

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – System Integration for SAP Success Factors**

Solicitation Number: RFP 23-136, 6100017340

Description: The City of San Antonio (COSA) is soliciting proposals from qualified firms to provide System Integration services for the transition to SAP SuccessFactors Employee Central as its primary Human Resources Information System (HRIS). In addition, vendor will need to add a Learning Management System (LMS) and Benefits Module as part of the first phase of the HRIS upgrade.

Applicable Product Categories: 92064 - System Implementation and Engineering Services
95877 - Project Management Services
92091 - Training, Computer Based, Software Supported
92065 - System Requirements Quality Assurance Review
91890 - Strategic Planning and Consulting
92024 - Data Conversion Services

Date Issued: December 22, 2023

Due Date & Time: February 16, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at 10:00 a.m. Central Time, on January 9, 2024. The Pre-Submittal Conference for this solicitation will be held via WebEx only. 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 771 8108 | **Meeting Password:** COSA

Join from the meeting link

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m45d1089b245e4c85f3d69ce807f5c729>

Staff Contact Person: Peter Farley, Procurement Specialist III, Peter.Farley@sanantonio.gov

Evaluation Committee Voting Members:

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 S. Keeton, Assistant Finance Director, Finance Department



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 January 16, 2024**. 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.

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.

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

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.

