

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Preparation of Cost Allocation Plans, Indirect Cost Rates and Assessment**

Solicitation Number: RFP 25-018; RFx 6100018701

Description: The City of San Antonio (“City”) seeks proposals from qualified Respondents interested in providing Cost Allocation Models and Indirect Cost Rates described in this RFP. The City incurs both direct and indirect costs in the performance of its responsibilities. Direct costs are costs that can be specifically or readily identified with a specific cost objective or program. Indirect costs are costs necessary for the effective and efficient operation of City programs, but which cannot be directly assigned to one service. Indirect costs can include citywide central services and departmental administration and support.

Applicable Product Categories: 91804- Accounting, Auditing and Budget Consulting

Date Issued: December 11, 2024

Due Date & Time: January 31, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on December 17, 2024, 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:** 2865 909 3471 | **Meeting Password:** 37rnMMWteq6

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=md112a7bd1f608d8ae3ffbb7bd4c42398>

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

Evaluation Committee Voting Members:

Melanie S. Keeton, Assistant Finance Director, Finance Department

Alfredo Martinez, Assistant Budget Director, Management and Budget Department

Elizabeth Drouillard, Financial Reporting Manager, Finance Department

Haley Smith, IT Department Fiscal Administrator, Information Technology Services Department

Tamika Miles, Fiscal Operations Administrator, 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 6, 2025**. 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.

