

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – San Antonio International Airport Visitor Pass Program**

Solicitation Number: **RFCSPP 24-044; RFx 6100017623**

Description: The City seeks a qualified firm to provide a software solution and implementation services to support the San Antonio International Airport (SAT) to implement an online Visitor Management Program. This online program would allow the non-flying public, contractors, subcontractors, and employees an opportunity to access the airport's sterile area by having them visit the San Antonio International Airport's website and request a gate pass.

Applicable Product Categories: 20857 Law Enforcement Software, Microcomputer
20863 Personnel Software, Microcomputer

Date Issued: March 29, 2024

Due Date & Time: April 30, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 3:00 p.m., Central Time, on April 5, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2630 012 2956 | **Meeting Password:** COSA24

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m9c3aa04d54b59d6c30779729050229da>

Staff Contact Person: Adrianna Broniszewski, Procurement Specialist III,
Adrianna.Broniszewski@sanantonio.gov

Evaluation Committee Voting Members:

Stephen Newman, Security Manager, Aviation

Krystle Caballero, Airport Security Coordinator, Aviation

Heidi Kluber, Business Relationship Manager , Information Technology Services Department

Yvette Santos, Security Coordinator, Aviation

Pursuant to Section 003 – 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 **4:00 p.m., Central Time, on April 9, 2024**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City's responses will be posted with this solicitation.

Adrianna Broniszewski, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Adrianna.Broniszewski@sanantonio.gov

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). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.

