



# CITY OF SAN ANTONIO

## FINANCE DEPARTMENT – PURCHASING DIVISION

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name:  
REQUEST FOR PROPOSALS FOR IT COST ALLOCATION MODEL FOR IT SERVICES

Solicitation Number: RFP 13-023, 6100003596

Description: The City of San Antonio (“City”), Information Technology Services Department (“ITSD”) seeks proposals from qualified Respondents interested in developing a cost allocation model for IT services. The City wishes to have its existing cost allocation model updated and certified in preparation for the FY 2015 Budget. The City’s current model was last modified in preparation for the FY 2008 Budget. This individual or entity will serve as an agent for the City and be responsible to review and recommend to the City with respect to the development of a cost model in relation to principles and a model for allocating IT costs to organizational entities. Respondent will develop a mathematical full cost allocation model in Microsoft Excel format, or other recommended and approved format, that will calculate amounts to be assessed to the various City departmental funds. Another allocation model/rate needs to be done to apply IDC to grant activities department. The Respondent must certify that this second cost allocation model/rate conforms to all State and Federal guidelines, including the OMB Circular A-87 standards and applicable FAA Advisory Circulars. The full cost allocation model must also be able to provide the flexibility to adjust based on a five (5) year forecast of future assessment amounts to provide IT services.

Applicable Product Categories: 91871

Date Issued: Friday, October 11, 2013

Due Date & Time: Friday, November 15, 2013 at 2:00 p.m. CT

Pre-Submittal Conference: City of San Antonio Finance Department-Purchasing Division located at Riverview Towers, 111 Soledad Street, Suite 1100, San Antonio, TX 78205 on Monday, October 28, 2013 at 9:30 a.m.

Staff Contact Person: Jorge Garcia, Procurement Manager, [jorge.garcia@sanantonio.gov](mailto:jorge.garcia@sanantonio.gov)

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

Kevin Goodwin, Assistant Director, IT Services Department, Applications

Anthony Brooks, Assistant Director, IT Services Department, Customer Relations

Mike Walker, Assistant Director, IT Services Department , Infrastructure

Melanie Seale, Assistant Director, Finance Department

Alan Heatherley, Portfolio Manager, IT Services Department

**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 **4:30 p.m.**, Local Time, on **October 31, 2013**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Jorge Garcia, Procurement Manager**  
**City of San Antonio, Finance Department**  
[jorge.garcia@sanantonio.gov](mailto:jorge.garcia@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.