



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

REVISED

Solicitation Type and Name: Request for Proposals – Recruitment Advertising and Website Services for SAPD

Solicitation Number: RFP 16-102, 6100007916

Description: The City of San Antonio, Police Department is seeking proposals from an Advertising Agency to develop a public relations and media advertising campaign plan (Plan) to recruit and increase the number of diverse qualified applicants for the position of San Antonio Police Department Cadets, as well as provide on-going recruiting website services and maintenance. The Agency shall propose an outline of how services will be deployed over the course of four years, plus two, 1 year renewal option years. The advertising shall be consistent with the Mission Statement and the Values of the San Antonio Police Department (SAPD).

Applicable Product Categories: 91501, 91503, 91522, 91807, 91826, 91876, 96546

Date Issued: Monday, September 26, 2016

Due Date & Time: Wednesday, October 26, 2016 at 11:00 a.m. CST

Pre-Submittal Conference(s): City of San Antonio Finance Department, Purchasing Division, Hill Country Conference Room, Riverview Towers, 111 Soledad, 11th Floor, San Antonio, Texas 78205 at 10:00 a.m., Central Standard Time, on Tuesday, October 11, 2016.

Staff Contact Person: Angela Alonso-Smith, Procurement Specialist III, angela.alonso-smith@sanantonio.gov

Evaluation Committee Voting Members:

Jimmy Reyes, Deputy Chief, San Antonio Police Department

Adolph Zuniga, Captain, San Antonio Police Department

Steven Trujillo, Lieutenant, San Antonio Police Department

Jeffrey Rhinehart, Sergeant, San Antonio Police Department

Yvonne Padilla, Officer, San Antonio Police Department

Tina Baron, Sergeant, San Antonio Police Department

Pursuant to Section 011 – Restriction on Communications, “Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP 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 **1:00 p.m.**, CST, on **Friday, October 14, 2016**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Angela Alonso-Smith, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

angela.alonso-smith@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 e-Procurement system, SAePS, <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City’s SAePS Vendor Registration, please do so in order to view the solicitation and submit a response through the SAePS portal.

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 for SAePS portal viewing.