



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Risk Management Information System

Solicitation Number: RFCSP 23-071; 6100016672

Description: This Request for Competitive Sealed Proposal (RFCSP) is issued by the City of San Antonio (City) for the Office of Risk Management (ORM). The purpose of this RFCSP is to select a vendor (Respondent) that has a proven record of successfully implementing a collaborative platform for Safety Management System (SMS) and Risk Management Information System (RMIS) processes. The Respondent must support the City's Safety Management System (SMS) operations, which is registered under the ISO 45001:2018 international standard on Occupational Health and Safety Management Systems. The solution must maintain, share and allow updates to all documentation related to all safety management system functions. Respondents' solution should also facilitate safety and risk management operational interactions between ORM and all other City departments. The City is open to a vendor hosted, in the cloud or City hosted solution providing it meets the requirements addressed in this solicitation. The vendor must be qualified to deliver a system that is compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). In accordance therewith, Respondent shall be required to execute the City's HIPAA Business Associate Agreement ("BAA"). The solution also must be compliant with rules relating to Personal Identifying Information (PII) as described and regulated in the Texas Statutes Business and Commerce Code-Title 11.

Applicable Product Categories: 95861 - Insurance and Risk Management Services

**Evaluation Committee Voting Members:**

Jose Inclan, Interim Safety Administrator, Office of Risk Management  
Nick Galus, Assistant Director, Solid Waste Management Department  
Caron Lay, Continuous Improvement Manager, Public Works Department  
Veronica Moreno, Special Project Manager, Parks & Recreation Department  
Olga Bennett, Sr. IT Manager, Information Technology Services Department

Date Issued: May 31, 2023

**Due Date & Time: July 26, 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 June 14, 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: 2468 732 5197

Meeting password: COSA

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mc62deb30d083d07de948cace182c3cfd>

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

Finance Department, Procurement Division

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

Contact Person listed below until 2:00 p.m., Central Time, on June 23, 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.

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.