

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Pre-K 4 SA Insurance Broker Services**

Solicitation Number: RFP 25-122 RFx 6100019138

Description: The San Antonio Early Childhood Education Municipal Development Corporation (Pre-K 4 SA) is seeking Risk Management Consulting Services to act as a “Broker of Record” to market and place the Corporation’s School Leaders/Directors and Officers Liability, General Liability, Abuse & Molestation Liability, Automobile Liability, Errors & Omissions, Program Consultants, Excess Umbrella Liability coverage, Third Party Liability, Crisis Response Coverage, Accident Death & Dismemberment, Property coverage and Special Crime including Child Abduction.

Applicable Product Categories: 91869 – Insurance Consulting
95352 – Insurance and Insurance Services (Not otherwise classified)
95861 – Insurance and Risk Management Services

Date Issued: September 2, 2025

Due Date & Time: **October 9, 2025, 11:00 a.m. Central Time**

Pre-Submittal Conference: Pre-Submittal Conference will be held at **10:00 a.m., Central Time, on September 9, 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:** 2349 221 0782 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mfba12628f074e8a3b68ee80045a04774>

Staff Contact Person: Victor Costilla, Procurement Specialist III, Victor.costilla@sanantonio.gov

Evaluation Committee Voting Members:

Paul Chapman, Chief Operating Officer, Pre-K 4 SA

David Villarreal, Head of Operations, Pre-K 4 SA

Paul Aleman, Assistant to the Chief Executive Officer, Pre-K 4 SA

Valeri Jasso, Contracts Manager, Pre-K 4 SA

Jonathan Ramirez, Operational Services Specialist, Pre-K 4 SA

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 Corporation Board.



Restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by Respondent.

Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s proposal from consideration.

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 September 12, 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.

Victor Costilla, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Victor.costilla@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.

