



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Marketing and Outreach Services for Pre-K 4 SA

Solicitation Number: RFP 14-010, 6100003873

Description: The City of San Antonio and the Early Childhood Education Municipal Development Corporation (“Corporation”) is seeking proposals and qualifications from qualified public relations firms for marketing, organizational branding, and professional management services to assist the Corporation in integrating existing and future projects for outreach and marketing efforts for maximum impact for the Pre-K 4 SA initiative.

Applicable Product Categories: 91522, 91807, 91826, 96546

Date Issued: December 20, 2013

Due Date & Time: January 17, 2014 at 2:00 p.m. CST

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11th Floor Large Conference Room, III Soledad, San Antonio, Texas 78205 at 2:00 p.m., Central Time, on Tuesday, January 7, 2014.

Staff Contact Person: Laura Sambrano, Procurement Specialist III, laura.sambrano@sanantonio.gov

Evaluation Committee Voting Members:

Kathleen Bruck, CEO, Pre-K 4 SA

Linda Hamilton, Director, Pre-K 4 SA

Alfredo Martinez, Department Fiscal Administrator, Finance – Pre-K 4 SA

Lorraine Pulido, Public Relations Manager, Communication and Public Affairs Department

Colleen Moore, Management Analyst, Pre-K 4 SA

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 2:00 p.m., Local Time, on Thursday, January 9, 2014. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Laura Sambrano, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
laura.sambrano@sanantonio.gov

Questions submitted and the City’s responses will be posted with this solicitation.

To view this solicitation, go to the City of San Antonio’s e-Procurement system, SAePS, <https://supplierservice.sanantonio.gov/irj/portal> and/or the City of San Antonio’s website, Bidding and Contracting Opportunities, <http://www.sanantonio.gov/RFPListings/>. If you have not completed the City’s SAePS Vendor Registration, please do so in order to view the solicitation and submit a response through the SAePS portal.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list for SAePS portal viewing.