



Thank you for your interest in doing business with The Center for Healthcare Services! Your involvement as provider of goods and services for the Center is critical in meeting its operation and mission to serve Bexar County as the Local Mental Health Authority.

The Contracting & Procurement Division serves as your primary point of contact when the purchase of goods and services are required for the Center and will help you navigate and understand the Center's procurement processes, including how to pursue Center contracts. It will also highlight the rules, regulations, and laws that govern the Center's procurement process to ensure you successfully compete and succeed as a vendor for the Center.

Vendor Registration

For vendor registration, please email contracts@chcsbc.org

Please include the following:

- Form W-9
- Services/Products offered (NIGP Code; <https://comptroller.texas.gov/purchasing/>)
- Point of Contact and Contact Information

Procurement Thresholds

Community Services - Ex. Telemedicine Services & Lab Services

Less than \$5,000 – Competitive bidding not required

\$5,000 - \$25,000 – At least three (3) formal bids

In excess of \$25,000 – Competitive solicitation (RFA, RFP, RFB, RFQ)

Non - Community Services - Ex. Lawn Maintenance, Construction Services, Printing Services

Less than \$5,000 – Competitive bidding not required

\$5,000 - \$50,000 – At least three (3) informal bids

\$50,000 - \$100,000 – At least three (3) formal bids

In excess of \$100,000 – Competitive solicitation (RFA, RFP, RFB, RFQ)

Bid Opportunities

Posted to <https://chcsbc.org/current-rfps/> & public notices of solicitations are posted in the San Antonio Express-News.



HUB & S/M/V/WBE Advocacy

The Center is dedicated to serving small, minority, veteran and women-owned business enterprises (S/M/V/WBEs) by ensuring all businesses have a full and equal opportunity to compete for Center contracts. The Center's Advocacy program allows up to five (5) evaluation points to be awarded to Small, Minority, Veteran, Women-owned Business Enterprise prime respondents. This tool helps S/M/V/WBEs be more competitive on Center solicitations.

Submission of Bids

Bids and proposals must be received at The Center's Central Administration Office prior to the due date and time or they will be considered non-responsive. Bids and proposals received after the due date/time will not be accepted. The Center's Central Administration Office is located at:

6800 Park Ten Blvd.
Suite 200-S
San Antonio, Texas 78213

Evaluation & Award

It is the policy of the Center to purchase from suppliers that have adequate financial strength, management and service capabilities, high ethical standards and integrity, the ability to provide materials and/or services that consistently meet the Center's requirements, and are otherwise qualified and eligible to receive an award under applicable laws and regulations.

Point of Contact

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