



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Marketing and Website Services for Head Start Program

Solicitation Number: RFP 14-050, 6100004782

Description: The City of San Antonio is seeking proposals for marketing and website services for the Head Start Program through the Department of Human Services (“DHS”). These services include but are not limited to, ongoing development/upgrade and maintenance of the City of San Antonio Head Start Program website as needed to maintain and improve site usability and layout. In addition, Respondent to update client-approved content to include parent letter, current employee letter, new contractor information, updating of partner logos and links to partner Head Start pages.

Applicable Product Categories: 91596, 96153, 96546, 91572

Date Issued: Wednesday, July 9, 2014

Due Date & Time: Tuesday, July 29, 2014 at 2:00 p.m. CST

Pre-Submittal Conference(s): City of San Antonio, Finance Department, Purchasing Division, Large Conference Room, III Soledad, 11<sup>th</sup> Floor, San Antonio, Texas 78205 at 9:30 a.m., Central Time, on Thursday, July 17, 2014.

Staff Contact Person: Laura Sambrano, Procurement Specialist III, [laura.sambrano@sanantonio.gov](mailto:laura.sambrano@sanantonio.gov)

#### Evaluation Committee Voting Members:

Mikel Brightman, Head Start Administrator, DHS

Kim Jordan, Management Analyst, DHS

Mary Vazquez, Fiscal Manager, DHS

Josh Villela, Special Projects Manager, DHS

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 10:00 a.m., Local Time, on Monday, July 21, 2014. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Laura Sambrano, CPPB, CTP, Procurement Specialist III  
City of San Antonio, Finance Department – Purchasing Division  
[laura.sambrano@sanantonio.gov](mailto: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 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](mailto: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.