



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Vendor Intake and Validation Solution**

Solicitation Number: **RFCSP 23-086; RFx 6100017081**

Description: The City of San Antonio's Finance Department is issuing a Request for Competitive Sealed Proposal to obtain proposals from qualified providers for a vendor master data intake and validation solution to facilitate the creation and revision of master records used for payment of vendors and other payees.

Applicable Product Categories: **20832** - Customer Relationship Management Software (CRM), Microcomputer
20853 - Integrated Software, Microcomputer
20987- Software, Mainframes and Servers (Not otherwise classified)
91829 - Computer Software Consulting

Date Issued: Date: June 15, 2023

Due Date & Time: July 17, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference is scheduled, for **Wednesday, June 21, 2023, at 1:30 p.m. Central Time**. The Pre-Submittal Conference will be held via WebEx meeting. Respondents may join the WebEx using the following instructions:

Join by phone: 1-415-655-0001

Meeting number (access code): 2633 955 4436

Meeting password: Erg22r2FprP

Meeting Link is listed below:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m588941afe3650d79c4323edcac8e1b8d>

Staff Contact Person: Debra Light, Procurement Specialist III, Debra.Light@sanantonio.gov.

Evaluation Committee Voting Members:

Veronica Carrillo, Assistant Director, Finance Department

Suzanne Guerra, Financial Operations Administrator, Finance Department

James Wilson, Disbursements Administrator, Finance Department

David De La Garza, Financial Operations Manager, Finance Department

Olga Bennett, Senior IT Manager, Information Technology Services Department

Pursuant to Section 011 – 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 **3:00 p.m., Central Time, on Tuesday, June 27, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Debra Light, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

Debra.light@sanantonio.gov

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

All proposals must be submitted electronically through the portal. ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.

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.