

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Online Reporting System with Maintenance and Support for SAPD

Solicitation Number: RFCSP 24-120; RFx 6100017295

Description: The City of San Antonio (City or COSA) seeks proposals from vendors to provide the San Antonio Police Department (SAPD) with an online reporting system for citizens to create and submit police reports for minor offenses of non-violent incidents, collision reports, crime tips, registration forms and other information from general public users through the SAPD's website. The proposed solution shall integrate with the San Antonio Police Department's Records Management System (RMS) and Computer Aided Dispatch System (CAD) so officers can download and review reports and be better utilized by responding to major offenses.

Applicable Product Categories: 92002 – Access Services, Data

**Date Issued: May 10, 2024**

**Due Date & Time: June 26, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on May 23, 2024, via WebEx Meeting. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**A SECOND pre-submittal conference will be held at 9:00 a.m., Central Time, on May 23, 2024, via WebEx Meeting. 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:** 2634 369 1479 | **Meeting Password:** COSA23

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m0a7e3e13850c284c044fd1229c01fe>

### **Evaluation Committee Voting Members:**

JoAnn Rodriguez, Communications Assistant Manager, San Antonio Police Department  
Joseph Elliot, Communications Administrator, San Antonio Police Department  
Kevin Goodwin, CTO/Deputy IT Director, Information Technology Services Department  
Tom Jenkins, Police Administrator Manager, Information Technology Services Department  
Ted Manganello, Public Safety IT Manager, 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 RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on May 29, 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](mailto: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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

