City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Advertising and Marketing Services for La Villita

Solicitation Number: RFP 15-024, 6100005497

Description: The City of San Antonio, Department for Culture and Creative Development ("City") seeks proposals from qualified Respondents interested in providing marketing and design services for the La Villita Historic Arts Village. In issuing the La Villita Marketing and Design RFP, the City will bring La Villita into the 21st century and become a vital part of the "Decade of Downtown."

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

Date Issued: Friday, January 30, 2015
Due Date & Time: Friday, March 6, 2015 at 11:00 a.m. CST

Pre-Submittal Conference(s): City of San Antonio, Finance Department, Purchasing Division, Large Conference Room, 111 Soledad, 11th Floor, San Antonio, Texas 78205 at 2:00 p.m., Central Time, on Monday, February 9, 2015.

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

Evaluation Committee Voting Members:
Felix N. Padron, Director, Department of Culture and Creative Development
Robert Salluce, PR & Marketing Manager, Aviation Department
Veronica Gonzalez, Special Project Manager, Center City Development & Operations Department
Tiffany Edmonds, Public Relations Manager, Solid Waste Management Department
Andres Munoz, VP of Marketing & Communications, Convention & Visitors Bureau
Barry Clark, President, La Villita Association

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 **4:00 p.m.**, Local Time, on **Thursday, February 12, 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 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.