



ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Competitive Sealed Proposals – Student Information System Software  
**Solicitation Number:** RFCSP 21-080, 6100014049

**Description:** The City of San Antonio's Pre-K 4 SA department is seeking a comprehensive Student Information System which includes online application, registration and enrollment for our four Education Centers; enrolled student data management that includes demographic, attendance, and performance data; contactless student check in and check out; facilitates and meets State and local independent school district reporting requirements; and complies with Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and Children's Online Privacy Protection Act (COPPA) regulations.

**Applicable Product Categories:** 20836 – Data Processing Software, Microcomputer, 20811 – Application Software, Microcomputer, 92045 – Software Maintenance and Support Services, 92046 Software Updating and Upgrading Services.

**Evaluation Committee**

Sarah Baray, Chief Executive Officer, Pre-K 4 SA  
Kevin Goodwin, Chief Technology Officer, Information Technology Services Department  
Brad Davenport, Chief Operating Officer, Pre-K 4 SA  
Tonda Brown, Director for the East Education Center, Pre-K 4 SA  
Patricia Betancourt, Interim Center Director for the West Education Center, Pre-K 4 SA  
Paul Chapman, Chief Marketing & Communications Officer, Pre-K 4 SA  
Rae Linn Dooling, Business Relationship Manager, Information Technology Services Department

**Date Issued:** Wednesday, May 26, 2021

**Due Date & Time:** Monday, June 28, 2021, 2:00 p.m. Central Time

**Pre-Submittal Conference:** A pre-submittal conference will be held via Webex only, at 10:30 a.m., Central Time, on Friday, June 4, 2021.

**Pre-Submittal Conference Dial-In Information:**

Conference Bridge: Toll Free Dial-In Number: 415-655-0001  
Meeting number: 177 493 4713  
Password: COSA

**Pursuant to Section 008 Submission of Proposals – Restriction on Communications,** Respondents are prohibited from communicating with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting of the Corporation's Board; and 2) City employees from the time the RFCSP has been released until the contract is awarded by the Corporation's Board.

**Exceptions to the Restrictions on Communications:**

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 2:00 p.m., Local Time, on Friday, June 11, 2021. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Rebecca A. Garza, Procurement Specialist II  
City of San Antonio, Finance Department – Purchasing Division  
[rebecca.garza@sanantonio.gov](mailto:rebecca.garza@sanantonio.gov)

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

To view this solicitation, go to the SAePS portal; <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. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids).

**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) with "SAePS Portal" on the subject line so this can be expedited.