



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

The Contracting & Procurement Division serves as your primary point of contact when purchases 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](mailto:contracts@chcsbc.org).

Please include the following:

- Form W-9
- Services/Products offered (NIGP Code; <https://commbook.app.cpa.state.tx.us/>)
- 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://www.chcsbc.org/contracting-opportunities/> and public notices of solicitations are posted in the San Antonio Express-News.

## **Submission of Responses to a Solicitation**

Responses (Bids, Proposals, Qualifications, etc.) must be received at The Center's Central Administration Office on or before the due date and *time* listed within the solicitation or they will be considered non-responsive. Responses received after the due date and 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**

Adam Velez  
Senior Director  
Compliance & Systems Support  
[contracts@chcsbc.org](mailto:contracts@chcsbc.org)  
(210) 261-1000