

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

Vidya Rangachar, VP Business Solutions and Digital Experience, CPS Energy

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.

