

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals Competitive Sealed Proposals – Annual Contract for Print & Computer Management Solution**

Solicitation Number: RFCSP 25-127; RFx 6100019368

Description: City of San Antonio (City or COSA) is seeking to replace its existing self-hosted print and computer management system with a modern, fully supported solution, available in cloud-hosted, on-premises, or hybrid deployment models.

Applicable Product Categories: 20870 - Printing Software, Microcomputer
92045 - Software Maintenance and Support Services and Updates
and Data Hosting Services
95823 - Computer Management Services

Date Issued: November 10, 2025

Due Date & Time: January 12, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 11:00 a.m., Central Time, on November 21, 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:** 2340 527 9369 | **Meeting Password:** COSA25

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m5be132b80e89e3f4ea6b635e4e436ea4>

Staff Contact Person: Stephanie Nouman, Procurement Specialist III,
Stephanie.Nouman@sanantonio.gov

Evaluation Committee Voting Members:

Kathy Donellan, Assistant Director, San Antonio Public Library
Dale McNeill, Assistant Director, San Antonio Public Library
Adam Zaby, Library Services Administrator, San Antonio Public Library
Adam Spana, Digital Services Coordinator, San Antonio Public Library

The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation 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; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.



Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **11:00 a.m., Central Time, on December 5, 2025**. 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.

Stephanie Nouman, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Stephanie.Nouman@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.

