City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Event Management Services for Tricentennial

Solicitation Number: RFP 16-105

Description: The Tricentennial Office of the City of San Antonio ("City") and the San Antonio Tricentennial Celebration Commission ("Commission") are seeking proposals from events management services agencies to assist in the development and implementation of several events to celebrate the historic commemoration of the 300th birthday of San Antonio, leading up to and spanning the Tricentennial year of 2018. This includes but is not limited to galas, concerts, community events, and fundraisers.

Applicable Product Categories: 96234 – Event Planning Services

Date Issued: Monday, September 12, 2016
Due Date & Time: Monday, October 10, 2016, 11:00 a.m. Local Time

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11th Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at **10:00 a.m., Central Time, on Thursday, September 22, 2016.**

Staff Contact Person: Laura Sambrano, Procurement Specialist III, laura.sambrano@sanantonio.gov.

Evaluation Committee Voting Members:
Edward Benavides, CEO, Tricentennial Commission
Asia Ciaravino, COO, Tricentennial Commission
Robert Thrailkill, GM, Hilton Palacio del Rio
Amy Shaw, Executive Director, Fiesta Commission
Cristina Bazaldua, Director of Community Empowerment, Univision Communications, Inc.
Courtney Coleman, Corporate Relations Associate, Spurs Sports & Entertainment

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff; the TriCentennial Commission Office ("Office") and its staff; and the Board of the TriCentennial Celebration Commission regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a Commission 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 **10:00 a.m.**, Local Time, on **Tuesday, September 27, 2016.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Laura Sambrano, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
laura.sambrano@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 website, Bidding and Contracting Opportunities, http://www.sanantonio.gov/RFPListings/.