ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFP 26-044; RFx 6100019587

Description: The San Antonio Early Childhood Education Municipal Development Corporation (Pre-K 4 SA) is soliciting proposals from qualified Vendors to provide comprehensive nutrition program services, including preparation and delivery of CACFP-compliant meals and snacks for children ages one (1) year through five (5) years enrolled in Pre-K 4 SA programs and extensive consulting and professional services. Services shall include daily off-site preparation, delivery and ready-to-serve presentation at all designated Education Centers and Partner Sites. This solicitation is an RFP due to substantial components of professional consultation, program evaluation, Registered Dietician (RD) services and ongoing collaboration beyond standard food delivery contracts.

All meal services must meet or exceed the Child and Adult Care Food Program (CACFP) meal pattern and requirements established by the Texas Department of Agriculture (TDA) and the U.S. Department of Agriculture (USDA) and must comply with all applicable health, safety and sanitation regulations.

Applicable Product Categories: 94832 - Dietician Services
95218 – Food Program Services
96138 – Food Preparation Services

Date Issued: May 8, 2026
Due Date & Time: June 8, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on May 15, 2026, via TEAMS. 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: 1-312-667-7136 | **Meeting ID:** 244 184 816 219 23 | **Meeting Passcode:** LA3ej2yn

Join from the meeting link:

https://teams.microsoft.com/meet/24418481621923?p=Z2lFbqCMKpRurgTZMP

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

Evaluation Committee Voting Members:
Alex Lopez, Assistant City Manager, City Manager's Office
Sarah Baray, Chief Executive Officer, Pre-K 4 SA
Tonda Brown, Chief of Schools, Pre-K 4 SA
Isabel Rodriguez, Program Analyst, 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 it's 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 May 18, 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.

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.