



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal for Integrated Financial Management Software and Implementation Service Provider for Visit San Antonio

Solicitation Number: 6100008273, RFCSP-2017-017

Description: Visit San Antonio (aka: San Antonio Convention and Visitors Bureau) VSA is soliciting Financial Management Software and implementation service providers that have proven experience in implementing financial management systems. This software will act as the primary financial software management tool for VSA. The selected RESPONDENT(s) shall work with the Executive Director or their designee of VSA to perform any and all related tasks required to fulfill the purpose of the Contract.

Applicable Product Categories: NIGP 92046, 92064 and 91829

Date Issued: October 21, 2016

Bid Due Date & Time: November 14, 2016 at 2:00 p.m. Central Time

Pre-Submittal Conference: City of San Antonio, Finance Department – Riverview Towers, 11th Floor Hill Country Conference Room, 111 Soledad, San Antonio, Texas 78205 at 9:30 **a.m.** Central Time, on Tuesday, November 1, 2016.

Staff Contact Person: Maria Castillo, Procurement Specialist II, maria.castillo@sanantonio.gov

Evaluation Committee Voting Members:

Cassandra Matej, Executive Director, Visit San Antonio

Steve De La Haya, Assistant Director, Visit San Antonio

Julie Hart, President, CFO by Design

Troy Elliott, Deputy Chief Financial Officer, City of San Antonio

Monica Ramos, Department Fiscal Analyst – City of San Antonio

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 2:00 p.m., Central Time, on November 8, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Maria Castillo, Procurement Specialist II
City of San Antonio, Finance Department, Purchasing Division
maria.castillo@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to <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.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.