



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – SMWBE Management and Technical Assistance Program

Solicitation Number: RFP 14-011, 6100003877

Description: The City of San Antonio (“City”), Capital Improvements Management Services Department (“CIMS”) is seeking proposals from Respondents qualified and experienced in providing one-on-one mentoring and technical assistance to targeted small, minority, and woman-owned businesses. This initiative would cover an array of business development skills which will help grow and strengthen participating small businesses and help them achieve success on City contracts. In the first year, up to ten small businesses in the construction field are anticipated to participate in this program. Detailed business consulting services shall include but are not limited to: business development, financial assistance, procurement assistance, construction industry assistance, technology, and sustainable partnerships.

Applicable Product Categories: 91820, 91879, 95816, 96110, 96153

Date Issued: December 19, 2013

Due Date & Time: January 31, 2014 at 2:00 p.m. CST

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11<sup>th</sup> Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at 10:00 a.m., Central Time, on Wednesday, January 15, 2014.

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

#### Evaluation Committee Voting Members:

Debbie Sittre, Assistant Director, Capital Improvements Management Services Department

Ruben Ali Flores, Economic Development Manager, Capital Improvements Management Services Department

Courtney McClure, Senior Management Analyst, Capital Improvements Management Services Department

Aurora Perkins, Senior Economic Development Specialist, Economic Development Department

Lou Miller, NAACP

Doug McMurry, Executive Vice President, San Antonio Chapter of Associated General Contractors

Jackie Gorman, Executive Director, San Antonio for Growth on the Eastside

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 Friday, January 17, 2014. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Laura Sambrano, 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 <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](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.