



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Workforce & Community Program Case and Client Management System

Solicitation Number: RFCSP 23-050; 6100016530

Description: The City of San Antonio (City) issues this Request for Competitive Sealed Proposal (RFCSP) for an electronic software platform that can serve the City's Department of Human Services (DHS) and the City's Workforce Development Office (WDO) (the Solution). The purpose of this RFCSP is to select a vendor (Respondent) that has a proven record of successfully implementing a collaborative platform, and to select a Solution that can serve DHS's Training for Job Success (TFJS) program and WDO's Ready to Work (RTW) program. The Solution must deliver a robust and comprehensive system that aligns with TFJS Federal Requirements of the Texas Department of Housing & Community Affairs and with RTW Texas Local Government Code Chapter 379A Municipal Development Corporation workforce development functions. The City is open to a vendor-hosted Solution in the cloud, or a City-hosted Solution, provided it meets the requirements addressed in this solicitation.

Applicable Product Categories: 20832 - Customer Relationship Management Software (CRM), Microcomputer

Evaluation Committee Voting Members:

Kevin Goodwin, Chief Technology Officer, Information Technology Services Department

Lauron Fischer, Data Science Manager, Workforce Development Office

Angie Martinez, Senior Management Analyst, Workforce Development Office

Richard Keith, Human Services Administrator, Department of Human Services

Laura Serrano, Chief of Social Demography, Department of Human Services

Date Issued: February 10, 2023

Due Date & Time: April 5, 2023, at 2:00 p.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at 11:00 a.m. Central Time, on February 20, 2023. The Pre-Submittal Conference for this solicitation will be held via WebEx only.

Pre-Submittal Conference Dial-In Information:

Conference Bridge Dial-In Number: 1-415-655-0001

Meeting number: 2455 616 9478

Meeting password: COSA

<https://sanantonio.webex.com/sanantonio/j.php?MTID=ml1f5dd18f644fd345ac869f847791eff>

Pursuant to Section 008 Submission of Proposals – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an “A” session; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council “A” session.

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., Central Time, on March 3, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Peter Farley, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
Peter.Farley@sanantonio.gov

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

Finance Department, Purchasing Division
PO Box 839966 ♦ San Antonio, TX 78283-3966 ♦ Tel: 210-207-5734

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