City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Community Survey Services

Solicitation Number: RFP 16-037

Description: The City of San Antonio's Government and Public Affairs Department is seeking proposals from qualified and experienced vendors for Community Survey Services. The selected consultant will conduct a community-wide survey regarding City services in 2016. The information obtained during the 2016 survey will be used to compare with previous biennial community survey results for benchmarking analysis and comparison of results to other large Texas cities and U.S. cities of similar size. The selected consultant shall conduct a minimum of 1,000 total completed surveys in English and Spanish. Each survey will be offered to a random, stratified sampling of 100 residents, minimum, within each of the City's ten City Council Districts. The results of the survey will be provided to the City in both English and in Spanish

Date Issued: Friday, June 10, 2016
Due Date & Time: Friday, June 24, 2016, 11:00 a.m. Local Time

Staff Contact Person: Tony Aguilar, Procurement Specialist III, tony.aguilar@sanantonio.gov.

Evaluation Committee Voting Members:
Di Galvan, Assistant Director, Government and Public Affairs Department
Megan Dodge, Chief of Staff, Government and Public Affairs Department
Eduardo Carasco, Senior Intergovernmental Relations Specialist, Government and Public Affairs Department

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials or the Corporation board, and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a Corporation Board agenda item; and 2) City and Corporation Board 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 11**:00 a.m.**, Local Time, on **Monday, June 20, 2015.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Tony Aguilar, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
tony.aguilar@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

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.