

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – SAPL Online Registration & Renewal**

Solicitation Number: RFCSP 25-036; RFx 6100018699

Description: The City of San Antonio seeks proposals for a Vendor to provide a software as a subscription service that will allow Library customers to register a new card online and renew an existing library card online. The software shall automatically verify that the customer's address is within the service area (City of San Antonio and Bexar County, Texas) and fully integrate with the Library's Symphony integrated library system.

Applicable Product Categories: 20820 – Business Software, Misc.
20832 – CRM Software
20859 – Library Information Management Software
95600 – Library Services (incl. Research and Subscription services.)
95638 – Library Services (Not Otherwise Classified)

Date Issued: May 14, 2025

Due Date & Time: June 30, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at **10:00 a.m., Central Time, on May 20, 2025, 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:** 2343 031 0858 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m99c0fa9fef724142f79c4a3dd539a126>

Staff Contact Person: Victor R. Costilla Procurement Specialist III, victor.costilla@sanantonio.gov

Evaluation Committee Voting Members:

Kathy Donellan, Interim Library Director, San Antonio Public Library
Kevin Goodwin, Chief Technology Officer, Information Technology Services Department
Adam Zaby, Library Services Administrator, San Antonio Public Library
Adam Spana, Digital Services Coordinator, San Antonio Public Library
Haley Holmes, Interim Assistant to the Library Director, San Antonio Public Library
Sarah Linley, Access Service Manager, San Antonio Public Library



Pursuant to Section 003 – Restrictions on Communications, 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 at a City Council "A" session or a City Manager Contract Approval Review meeting; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council "A" session or a City Manager Contract Approval Review meeting.

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 May 23, 2025.**

Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Victor R. Costilla, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Victor.costilla@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/iri/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.

