



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Graphic Design Services

Solicitation Number: RFP 15-077, 6100006523

Description: The City of San Antonio, City Center Development and Operations Department (“City”), is seeking proposals from eligible respondents to provide Graphic Design Services for up to 30 hours a month. Respondent shall also provide social media for Travis Park to include performance tracking, content creation, audience engagement and graphics creation. Additional products and services may be requested subject to respondents’ ability to handle additional services in connection with the planning, preparing and placement of advertising for City products and/or services on an as-needed basis. Product should coordinate with existing print materials to maintain thematic consistency.

Applicable Product Categories: 91548, 91522, 91501

Date Issued: Tuesday, August 25, 2015

Due Date & Time: Friday, September 18, 2015 at 2:00 p.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 1:30 p.m., Central Time, on Wednesday, September 2, 2015.

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

Evaluation Committee Voting Members:

Veronica Garcia, Assistant to the Director, Center City Development and Operations Department, COSA
Bobby Salluce, Public Relations Manager, Aviation Department, COSA
Tonya Baum, Special Events Manager, Center City Development and Operations Department, COSA
Jay Reyna, Design Communications Coordinator, Communications and Public Affairs Department, COSA
Tracy Watts, Public Relations Consultant

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 2:00 p.m., Local Time, on Friday, September 4, 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.