



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Student Information System Software**

Solicitation Number: RFCSP 23-137; RFx 6100017341

Description: Pre-K 4 SA is looking for a Student Information System to include online registration, enrollment, student data management, contactless check-in/out solution, State Reporting requirements, as well as compliance with TDA, HIPAA, FERPA, COPPA requirement.

Applicable Product Categories: 20836- Micro DT Process Software
20811- Appl Soft Microcomp
92045- Software Maintenance
92046- Software Updating SV

Date Issued: September 18, 2023

Due Date & Time: October 19, 2023, 2:00 p.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference is scheduled, for September 27, 2023, at 10:00 a.m. CT.

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): 2630 116 0233

Meeting password: COSA

Meeting Link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m5ead6fe0fa3d6e39ace1736a261a9ef3>

Staff Contact Person: Valeri Jasso, Procurement Specialist III, valeri.jasso@sanantonio.gov.

Evaluation Committee Voting Members:

Paul Aleman, Assistant to the CEO, Pre-K 4 SA

Paul Chapman, Chief Operations Officer, Pre-K 4 SA

Tonda Brown, Chief of Schools, Pre-K 4 SA

Jill Byrd, Head of Communications and Engagement, Pre-K 4 SA

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 an Early Childhood Education Municipal Development Corporation Board Meeting.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on September 29, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Valeri Jasso, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
valeri.jasso@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 with "SAePS Portal" on the subject line so this can be expedited.