



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – Broker Dealer Services**

Solicitation Number: **RFQ 23-094; RFx 6100016915**

Description: The City of San Antonio's Finance Department is seeking proposals from Broker/Dealer firms to buy and sell transactions on a competitive basis. All investments are made in accordance with the City's Investment Policy and the Texas Public Funds Investment Act. Firms must demonstrate extensive fixed income and money market experience, and experience with governmental entities and their requirements.

Applicable Product Categories: **94675 – Securities and Commodities Market Services**

Date Issued: May 31, 2023

Due Date & Time: July 3, 2023, at 11:00 a.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference is scheduled, for **Tuesday, June 6, 2023, at 9:00 a.m. Central Time**. The Pre-Submittal Conference will be held via WebEx meeting. Respondents may join the WebEx using the following instructions:

Join by phone: 1-415-655-0001

Meeting number (access code): 2630 349 3124

Meeting password: AuPNk9gp3m3

Meeting Link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=me41bf034f67c8d2b5ba76da99cfa0e84>

Staff Contact Person: Debra Light, Procurement Specialist III, Debra.Light@sanantonio.gov.

Evaluation Committee Voting Members:

Margaret U. Villegas, Assistant Director, Finance Department

Alejandro Tijerina, Financial Management Administrator, Finance Department

Brett Sekula, Investment Officer, Finance Department

Rozeanne Cantu, Financial Manager, Finance Department

Troy Elliott, Deputy Chief Financial Officer, Finance 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 Wednesday, June 14, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Debra Light, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

Debra.light@sanantonio.gov

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

All proposals must be submitted electronically through the portal. ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.

Finance Department, Purchasing Division
PO Box 839966 ♦ San Antonio, TX 78283-3966 □ Tel: 210-207-5734

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 with "SAePS Portal" on the subject line so this can be expedited.