

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Informal Request for Competitive Sealed Proposals – Annual Contract For Cost Benefit Analysis Solution**

Solicitation Number: RFCSP 24-073; RFx 6100017780

Description: The City of San Antonio's Economic Development Department (EDD) is seeking competitive sealed proposals from experienced providers to host a software solution that will provide a cost benefit analysis for economic development projects.

Applicable Product Categories: 92046 - SOFTWARE UPDATING SV

Date Issued: April 15, 2024

Due Date & Time: May 28, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on April 22, 2024, via WebEx.

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:** 2633 656 5668 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m722daef921fb84c5f9a80af584da493e>

Evaluation Committee Voting Members:

Shea Hopkins, Asst. Director Industry & Global Engagement, Economic Development Department
Benjamin Lasiewicz, Research & Intelligence Manager, Economic Development Department
Sarah Woepfel, Senior Economic Development Specialist, Economic Development Department
Thomas Davis, Economic Development Manager, Economic Development Department
Kevin Goodwin, CTO/Deputy IT Director, Information Technology Services Department

Pursuant to Section 011 – Restrictions 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 24, 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.

Gilberto Saldivar, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
gilberto.saldivar@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.

