

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – Medical Credentialing Service**

Solicitation Number: RFQ 26-005; RFx 6100019352

Description: The San Antonio Metropolitan Health District (Metro Health) seeks the services of a contractor that has experience assisting public health departments with commercial insurance payer credentialing. Metro Health seeks a contractor who is knowledgeable and experienced in management and oversight services on behalf of public health departments, to provide services to include enrolling, monitoring, and timely re-credentialing for Medicaid, Medicare, and commercial insurance payers for Metro Health clinics and laboratory services. Contractor services will include tracking and reporting on credentialing status, application completeness, missing documents, and flagging issues or risks.

Applicable Product Categories: 94871; 99049

Date Issued: November 24, 2025

Due Date & Time: January 9, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 11:00 a.m., Central Time, on December 5, 2025, 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:** 2330 783 2819 | **Meeting Password:** COSA25

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m21e1a11bd4e1acdd1c133c30389bcfaf>

Staff Contact Person: Morgan Aguirre, Procurement Specialist III, morgan.aguirre@sanantonio.gov

Evaluation Committee Voting Members:

Junda Woo, Medical Director, San Antonio Metropolitan Health District

Miguel Cervantes, Interim Assistant Director, San Antonio Metropolitan Health District

Sandra Guerra, Public Health Physician, San Antonio Metropolitan Health District

Crystal Casas, Program Manager, San Antonio Metropolitan Health District

Tiffany Haynes, Senior Data Analyst, San Antonio Metropolitan Health District

The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.



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 December 8, 2025**. 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.

Morgan Aguirre, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
morgan.aguirre@sanantonio.gov

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). 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.

