



ADDENDUM I

SUBJECT: Annual Contract for Location Intelligence Solution, (RFCSP 25-105, 6100019100), Scheduled to Close: Monday, August 18, 2025; Date of Issue: Friday, July 18, 2025

FROM: Stacey L. Czachor, NIGP-CPP, CPPB
Procurement Manager

DATE: August 11, 2025

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS

THE ABOVE-MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. **REVISE:** The submission deadline has hereby been extended to **WEDNESDAY, August 20, 2025, at 11:00 AM, Central Time.**
2. **REVISE:** RFSCP Section 005, Supplemental Terms & Conditions
3. **ADD:** RFCSP Section 009, Exhibit 13, **ADMINISTRATIVE DIRECTIVE 7.12 DATA GOVERNANCE Name**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003– INSTRUCTIONS FOR RESPONDENTS, PART A, RESTRICTIONS OF COMMUNICATION, PRE-SUBMITTAL CONFERENCE:

On Wednesday, August 11, 2025, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Solicitation/Project Name. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: Is the City open to negotiating terms?

Response: If referring to negotiating the price, the only "negotiating" will be if the committee requests a BAFO (Best and Final Offer) to the vendor(s).

Question 2: Do vendors have one attempt at pricing, or will there be rounds of price negotiations?

Response: We can negotiate / request BAFOs (Best and Final Offers) if requested by the Department.

Question 3: Regarding insurance requirements, do we need to submit an affidavit or Certificate of Insurance with our response?

Response: Procurement: Insurance Provider's Letter and Copy of Current Certificate of Insurance

Question 4: Does the City have existing sensors in the place, such as cameras or motion-detectors that vendors would need to link into?

Response: No, the City does not have existing sensors in place.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003 – INSTRUCTIONS FOR RESPONDENTS, PART A, RESTRICTIONS OF COMMUNICATION:

Question 5: When I asked if the city would be open to negotiations and your team informed me things like indemnity and limitation of liability would not be considered and that there were specific items that wouldn't be negotiable that are in the doc, what specific items were you referring to? Excluding Limitation of Liability and Indemnification, what additional terms are non-negotiable? Are all terms in section Supplemental Terms & Conditions and General Terms & Conditions non-negotiable? Must we meet every Specification listed in 004.4. Scope of Work? If we do not, will this automatically disqualify us?

Response: Respondent is expected and encouraged to examine this RFCSP carefully, understand the terms and conditions for providing the services listed herein and respond completely. Failure to complete and provide any of these proposal requirements may result in the respondent's proposal being deemed non-responsive and therefore disqualified from consideration.

Question 6: Is the contract for this opportunity enabled for cooperative purchasing?

Response: No, this is currently being competitively solicited with this RFCSP.

Question 7: Sensor Types or Data Sources - Can the City clarify any preferred or restricted types of visitors tracking technologies (e.g., mobile device signals, video analytics, BLE, Wi-Fi sniffers, infrared, etc.)?

Response: No preference

Question 8: Open-Area Tracking Expectations - How does COSA expect vendors to track foot traffic in locations without fixed entry/exit points, such as open parks or trails? Will visit counts inside of buildings be necessary or only outside of building?

Response: We need a solution for both indoor and outdoor. COSA is looking for a solution that can track foot traffic in areas with a single and multiple entry points with or without a distinct entry point.

Question 9: Integration & Data Compatibility - Is integration with existing GIS systems (e.g., ESRI) or data platforms required or preferred?

Response: City requires the ability to mash up the data collected with existing spatial (ESRI) and tabular data for analysis.

From the RFP:

1. Geospatial Data and Geographic Information System (GIS) Integration
2. The system must generate reports that include geofencing capabilities and data.
3. COSA staff must be able to upload and download GIS files such as shapefiles (.shp) or geodatabase (gdb) to integrate with mapping tools.
4. The solution must support spatial analysis to enhance visitor flow understanding and optimize public space usage.

Objectives:

- Accurate, user friendly, and easily accessible source of data for reporting, analysis, trending, forecasting, and other analytical uses
- Data driven approach to strategic and logistic directions, resource allocation, planning, return on investment, and other business decisions.

- Expand Marketing opportunities and insight on conversion rate.
- Support grant and funding requests.
- Confirm and validate successes and improvements needed to City programs and offerings.

From AD 7.12:

Where possible, COSA should procure interoperable solutions that have common use to leverage the data produced and reduce waste incurred by variability and duplication of effort.

Question 10: Demographic Data Collection - What level of demographic detail is expected (e.g., age ranges, zip codes, residency vs tourism), and how should vendors collect this information compliantly?

Response: The City would like to collect various demographics information for reporting, conducting analytics, and gaining customer insight with the goal to increase engagement, refine City offerings and services to visitors and the community as a whole. The demographics data to be collected includes age, zip codes, origin/destination, dwell-time, surrounding areas visited (i.e. hotels, restaurants, etc.), and other demographics information that could be helpful in understanding City visitors.

Question 11: Post-Processing Window - The RFP mentions a one-week post-processing timeframe—does this mean raw data can be collected continuously and processed weekly, or must reporting be near real-time?

Response: **Parks:** We prefer a lag time of no longer than one-week post-processing for data delivery. Data does not need to be near real-time so long as the processing timeline stays to that parameter.
CCDO: One-week post-processing is fine.
WHO: One-week processing time is acceptable.

Question 12: Hardware Ownership Model - Will COSA own the hardware outright upon installation, or is a managed service (rental model) acceptable?

Response: The City of San Antonio is looking for a turnkey solution to include all hardware needed.

Question 13: SaaS vs On-Prem Requirements - Is there a strong preference for SaaS over on-prem deployment? Are hybrid deployments (e.g., local data capture with cloud analytics) acceptable?

Response: Both SaaS and on-premises solution proposals will be accepted and will be evaluated based on business fit and cost.

From the RFP:

COSA will evaluate proposals based on the most advantageous overall solution. The evaluation process will include reviewing total life cycle costs, including recurring costs, hardware, third-party licenses, ongoing maintenance and support requirements. Respondents should provide detailed cost structures and value-added benefits to demonstrate how their solution aligns with COSA's operational and strategic needs.

Question 14: Budget Range - Is there a defined or estimated budget range COSA can share to help vendors propose scalable solutions aligned with City expectations?

Response: Budgets are currently defined; however, budgetary amounts are not being disclosed during the solicitation process.

Question 15: Total Number of Sites - Can the City provide an approximate number of sites/locations to be included in Phase 1 deployment (e.g., number of parks, downtown spaces, etc.)?

Response: **Parks:** Over 260 parks, 100+ miles of Greenway trails, 80+ trailheads, 35 recreational facilities, 25 outdoor pools; largest park is approx. 970 acres, smallest is approx. 0.10 acres in size.

CCDO: Historic Market Square, La Villita (to include the Arneson River Theater) and the River Walk.

WHO: Mission Marquee Plaza

Question 16: Site Conditions - Will vendors have access to electricity and network infrastructure at each site, or should we assume a need for solar or cellular-based solutions?

Response: Vendor to provide solutions not reliant upon City infrastructure.

Question 17: Evaluation Weighting - Can the City clarify the evaluation weighting across cost, technical merit, experience and other factors?

Response: Experience, Background and Qualifications - **40 points**

Proposed Plan - **40 points**

Pricing or Compensation ---- **20 points**

Question 18: Multiple Awards - The RFP mentions multiple awards—will vendors be allowed to bid on select departments (e.g., just Parks or CCDO), or must the solution cover all departments?

Response: Multiple Awards clause will be added to the RSFCP.

Question 19: Pilot or Staging Period - Will there be an opportunity for a pilot or proof-of-concept phase before full deployment?

Response: The City is open to pilot and testing.

Question 20: Privacy Compliance - What privacy and data governance standards must vendors follow (e.g., CCPA, GDPR-like principles, local ordinances)?

Response: The City of San Antonio privacy and data governance standards are outlined in the Data Governance Administrative Directive AD7.12 (incorporated as Exhibit xyz) and AD7.3a (previously provided).

Procurement to provide AD7.12 as an exhibit/attachment to the RFCSP

Question 21: Public Disclosure - What level of transparency is expected with regards to data use and collection, especially in public spaces?

Response: Disclosure transparency is covered in AD 7.12.

From the RFP: Capability for visitors to Opt-in to provide specific information for potential future outreach such as to receive newsletters and surveys.

Opt-in Communication Features

The system must allow visitors to opt into future communications, such as:

1. Newsletters.
2. Event updates.
3. Surveys.

Opt-in feature must support targeted outreach efforts to foster engagement with visitors
COSA must be able to track engagement levels and the effectiveness of outreach campaigns.

-and-

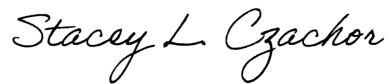
Visitors must be able to update notification preferences after opt-in; for example: to ignore or decline further notifications ensuring privacy compliance and user choice

Question 22. File Format & Size - Are there limitations on the file size or format of submissions uploaded to SAePS (e.g., PDF only, max MBs)?

Response: Preferably PDF files only.

Question 23. Proposal Attachments - Can COSA confirm whether a separate technical and cost proposal is preferred or if everything should be submitted as one integrated document?

Response: Respondent must provide pricing in the manner set forth in the RFCSP's Price Schedule as one document.



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