

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Sports Officials for Parks & Recreation Programs**

Solicitation Number: RFP 26-096; RFx 6100019751

Description: The City of San Antonio Parks & Recreation Department offers a wide variety youth sports leagues at community centers across the city, including basketball, soccer, volleyball, flag football, and kickball. The City is seeking proposals for the provision of basketball officials only to support and enhance its delivery of services pertaining to the Spurs Youth Basketball League and other adult basketball events.

Applicable Product Categories:

96168 – Sports Professional Services, Including Sports and Recreational Programs, Referee and Umpire Services, Athletic Training

Date Issued: October 2, 2026

Due Date & Time: November 3, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:30 a.m., Central Time, on October 9, 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:** 2347 019 7152 | **Meeting Password:** 37DUb5WVvf2

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m337bd64685a57f273b9dc8ee414fe36f>

Staff Contact Person: Gene Gentry, Procurement Specialist III, Gene.Gentry@sanantonio.gov

Evaluation Committee Voting Members:

Sara Sharp, Assistant Director, Parks & Recreation Department
Shanea Allen, Parks & Recreation Manager, Parks & Recreation Department
Michael Baldwin, Assistant Parks & Recreation Manager, Parks & Recreation Department
Christian Garcia, Program Manager, Parks & Recreation Department
Edward J. Moreno, Program Manager, Park & Recreation Department
Johnny Perkins, Community Center Leader, Parks & Recreation 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 October 13, 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.

Gene Gentry, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gene.Gentry@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.

