

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – State Legislative Consultant Services**

Solicitation Number: RFQ 26-046; RFx 6100019460

Description: The Government Affairs Department is seeking consultants to support the implementation and advancement of the City's State Legislative Program. Services include but are not limited to developing strategies to advance legislative initiatives; defeating or ameliorating detrimental legislation; monitoring and analyzing legislation which may impact the City; advising and supporting the City's engagement with members of the legislature and legislative committees; assisting in drafting legislation and amendments and; maintaining relationships with members of the legislature to advise and support the city's engagement with elected officials.

Applicable Product Categories: 96151 – Lobby Services

Date Issued: April 6, 2026

Due Date & Time: May 22, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on April 20, 2026, 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:** 2331 084 1606 | **Meeting Password:** COSA

Meeting Link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m1acbb2f5522f1a9e22de08c6f08dab49>

Evaluation Committee Voting Members:

Sally Basurto, Director, Government Affairs Department

Jeff Coyle, Assistant City Manager, City Manager's Office

Juan Ayala, Director, Military & Veteran Affairs

Carlos Contreras, President & CEO, Goodwill of San Antonio

Victoria Shoemaker, Director of External Affairs, Brooks

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 April 22, 2026**. 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.

Gilberto J. Saldivar, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
gilberto.saldivar@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.

