



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFP 15-070, 6100006203

Description: The City of San Antonio, San Antonio Metropolitan Health District (“City”), is seeking proposals from interested Respondents possessing an International Board Certified Lactation Consultant (IBCLC) certification and interested in providing lactation consulting services at the SAMHD Baby Café with occasional travel to local WIC clinics. Services will include providing breastfeeding support and counseling, coordination of patient, family and staff breastfeeding education activities, and serving as a liaison in the community.

Applicable Product Categories: 91832, 91838, 94848

Date Issued: Monday, August 3, 2015

Due Date & Time: Wednesday, September 9, 2015 at 2:00 p.m. CST

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11th Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at 1:00 p.m., Central Time, on Thursday, August 13, 2015.

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

Evaluation Committee Voting Members:

Norma Sifuentes, Health Program Manager, Health Department

Diana Montano, Assistant Social Services Manager, Health Department

Christina Padilla, Senior Management Analyst, Health 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 2:00 p.m., Local Time, on Tuesday, August 18, 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 <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.