



## ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Qualifications – SA Climate Ready Public Engagement & Communications

**Solicitation Number:** RFP 20-038, RFX# 6100012483

**Description:** The City of San Antonio Office of Sustainability is seeking consultant services to develop and implement the “SA Climate Ready Public Engagement & Communications Initiative,” a comprehensive community engagement, education, and outreach campaign addressing general climate action and adaptation education and awareness, as well as for high-priority sustainability initiatives from the Climate Action & Adaptation Plan (CAAP). The annual budget for this initiative is \$195,000.00 for the first year, with two one-year renewal options.

**Applicable Product Category:** 91573, 95222, and 91827

**Date Issued:** Friday, January 10, 2020

**Due Date & Time:** Wednesday, February 26, 2020 at 11:00 A.M., Central Time

**Pre-Submittal Conference:** City of San Antonio Office of Sustainability- Main Conference Room, 1400 S. Flores, Unit #2, San Antonio, TX 78204, **3:00 p.m., Central Time, on Thursday, January 16, 2020.** Respondents that are not able to attend in person may participate by Conference Call. Respondents may call:

Webex Meeting number (access code): 800 735 172

Join meeting

By phone:

Tap to call in from a mobile device (attendees only)

(415)655-0001 US Toll

Attendance is highly encouraged.

**Staff Contact Person:** Yvonne Rodriguez, Procurement Specialist III, [yvonne.rodriguez@sanantonio.gov](mailto:yvonne.rodriguez@sanantonio.gov)

### **Evaluation Committee Voting Members:**

Douglas Melnick, Chief Sustainability Officer

Julia Murphy, Deputy Chief Sustainability Officer

Minerva Defee, Climate Program Manager

~~Laura Mayes, Chief Communications Officer~~

~~Ivalis Meza, Mayor's Office, Director of Policy and Public Engagements~~

~~Josephine Valencia, Assistant Director, SWMD~~

~~Ashley Alvarez, Public Engagement Officer, GPA~~

**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 **9:00 a.m., Central Time, on Tuesday, January 21, 2020.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Finance Department, Purchasing Division

PO Box 839966 ♦ San Antonio, TX 78283-3966 ♦ Tel: 210-207-5734

**Yvonne Rodriguez, Procurement Specialist III**  
**City of San Antonio, Finance Department - Purchasing Division**  
**yvonne.rodriguez@sanantonio.gov**

Questions submitted before the question deadline and the City's responses will be posted with this solicitation.

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).

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.