City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Foreign Representative Services for San Antonio Travel Industry in Mexico

Solicitation Number: RFP 14-051, 6100004626

Description: The City of San Antonio, through its Convention and Visitors Bureau (CVB), is seeking proposals from professional consultant service firms/organizations specializing in promoting tourism resources to designated audiences, effectively educating the market on the San Antonio tourism product and other travel-related tourism business opportunities, through an ongoing promotional campaign of information.

Applicable Product Categories: 91876, 96153, 96179, 91501, 96180

Date Issued: Thursday, June 26, 2014
Due Date & Time: Friday, August 1, 2014 at 2:00 P.M.

Pre-Submittal Conference: Monday, July 7, 2014 at 1:00 P.M. at the City of San Antonio, Finance Department, Purchasing Division Hill Country Conference Room, Riverview Towers, 111 Soledad, Suite 1100, San Antonio, TX 78205

Staff Contact Person: Adam Velez, Procurement Specialist III, Adam.Velez@sanantonio.gov

Evaluation Committee Voting Members:
Dave Krupinski, Assistant Director, Convention & Visitors Bureau
Andres Munoz, Vice President of Marketing, Convention & Visitors Bureau
Dorah Putney, Tourism Director, Convention & Visitors Bureau
Richard Oliver, Communication Director, Convention & Visitors Bureau
Johnny Hernandez, Owner, True Flavors
George Kauss, Managing Partner, Group CMK, LLC

Pursuant to the 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, July 15, 2014.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Adam Velez, Procurement Specialist III
City of San Antonio, Finance Department, Purchasing Division
Adam.Velez@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.