 – Professional Services

Date Issued: April 3, 2025

Due Date & Time: May 20, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 11:00 a.m., Central Time, on April 17, 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:** 2863 722 3319 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m32002ea006dabc069419567baff846f1>

Evaluation Committee Voting Members:

Bianca Cordero-Duenas, Senior Management Analyst, San Antonio Metropolitan Health District
Debra Canales, Senior Management Analyst, San Antonio Metropolitan Health District
Sean Greene, Public Health Administrator, San Antonio Metropolitan Health District
Sarah Sorensen, Senior Management Coordinator, San Antonio Metropolitan Health District
Junda Woo, Medical Director, San Antonio Metropolitan Health District

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 April 22, 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.

