



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – International Board Certified Lactation Consultant

Solicitation Number: RFP I6-007, 6100006755

Description: The City of San Antonio (“City”), San Antonio Metropolitan Health District (SAMHD), is seeking proposals from interested Respondents (either an individual or an organization) possessing an International Board Certified Lactation Consultant (IBCLC) certification and interested in providing lactation consulting support services for the 1115 Medicaid Waiver SAMHD Baby Café Project, with occasional travel to local WIC clinics and as described in the RFP.

Applicable Product Categories: 91832, 91838, 94843

Date Issued: Thursday, October 29, 2015

Due Date & Time: Wednesday, December 2, 2015 at 2:00 p.m. CST

Pre-Submittal Conference(s): City of San Antonio, Finance Department, Purchasing Division, Large Conference Room, 111 Soledad, 11th Floor, San Antonio, Texas 78205 at 2:00 p.m., Central Time, on Tuesday, November 10, 2015.

Staff Contact Person: Charisma Esparza, Procurement Specialist III, charisma.esparza@sanantonio.gov

Evaluation Committee Voting Members:

Norma Sifuentes, Health Program Manager, SAMHD

Mary Diana Montano, Assistant Social Services Manager, SAMHD

Christina Padilla, Senior Management Analyst, SAMHD

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 Tuesday, November 17, 2015. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Charisma Esparza, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
charisma.esparza@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>. 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.