

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals– American Sign Language Interpretation Services**

Solicitation Number: RFP 25-048; RFx 6100018841

Description: The City's Diversity, Equity, Inclusion, and Accessibility Department (DEIA) seeks proposals from Sign Language services firms to provide on-site and/or scheduled remote simultaneous Sign Language interpreter services. Consultant agrees to assist the City in engaging deaf population by providing Sign Language interpreter services, at San Antonio City Council Sessions and/or any City held event.

Applicable Product Categories: 96167 – Sign Language Services for the Hearing Impaired

Date Issued: June 18, 2025

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

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:30 a.m., Central Time, on June 26, 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:** 2869 906 5989 | **Meeting Password:** COSA25

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mda90b811e5245f26c85d3f344c7a9450>

Staff Contact Person: Bridgette Grim, Procurement Specialist III, Bridgette.Grim@sanantonio.gov

Evaluation Committee Voting Members:

Dr. Jennifer Mata, Director, Diversity, Equity, Inclusion, and Accessibility Department
Deborah Scharven, Accessibility Compliance Manager Diversity, Equity, Inclusion, and Accessibility Department

Alaina Webb, Chair- Languages & Philosophy, San Antonio Community College

Frederick Garcia, Municipal Court Clerk, Municipal Court

Benjamin Swindle, Deaf Faculty Member, San Antonio College

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 or a City Manager Contract Approval Review meeting.



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 July 1, 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

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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.

