



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Independent Verification & Validation for SAP

Solicitation Number: RFP 23-044, 6100016421

Description: The City of San Antonio (COSA) is soliciting proposals from qualified firms to provide Independent Verification and Validation (IV&V) services for its Enterprise Resource Planning (ERP) system upgrade program. COSA has used SAP's ERP software suite since 2004. Over the next three years COSA plans to transition to the latest versions of SAP's ERP solutions including Success Factors, Ariba and S/4HANA. This upgrade represents the first significant change to COSA's ERP systems since they were deployed and gives COSA the opportunity to transform essential business processes across Finance, Procurement, Budget, and HR for increased business value. This upgrade is anticipated to have the same level of complexity and organizational impact as a new SAP installation across essentially all COSA's ERP business process domains including Procure to Pay, Budget to Report, Hire to Retire, Acquire to Retire, Plan to Project, Order to Cash, and Manage IT.

Applicable Product Categories: 91890 - Strategic Technology Planning and Consulting Services
92065 - System Requirements Quality Assurance Review

Evaluation Committee

Troy Elliott, Deputy Chief Finance Officer, Finance Department

Craig Hopkins, Chief Information Officer, Information Technology Services Department

Kevin Goodwin, Chief Technology Officer, Information Technology Services Department

Justina Tate, Management and Budget Director, Office of Management and Budget

Ted Scholz, Sr. Human Resources Analyst, Human Resources Department

Melanie Keeton, Assistant Finance Director, Finance Department

Michael Shannon, Development Services Director, Development Services Department

Date Issued: February 15, 2023

Due Date & Time: April 10, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at 10:00 a.m. Central Time, on February 27, 2023. The Pre-Submittal Conference for this solicitation will be held via WebEx only.

Pre-Submittal Conference Dial-In Information:

Conference Bridge Dial-In Number: 1-415-655-0001

Meeting number: 2457 026 3410

Meeting password: COSA

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m20adfeb4b88fcc67e38eb9e086281742>

Pursuant to Section 011 – Restriction 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 RFP or proposal from the time the RFP 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 RFP 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 RFP to the Staff Contact Person listed below until 11:00 a.m., Central Time, on March 17, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Peter Farley, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

Peter.Farley@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/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).

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.