

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Material Graphic Design Services**

Solicitation Number: RFP 26-076; RFx 6100019671

Description: The City of San Antonio (“City”) is requesting proposals from qualified graphic design firms to provide creative design services for the Carver Community Cultural Center (“Carver”). Services will include, but are not limited to, the creation, design, and layout of brochures, playbills, rack cards, posters, invitations, envelopes, banners, social media graphics, and other digital assets supporting the Carver’s upcoming performance seasons, which typically run from October through June.

Applicable Product Categories: 96546 – Graphic Design Services for Printing

Date Issued: July 17, 2026

Due Date & Time: August 17, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at **2:00 p.m., Central Time, on July 23, 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 the access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2343 020 9247 | **Meeting Password:** COSA26

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mc766d19bf7b91e7a2419f30fe42b1a5e>

Evaluation Committee Voting Members:

Cassandra Parker-Nowicki, Carver Cultural Executive Director, Convention & Sports Facilities

Victor Caballero, Marketing Manager, Convention & Sports Facilities

Julio Garcia, Contract Manager, Convention & Sports Facilities

Ernie Ramirez, Program Manager, Convention & Sports Facilities

Ashley Colwell, Assistant Marketing Manager, Convention & Sports Facilities

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 July 27, 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.

David A. Morales, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
David.Morales3@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.

