



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT ONLY

Solicitation Type and Name: Request for Proposal Foreign Representative Services in Canada

Solicitation Number: 6100006483, RFP-015-078

Description: The City of San Antonio, through its Convention and Visitors Bureau (CVB), is seeking proposals from professional consultant service firms/organizations in Canada 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. Respondents are required to be located in the country of Canada to effectively represent the CVB related to the scope of services noted in this solicitation. The CVB vision is to position San Antonio as a preferred global destination for Canadian tourism into Texas.

Applicable Product Categories: 91876, 96179, 96180, 91522

Date Issued: August 14, 2015

Due Date & Time: September 16, 2015, at 11:00 a.m.

Pre-Submittal Conference: 2:00 p.m. Tuesday, August 25, 2015 at Riverview Towers, 11th 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

Evaluation Committee Voting Members:

Lori Thiemann, Director of Sales & Marketing, Westin Riverwalk

Geoffrey Crabtree, CVC Commissioner, Community at Large/Past VP Marketing Methodist Healthcare

Diane Centeno, VP of Marketing, Sea World San Antonio

Dave Krupinski, Assistant Director, Convention & Visitors Bureau Department

Richard Oliver, Director of Communications, Convention & Visitors Bureau Department

Dorah Putney, Tourism Director, Convention & Visitors Bureau 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 **3:00 p.m.**, Central Time, on **Thursday, September 3, 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

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

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.