

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – Financial Underwriting Pool**

Solicitation Number: RFQ 26-080; RFX 6100019657

Description: The City of San Antonio, Texas Finance Department is requesting qualifications from qualified firms to expand the City's financial underwriting pool, which is comprised of firms utilized for the selection of underwriting syndicates for financial transactions effectuated by the City over the term of the pool. The underwriters will be required to provide professional services and perform the duties of Senior Managing Underwriter and Co-Managing Underwriter as selected for certain transactions and other services as necessary.

Applicable Product Categories: 94649 – Financial Services (Not Otherwise Classified)

Date Issued: April 17, 2026

Due Date & Time: June 3, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:30 a.m., Central Time, on April 27, 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:** 2347 089 7685 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m30530110f606cffe16e78d8a98025b6e>

Evaluation Committee Voting Members:

Troy Elliott, Chief Financial Officer, Finance Department

Victoria Roeder, Deputy Finance Director, Finance Department

Margaret U. Villegas, Assistant Director, Finance Department

Monica Ramos, Assistant Director, Convention Sports & Entertainment Facilities Department

Alejandro Tijerina, Financial Management Administrator, Finance 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 April 30, 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.

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.

