



## ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Qualifications – SAFD Wellness Medical Oversight & Staffing

**Solicitation Number:** RFQ 23-109; RFx 6100017117

**Description:** The San Antonio Fire Department (SAFD) is seeking a Contractor to provide a Physician licensed in the State of Texas, as approved by the City, to provide medical oversight at the San Antonio Fire Departments Health and Wellness Center. The Contractor shall also provide two (2) Nurse Practitioners (NPs) licensed in the State of Texas, as approved by the City, onsite at the San Antonio Fire Department Wellness Center, for 40 hours a week per NP, Monday through Friday, 07:45 AM to 04:30 PM, unless otherwise determined in conjunction with the SAFD Wellness Manager. Contractor shall send a backup/replacement NP in the event a NP is not available to provide services due to leave of any kind.

**Applicable Product Categories:** 94874 – Professional Medical Services: Physicians, Pharmacists, and All Specialties

**Date Issued:** July 7, 2023

**Due Date & Time:** August 7, 2023, 11:00 a.m. Central Time

**Pre-Submittal Conference:** The conference will be held via WebEx call at 2:00 p.m., Central Time, on Friday, July 14, 2023. Attendance is optional, but highly encouraged. Respondents may call:

**Toll Free Number:** 1-415-655-0001

**Meeting number (access code):** 2631 166 3453

**Meeting password:** FIRE2023

**Meeting Link:** <https://sanantonio.webex.com/sanantonio/j.php?MTID=md88478a0d342c6c70871dad0b3603ba5>

**Staff Contact Person:** Gregory Desir, Procurement Specialist III, [Gregory.desir@sanantonio.gov](mailto:Gregory.desir@sanantonio.gov)

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

Chris Monestier, Deputy Fire Chief, San Antonio Fire Department

Rafael Eduardo Reyes, Division Chief, San Antonio Fire Department

Ramon Casanova, Assistant Fire Chief, San Antonio Fire Department

Betsy Dose, Special Projects Manager, San Antonio Fire Department

Nelda Daniel, Licensed Vocational Nurse (LVN), San Antonio Fire 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 RFQ or proposal from the time the RFQ 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 RFQ 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 RFQ to the Staff Contact Person listed below until **4:00 p.m., Central Time, on Tuesday, July 18, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

**Gregory Desir Procurement Specialist III**

**City of San Antonio, Finance Department – Purchasing Division**

[Gregory.Desir@sanantonio.gov](mailto:Gregory.Desir@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.**

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.