



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications for Underwriting Services

Solicitation Number: RFQ-2017-009

Description: The San Antonio Department of Planning and Community Development is preparing to issue a Request for Qualifications for Underwriting Services.

Applicable Product Categories: 94649

Date Issued: Tuesday November 15, 2016

Bid Due Date & Time: Thursday, December 15, 2016 at 11:00 a.m., Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at 1400 S. Flores, San Antonio, TX 78204, **2:00 p.m.**, Central Time on **Tuesday November 22, 2016.**

Staff Contact Person: DENISE FLOTTE, PROCUREMENT SPECIALIST III,

E-mail: DENISE.FLOTTE@SANANTONIO.GOV

Evaluation Committee Voting Members:

Thomas Morgan, Grants Administrator, Department of Planning & Community Development
Nancy Shepard, Economic Development Manager, Department of Planning & Community Development

Kimberly Flowers, Contracts Manager, Department of Planning & Community Development
Laura Salinas – Martinez, Grants Manager, Senior Economic Development Specialist,
Department of Planning & Community Development

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFCSP or proposals from the time the RFQ has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until **2:00 p.m.**, Central Time, on **Monday November 28, 2016**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Denise Flotte, Procurement Specialist III
City of San Antonio, Finance Department, Purchasing Division
denise.flotte@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/iri/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.