

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals-Alarm Fee Collection and Permit Services**

Solicitation Number: RFP 24-017; RFx 6100017555

Description: The City of San Antonio Police Department (“City”) seeks proposals from qualified respondents interested in providing administration of the SAPD's Alarm Permit Program. Services include, but are not limited to, administering the issuance and renewal of alarm permits, collection of all related alarm fees for new permits, renewal permits and false alarms, and decrease the amount of officer resources required to respond to false alarm responses. The City’s overall goals related to this contract are to improve quality controls, customer service, and assist in recovering costs for false alarm response. The City of San Antonio Municipal Code requires all alarm systems operating with the City to have a valid permit issued by the San Antonio Police Department upon activation of the alarm system. The San Antonio Municipal Code identifies alarm permitting requirements and definitions.

Applicable Product Categories: 94633 – Collection Services, Financial Debt
94631 – Certified Public Account Services
91558 - Mailing Services: Addressing, Collating, Packaging, Sorting and Delivery

Date Issued: October 30, 2023

Due Date & Time: December 4, 2023 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 2:30 p.m., Central Time, on November 3, 2023, 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:** 2634 456 5675 | **Meeting Password:** RQpuayBu833

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m8aba9dfc698d1a72b7f5e506e40f2345>

Staff Contact Person: Debra Light, Procurement Specialist III, Debra.light@sanantonio.gov.

Evaluation Committee Voting Members:

Maria Villagomez, Deputy City Manager, City Manager’s Office
Rick Riley, Assistant Police Director, San Antonio Police Department
Melanie S. Keeton, Assistant Finance Director, Finance Department
Kevin Goodwin, Chief Technology Officer/Deputy Director, Information Services
Janette Torres- Santana, Administrative Services Officer, San Antonio Police Department
Ted Maganello, Senior Information Technology Manager



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 **4:00 p.m., Central Time, on November 8, 2023**. 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.

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

