

## ADVERTISEMENT INFORMATION ONLY

### Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for Electronic Medical Records Replacement System**

Solicitation Number: RFCSP 26-004; RFx 6100019340

Description: San Antonio Metro Health (Metro Health) is requesting proposals from respondents for an Electronic Medical Records (EMR) software replacement that would reduce duplication of efforts, streamline reporting and eliminate workarounds. The new system would provide efficient forms and templates for staff in the Metro Health, each tailored to the needs of the specific program/clinic/role, allowing for staff to successfully interact with the patient and gather data simultaneously. Patients/clients would have access to a public portal to create and manage their appointments, as well as view their test results. The system would support reporting and trend analysis, providing clinicians a way to oversee patient treatment at a glance. The new EMR would integrate with electronic prescription ordering, the Laboratory Information Management System, StarLIMS, and the State immunizations registry, ImmTrac2. The new system should comply with Texas Department of State Health Services current reporting requirements and HIPAA. It should include a billing component with financial reporting and insurance coding.

Applicable Product Categories: 92007 - Applications Software for Microcomputer Systems  
95882 - Records Management Services, Including Document Management Services and Technology Integration  
92024 - Data Conversion Services  
92064 - System Implementation and Engineering Services

**Date Issued: March 10, 2026**

**Due Date & Time: April 24, 2026, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on **March 24, 2026**, 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: 2345 830 6257 | Meeting Password: COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m0687591b34c331348fb0057b85e0194c>

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

Mario Martinez, Assistant Public Health Director, San Antonio Metropolitan Health District  
Dr. Junda Woo, Health Medical Director, San Antonio Metropolitan Health District  
Miguel Cervantes, Public Health Administrator, San Antonio Metropolitan Health District  
Valarie Crawford, Department Fiscal Administrator, San Antonio Metropolitan Health District  
Kevin Goodwin, CTO/Deputy Director, Information Technology Service Department



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 RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on March 31, 2026**. 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 J. 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.

