

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – American Sign Language Emergency Alert System**

Solicitation Number: RFP 26-058; RFx 6100019484

Description: The City of San Antonio Fire Department's Office of Emergency Management (OEM), in coordination with the City's Communications & Engagement Department (C&E), Disability Access Office (DAO) and the Language Access Office (LAO) seek proposals from American Sign Language (ASL) service firms to provide an ASL Emergency Alert System.

Applicable Product Categories:

96167 – Sign Language Services for the Hearing Impaired

96117 – Interpreter Services-Electronically Assisted-Foreign Language, Hearing Impaired, etc.

Date Issued: June 12, 2026

Due Date & Time: July 14, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:30 a.m., Central Time, on June 18, 2026, 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:** 2333 786 1703 | **Meeting Password:** SAFDASL2026

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mdcb9a2241adac01450eec86bc5a1dbe5>

Staff Contact Person: Steve Garcia, Procurement Specialist III, Steven.Garcia6@sanantonio.gov

Evaluation Committee Voting Members:

Grant Hubbell, Deputy Emergency Management Coordinator, San Antonio Fire Department
James Mendoza, Assistant Emergency Management Manager, San Antonio Fire Department
Deborah Scharven, Accessibility Compliance Manager; Compliance, Opportunity & Access
Emily Yaffe, Language Access Project Manager; Compliance, Opportunity & Access
Ashley Carter, Program Coordinator, San Antonio Fire Department

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 22, 2026**. 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.

Steve Garcia, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Steven.Garcia6@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.

