



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Preparation of Cost Allocation Plans and Indirect Cost Rates

Solicitation Number: RFP 13-098, 6100003598

Description: The City of San Antonio (“City”) seeks proposals from qualified Respondents interested in providing Cost Allocation and Indirect Cost Rates described in this RFP. The City incurs both direct and indirect costs in the performance of its responsibilities. Direct costs are costs that can be specifically or readily identified with a specific cost objective or program. Indirect costs are costs necessary for the effective and efficient operation of City programs, but which cannot be directly assigned to one service. Indirect costs can include citywide central services and departmental administration and support.

Applicable Product Categories: 91804, 94611, 94649

Date Issued: October 10, 2013

Due Date & Time: November 1, 2013 at 2:00 p.m. CST

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11th Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at 10:00 a.m., Central Time, on Thursday, October 17, 2013.

Staff Contact Person: Laura Sambrano, Procurement Specialist III, laura.sambrano@sanantonio.gov

Evaluation Committee Voting Members:

Melanie Seale, Assistant Director, Finance Department

Ellen Erenbaum, Assistant Director, Aviation Department

Debbie Sittre, Assistant Director, Capital Improvements Management Department

Andre DeLeon, Controller, Finance Department

Justina Tate, Budget Manager, Office of Management and Budget

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

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **10:00 a.m.**, Local Time, on **Monday, October 21, 2013**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Laura Sambrano, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

laura.sambrano@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.