



SAN ANTONIO POLICE DEPARTMENT

Request for Proposals for
ALARM FEE COLLECTION AND PERMIT SERVICES
(RFP 23-091, RFX # 6100016961)

Tuesday, July 11, 2023, 10:00 a.m., Central Time

PLEASE HOLD ALL QUESTIONS UNTIL THE END OF THE PRE-SUBMITTAL CONFERENCE

Welcome and Introductions

Your name and contact information will be added to sign in sheet. You are not required to provide address, phone number or email address, however doing so makes it easier to contact you about this solicitation if you have not yet registered in SAePs. **All information provided by you on this form may be posted on the City's website or otherwise disseminated publicly, by including the information, you hereby affirmatively consent to the release of the information you provide.**

City of San Antonio SAePS Portal –
<https://supplierservice.sanantonio.gov/irj/portal>

- I. Overview of Background and Scope of Services
- II. Term of Contract
- III. Overview of RFP Process:
 - A. RFP Requirements
 - B. Submission Instructions
 - C. Restriction on Communications
 - D. Evaluation Criteria
- IV. Small Business Program Presentation (Small Business Office)
- V. Key Points/Reminders:
 - A. Restrictions on Communication
Please refer to RFP Section 011 - Restrictions on Communication for contact information and protocol. **Final Questions Accepted: July 19, 2023, 4:00 p.m. Central Time**

All written questions are to be sent to:

Debra Light, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
Debra.Light@sanantonio.gov

All SBEDA related questions can be sent to:
Economic Development Department-Small Business Office
Email: SBEDAdocs@sanantonio.gov
Call: 210-207-3922

B. Following is a list of projected dates/times with respect to this RFP:

RFP Release Date:	July 3, 2023
Pre-Submittal Conference:	July 11, 2023 @ 10:00 a.m., Central Time
Final Questions Accepted:	July 19, 2023 @ 4:00 p.m., Central Time
Proposal Due:	August 17, 2023 @ 11:00 a.m., Central Time

C. Proposal Submission:

Proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

LATE PROPOSALS WILL NOT BE ACCEPTED.

D. Further Information:

Changes to the RFP and responses to questions may be posted to the City of San Antonio's SAePS portal, – <https://supplierservice.sanantonio.gov/irj/portal>. It is Respondent's responsibility to review this site and ascertain whether amendments or revisions have been made prior to submission of a proposal. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in RFP. Changes, if any, to the RFP shall be made in writing only.

E. Vendor Guide to Solicitation Response:

http://www.sanantonio.gov/purchasing/SAePS_help_guides.aspx

VI. Questions

VII. Adjourn