



# CITY OF SAN ANTONIO

## FINANCE DEPARTMENT – PURCHASING DIVISION

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request For Competitive Sealed Proposals – Centralized Vendor Registry

Solicitation Number: 6100005645

Description: The City of San Antonio Economic Development Department is requesting proposals for a centralized vendor registry.

Applicable Product Categories: 92064, 92004, 92045, 92091

Date Issued: March 9, 2015

Due Date & Time: April 8, 2015 2:00 p.m. Central Time

Pre-Submittal Conference: March 19, 2015 in the HILL COUNTRY CONFERENCE ROOM, 11<sup>TH</sup> Floor, Riverview Towers, 111 Soledad, San Antonio, Texas 2:00 p.m.

Conference Bridge: Toll Free Dial-In Number: 855-850-2672, Meeting I.D.: 2088

Staff Contact Person: <Denise Parks, Procurement Specialist II, Denise.Parks@sanantonio.gov>

**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.**, Local Time, on **March 24, 2015**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Denise Parks, Procurement Specialist II**  
**City of San Antonio, Finance Department, Purchasing Division**  
[Denise.Parks@sanantonio.gov](mailto:Denise.Parks@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/iri/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](mailto: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.