



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications – Process Improvement Consulting Services for San Antonio Airport System

Solicitation Number: RFQ 23-110; RFx 6100017105

Description: The City of San Antonio is seeking an experienced firm to provide expert professional process improvement consulting services to the San Antonio Airport System in support of the Terminal Development Program and Capital Improvement Program at both the San Antonio International Airport and Stinson Municipal Airport.

Applicable Product Categories: 918-75-Management Consulting; 918-83-Organizational Development Consulting

Date Issued: June 29, 2023

Due Date & Time: August 4, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: A pre-submittal conference is scheduled to be held via WebEx at 2:00 p.m. Central Time, on July 10, 2023. Attendance is optional, but highly encouraged. Respondents may call the toll-free number listed below and enter access code or access from below to participate the day of the conference:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2632 148 4519

Meeting Link: <https://sanantonio.webex.com/sanantonio/j.php?MTID=mf7de88cb8284531e1655448bc02afae7>

Meeting password: COSA

Staff Contact Person: Marisol Amador, Procurement Specialist III, [marisol.amador@sanantonio.gov](mailto:marisol.amador@sanantonio.gov)

**Evaluation Committee Voting Members:**

Matt Evans, Arts & Culture Manager, Aviation Department

~~Debbie Drew, Chief Integration Officer, Aviation Department~~

Maria Godina, Planning & Administration Manager, Aviation Department

Melissa Rivers, Grants Manager, Aviation Department

Rich Stinson, Assistant Deputy Director/TDP, Aviation 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 July 19, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

~~Marisol Amador~~ Yvonne Rodriguez, Procurement Specialist III

City of San Antonio, Finance Department – Procurement Division

~~Marisol.amador@sanantonio.gov~~ [yvonne.rodriguez@sanantonio.gov](mailto:yvonne.rodriguez@sanantonio.gov)

Questions submitted 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.