

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals– Payment Card Industry Data Security Standards Compliance Assessment**

Solicitation Number: RFP 26-030; RFx 6100019407

Description: The City's Aviation Department is seeking a Qualified Security Assessor who will complete and provide a report on Compliance and the associated Attestation of Compliance documentation (in accordance with Payment Card Industry (PCI) Data Security Standards) or for the relevant version of Payment Card Industry-Data Security Standard (PCI-DSS) compliance, or as otherwise amended or revised by the Payment Card Industry Security Standards Council (PCI Council).

Applicable Product Categories:

- 94620 Audit Services
- 90775 Site Assessment and Site Field Observation

**Date Issued: December 11, 2025**

**Due Date & Time: **January 27, 2026**; 11:00 AM Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 1:00 p.m., Central Time, on December 18, 2025, via Microsoft Teams. 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:** 1-312-667-7136 | **Phone Conf ID:** 612 185 921# | **Meeting Password:** COSA25

**Meeting ID:** 218 612 246 933 08

**Join from the meeting link:** [https://teams.microsoft.com/join/19%3ameeting\\_NDq3ZTcxZTkODNhMS00NTVhLWJmYWQtMjRiYzAwZDIyNzlh%40thread.v2/0?context=%7b%22Tid%22%3a%221ab0214f-ac4a-4407-a7c6-2ef1eb76dac5%22%2c%22Oid%22%3a%222737071d-6a5c-4ece-a302-9412c75aca7a%22%7d](https://teams.microsoft.com/join/19%3ameeting_NDq3ZTcxZTkODNhMS00NTVhLWJmYWQtMjRiYzAwZDIyNzlh%40thread.v2/0?context=%7b%22Tid%22%3a%221ab0214f-ac4a-4407-a7c6-2ef1eb76dac5%22%2c%22Oid%22%3a%222737071d-6a5c-4ece-a302-9412c75aca7a%22%7d)

Staff Contact Person: Adrianna Broniszewski, Procurement Specialist III,  
[Adrianna.Broniszewski@sanantonio.gov](mailto:Adrianna.Broniszewski@sanantonio.gov)

### **Evaluation Committee Voting Members:**

Virginia Cobarrubias, Contracts Administrator, Aviation Department

Steve Milburn, Airport Properties & Development Manager, Aviation Department

April Payne, Special Projects Manager, Aviation Department

Jose Perez Balladares, Senior Air Service Coordinator, Aviation Department

Anthony Aleman, Cyber Security Engineer II, Information Technology Services Department



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 by City Manager.

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 December 22, 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.

**Adrianna Broniszewski, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Adrianna.Broniszewski@sanantonio.gov](mailto:Adrianna.Broniszewski@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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

