



# CITY OF SAN ANTONIO

## FINANCE DEPARTMENT – PURCHASING DIVISION

[REVISED](#) ADVERTISEMENT ONLY

Solicitation Type and Name: Request for Federal Representation Services

Solicitation Number: 6100005380, RFP-015-021

Description: The City of San Antonio Intergovernmental Relations Departments seeks qualified Respondents interested in providing Federal Representation Services. This solicitation is being issued to select a Federal Representation Services Firm who will contract with the City to provide federal legislative, regulatory and government affairs services. The selected respondent will be required to develop and implement strategies for the advancement of the City's Federal Program for the 114<sup>th</sup> and 115<sup>th</sup> Congress. Respondent shall continuously monitor legislative and regulatory activities that impact city operations and maximize opportunities for funds development.

Applicable Product Categories: 96151

Date Issued: December 12, 2014

Due Date & Time: [Due Date has been extended to](#) January ~~30~~<sup>46</sup>, 2014, at 11:00 a.m.

Pre-Submittal Conference: 9:00 a.m. Friday, December 19, 2014 at Riverview Towers, 11<sup>th</sup> Floor in the Hill Country Conference Room located at 111 Soledad, San Antonio, Texas 78207. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents that are not able to attend in person may participate by Conference Call. Respondents may call the toll free number listed below and enter access code to participate the day of the conference.

Toll Free Dial-In Number: 1-877-226-9790

Access Code: 4511640

Staff Contact Person: Debra Light, Procurement Specialist 3, [debra.light@sanantonio.gov](mailto:debra.light@sanantonio.gov)

### **Evaluation Committee Voting Members:**

Carlos Contreras, Assistant City Manager, City Manager's Office

Jeff Coyle, Director, Intergovernmental Relations Department

Martha Sepeda, Acting City Attorney, City Attorney's Office

Leilah Powell, Chief of Policy, Mayor's Office

Tony Leverett, Director, Eastside Promise Neighborhood, United Way of San Antonio and Bexar County

Sally Basurto, Assistant Director, Intergovernmental Relations Department

**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 **3:004:00 p.m.**, Central Time, on **WednesdayTuesday, January 216, 2015**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

**Debra Light, Procurement Specialist III**

**City of San Antonio, Finance Department, Purchasing Division**  
[Debra.Light@sanantonio.gov](mailto:Debra.Light@sanantonio.gov)

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

**To view this solicitation**, go to <https://supplierservice.sanantonio.gov/iri/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.

**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](mailto: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.