

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – System Integration Services for Ariba & S/4**

Solicitation Number: RFP 25-075; RFx 6100019005

Description: The City of San Antonio (City) plans to transition to SAP's ARIBA and S/4 as part of our Third phase of our ERP upgrade, as the current COSA version of SAP support expires in the next two (2) years. The upgrade represents a strategic step in achieving the City of San Antonio's transformation to a Digital Enterprise. The selected vendor will work closely with internal COSA stakeholders and third-party partners to ensure the successful realization of the following benefits:

- Improved employee satisfaction due to a modern user interface.
- Increased service efficiencies from process automation.
- High-level improvement targets as listed in the FI Functional Services section of the RFP.
- Targeted data-driven decision making using embedded analytics.
- Improved integration capabilities to work more securely and flexibly with COSA partners.
- Enhanced compliance capability with applicable Federal, State and local law and compliance with COSA policies and processes.
- Reduction/elimination of Suppliers need to provide Private Information (PPI) via paper to complete purchasing transactions (e.g., banking info, EIN info, etc.).

Applicable Product Categories: 91890 – Strategic Technology
92024 – Data Conversion Services
92064 – System Implementation
92065 – System Requirements
92091 – Training, Computer
95877 – Project Management Services

Date Issued: August 29, 2025

Due Date & Time: October 28, 2025; 11:00 AM Central Time

Pre-Submittal Conference: Pre-Submittal Conference and Pricing Workbook Session will be held at 10:00 a.m., Central Time, on September 15, 2025, 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:** 2333 241 5391 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m7c61e6f0b98ab05077e3e088c5764163>



Evaluation Committee Voting Members:

Troy Elliott, Chief Financial Officer, City of San Antonio
Craig Hopkins, Chief Information Officer, Information Technology Services Division
Kevin Goodwin, CTO / Deputy Director, Information Technology Services Division
Melanie Keeton, Deputy Finance Director, City of San Antonio
Angelica Mata, Assistant Finance Director - Procurement Division, City of San Antonio
Justina Tate, Budget Director, Office of Management & Budget, City of San Antonio
Renee Frieda, Human Resources Director, City of San Antonio
External Industry Expert - TBD

The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or a City Manager Contract Approval Review meeting .

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 September 29, 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.

**Karla Holten, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Karla.Holten@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.

