

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals– Translation Services**

Solicitation Number: RFP 25-047; RFx 6100018840

Description: The Diversity, Equity, Inclusion and Accessibility Department (DEIA), Language Access Office seeks proposals from qualified contractors to provide high quality language translation, editing, and proofreading services, referred to collectively as translation services, for the City of San Antonio (City) on an as-needed basis.

It is the City's intent to select a pool of qualified contractors to provide these services to the City for various needs including administrative, marketing, and communication resources as well as other purposes to best serve the people living in, working in, and visiting San Antonio.

Applicable Product Categories: 96175 – Translation Services

**Date Issued: June 13, 2025**

**Due Date & Time: July 25, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on June 20, 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 343 6514 | **Meeting Password:** COSA25

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m7556d9f3ff90f387352517e25a982a3b>

Staff Contact Person: Bridgette Grim, Procurement Specialist III, [Bridgette.Grim@sanantonio.gov](mailto:Bridgette.Grim@sanantonio.gov)

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

Dr. Jennifer Mata Director, Diversity, Equity, Inclusion, and Accessibility Department  
Iris Gonzalez, Special Project Manager, Planning and Community Development Department  
Angie Galal, Senior Public Information Officer, Public Works Department  
Janis Palma, Certified Translator, Board of Director Chair Member, National Association of Judiciary Interpreters and Translators (NAJIT) Certified Interpreter & Translator  
Haetham Abdul-Razaq, Co-Founder of the Arab American Community Network.

**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 June 25, 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.

**Bridgette Grim, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Bridgette.Grim@sanantonio.gov](mailto:Bridgette.Grim@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.

