

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Arts Collection Management System**

Solicitation Number: RFCSP 24-102; RFx 6100017948

Description: The Department of Arts & Culture is seeking an Arts Collection Management System (CMS) for the City's Art Collection. Arts & Culture is responsible for managing the City of San Antonio's extensive and varied art collection. The collection consists of over 800 pieces of gallery-quality art and public installations displayed around the City with additional works added every year.

Applicable Product Categories: 92005 + Hosting/Cloud Service

**Date Issued: May 20, 2024**

**Due Date & Time: June 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 May 30, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**2<sup>nd</sup> Pre-Submittal Conference:** A 2<sup>nd</sup> Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on June 17, 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:** 2632 662 0019 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mc9418f200768bcdfadb08778b2fef6db>

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

Kimberly Mirelez, Capital Programs Manager, Department of Arts & Culture

Kevin Goodwin, Chief Technology Officer, Information & Technology Services Department

Stephanie Y. Torres, Project Manager, Department of Arts & Culture

Stacey Norton, Sales & Marketing Administrator, Department of Arts & Culture

Jordyn Patrias, Public Art Manager, Department of Arts & Culture

Kristin Cutts, Project Manager, Department of Arts & Culture

**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 June 19, 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.

**Stephen Muñoz, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[stephen.muniz@sanantonio.gov](mailto:stephen.muniz@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.

