

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – On-Call General Technology Consulting Services for SAAS**

Solicitation Number: RFQ 24-173; RFx 6100018529

Description: The City of San Antonio Aviation Department (City) is issuing a Request for Qualifications (RFQ) seeking qualified firm(s) to provide planning, design and support for on-call services addressing the full spectrum of San Antonio Airport System (SAAS) technology systems. The San Antonio International Airport (“SAT”) is one of two airports in the San Antonio Airport System (“SAAS”). Stinson Municipal Airport, the designated general aviation reliever for SAT, is the second airport operated by the City. The work may include, without limitation, program/project management, organizational change management and implementation support services covering the complete lifecycle of technology systems from inception, starting with planning, through design, procurement, configuration, review and integration with related systems, install, test, user acceptance testing (UAT), and operation & maintenance (O&M) and replacement. Work will be initiated by task order through statement(s) of work (SOW).

SAAS may award multiple contracts as a result of this RFQ. No work is guaranteed under any such contracts. However, the selected Respondent and their subcontractors will be required to complete the badging process (see RFQ Exhibit 2-Procedures for Obtaining Airport Personnel Identification and Airfield Driver’s License at San Antonio International Airport).

Applicable Product Categories: 92040 – Programming Services, Computer  
91832 – Consulting Services (Not otherwise classified)  
91875 – Management Consulting

**Date Issued: December 23, 2024**

**Due Date & Time: February 26, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at **11:00 a.m., Central Time, on January 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:** 2862 376 4799 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m6f53eab074f2affa9016fb9383ca2b61>



**Evaluation Committee Voting Members:**

Jeff Coyle, Assistant City Manager, City Manager's Office  
Jesus H. Saenz, Jr., Director of Airports, Aviation Department  
Craig Hopkins, Chief Information Officer, Information Technology Services Division  
John Rodriguez, Assistant Director, Information Technology Services Division  
Virginia Cobarrubias, Contract Administrator, Aviation Department  
Tanya Acevedo, Chief Information Officer / Senior Vice-President, CapMetro

**Pursuant to Section 011 – Restrictions 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 RFQ or proposal from the time the RFQ 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 RFQ 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 RFQ to the Staff Contact Person listed below until **4:00 p.m., Central Time, on January 17, 2025.**

Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

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

