

ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFQ 24-010; RFx 6100017467

Description: The City of San Antonio Office of Sustainability is seeking consultant services to develop and implement a comprehensive community engagement, education and outreach campaign on general climate action and adaptation education and awareness, as well as for high-priority sustainability initiatives from the Climate Action & Adaptation Plan (CAAP).

Applicable Product Categories: **91573 – Public Information Services, Including Press Releases**
95222 – Community Service Campaigns, Anti-Litter Programs, Bicycle Share Programs etc.
91827 – Community Development Consulting

Date Issued: October 13, 2023

Due Date & Time: November 14, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on Friday, October 20, 2023, 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:** 2631 256 8524 | **Meeting Password:** P4AeBEj3B7C

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=md8af43be8f6d1e2afdcb7bb23f932d2c>

Staff Contact Person: Gregory Desir, Procurement Specialist III, Gregory.desir@sanantonio.gov

Evaluation Committee Voting Members:

Douglas Melnick, Chief Sustainability Officer, Office of Sustainability

~~Julia Murphy, Deputy Chief Sustainability Officer, Office of Sustainability~~

~~Esteban Garza, C&E Communications Manager, Office of Sustainability~~

Esteban Jimenez, SWMD Fiscal Analyst, Solid Waste Management Department

~~Marcus Lee, SWMD Marketing Manager, Solid Waste Management Department~~

Marjorie Harrell, SWMD Fiscal Manager, Solid Waste Management Department

Zabrina Rapozo, SWMD Asst. Marketing Manager, Solid Waste Management 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 Tuesday, October 24, 2023**. 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.

Gregory Desir, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gregory.Desir@sanantonio.gov

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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.

