

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – Underwriting Consulting Services**

Solicitation Number: RFQ 26-116; RFx 6100019888

Description: Neighborhood & Housing Services Department (NHSD) is requesting proposals from qualified individuals or firms to provide on-call financial consultation and credit underwriting services for the selection and negotiation of affordable housing and economic development projects funded with Community Development Block Grant program (CDBG), HOME Investments Partnership program (HOME), General Fund (GF), Housing Bond, Lead Hazard Reduction Demonstration (LHRD), and Economic Development Initiative (EDI). The selected consultant is expected to conduct a variety of financial review services for project underwriting, subsidy layering, and financial gap analysis of various projects and developments. Consultant should be able to offer recommendations that help NHSD ensure compliance with federal fund regulations and ensure reasonable and appropriate use of public funding.

Applicable Product Categories:

94649 – Financial Services (Not Otherwise Classified)

91849 – Finance and Economics Consulting

94648 – Financial Advisor

94652 – Grant Writing Services

**Date Issued: September 28, 2026**

**Due Date & Time: October 28, 2026, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on October 5, 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:** 2346 497 2058 | **Meeting Password:** CONSULTANT27

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m6d8cc08444c6999750cadd988d1176a4>

**Evaluation Committee Voting Members:**

Veronica Gonzalez, Assistant Director, Neighborhood & Housing Services Department

Victoria Gonzalez-Gerlach, Housing Bond Administrator, Neighborhood & Housing Services Department

William Taylor, Contract Manager, Neighborhood & Housing Services Department

Tamika Miles, Administrator, Finance Department

Richard Castillo, Lead Compliance Analyst, Neighborhood & Housing Services 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 October 7, 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.

**Gregory Desir, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Gregory.Desir@sanantonio.gov](mailto:Gregory.Desir@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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

