



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications – On-Call Organizational and Employee Development Consulting Services

Solicitation Number RFQ 015-084; 6100006458

Description: The City of San Antonio is soliciting statements of qualifications from consulting firms able to assist the Aviation Department with organizational and employee development consulting services. The selected consultant will provide the following: professional coaching, employee development related training, as-needed support with innovation and change management, facilitate workshops/meetings, and other organizational development services as requested.

Applicable Product Categories: 91883

Date Issued: Wednesday, September 2, 2015

Due Date & Time: Friday, October 2, 2015 at 11:00 a.m.

Pre-Submittal Conference: Thursday, September 17, 2015 at 10:30 a.m. San Antonio International Airport, Terminal A Mezzanine Conference Room A, 9800 Airport Blvd., San Antonio, TX 78216.

Staff Contact Person: Marisol Amador, Procurement Specialist III, marisol.amador@sanantonio.gov

Evaluation Committee Voting Members:

Tim O’Krongley, Assistant Director, Aviation Department

Nicole Fowles, Sr. Special Projects Manager, Aviation Department

Nathan Polsgrove, Special Projects Manager, Aviation Department

Rodrigo Rodriguez, Compliance Manager, Aviation Department

Leticia Garcia, Employee Relations Business Partner, Human Resources 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 on or before 2:00 pm on Thursday, September 24, 2015. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Marisol Amador, Procurement Specialist III
City of San Antonio, Aviation Department
Marisol.amador@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/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.

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.