

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Public Information Campaign**

Solicitation Number: RFP 25-118; RFx 6100019191

Description: The City's Neighborhood and Housing Services Department (NHSD) is seeking a consultant to develop and implement a short-term outreach plan to increase the general public's awareness of the Affordable Housing Bond and continue the implementation of the city's Public Information Campaign about housing.

Applicable Product Categories:

96153 – Marketing Service, Including Distribution, Public Opinion Survey

96546 – Graphic Design for Printing

91826 – Public Relations Consulting

Date Issued: July 24, 2025

Due Date & Time: August 14, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on July 30, 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:** 2340 696 2043 | **Meeting Password:** Info2025

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=meee057e98dfdd590e1a88652ed2f5bb0>

Staff Contact Person: Gregory Desir, Procurement Specialist III, Gregory.Desir@sanantonio.gov

Evaluation Committee Voting Members:

Veronica Garcia, Director, Neighborhood and Housing Services Department

Brian Chasnoff, Assistant Director of Communications, Communications & Engagement Department

Mark Carmona, Chief Housing Officer, Neighborhood and Housing Services Department

Marivel Arauza, Marketing Manager, Department of Human Services

Nikki Johnson, Housing Commission Representative

The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.



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 August 4, 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.

Gregory Desir, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gregory.Desir@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.

