City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposal – Marketing Services for Pre-K for SA

Solicitation Number: RFP 16-018, 6100006917

Description: The Corporation and Pre-K 4 SA is releasing a Request for Proposal (RFP) soliciting qualifications for a bi-lingual (English and Spanish) professional management services, marketing, outreach, and public relations firm. The Corporation shall require the Respondent to provide management aspects of marketing, public relations, and branding services.

Applicable Product Categories: 91826, 91522

Date Issued: Friday, January 15, 2015
Due Date & Time: Friday, February 19, 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 **9:00 a.m., Central Time, on Tuesday, January 26, 2016.**

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

Evaluation Committee Voting Members:
Kathleen Bruck, Pre-K 4 SA CEO, Pre-K 4 SA
Paul Chapman, Communications Manager, Pre-K 4 SA
Kim Chance, Marketing Manager, SAMHD

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 RFQ or proposals from the time the RFQ has been released until the contract is posted as a Commission agenda item; and 2) City employees from the time the RFQ 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 **Tuesday, February 2, 2016.** 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 https://supplierservice.sanantonio.gov/irj/portal. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response.

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.