



# CITY OF SAN ANTONIO

## FINANCE DEPARTMENT – PURCHASING DIVISION

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposal for Land Development, Permit, Inspection & Compliance Software**

Solicitation Number: **6100004961 (RFCSP 2014-039)**

Description: The City of San Antonio Development Services Department (DSD) is responsible for protecting the health, safety, and quality of life of the citizens of San Antonio through regulation of land and building development and through enforcement of property maintenance and quality of life related codes.

A Request for Competitive Sealed Proposal (RFCSP) has been issued by the City to obtain products and implementation services to, (1) Provide a single point of information for all land development, zoning, variance, appeals, permitting, inspections, licensing, and violation enforcement information related to a City location; (2) Improve online services and increase information transparency; 3) Improve operating efficiencies by consolidating or integrating multiple systems to support development and code enforcement processes; and 4) Provide a solution which can be leveraged across the City to realize potential synergies across City business services. The purpose of this RFCSP is to select a qualified and licensed contractor to provide, implement, and maintain a new Land, Permit, Inspection, License and Violation Management System.

Applicable Product Categories (NIGP): 20811, 91829, 92435, 92040, 92045

Date Issued: Tuesday, September 16, 2014

Due Date & Time: Friday, November 21, 2014 at 2:00 p.m. Central Time

Pre-Submittal Conference: City of San Antonio Cliff Morton Center, located at 1901 S. Alamo Street, 2nd Floor, San Antonio, TX 78204 on **Friday, October 3, 2014 at 2:00 pm Central Time.**

Respondents that are not able to attend in person may participate remotely. Respondents may call the toll free number to join the conference by phone **and** use the WebEx link (enter the appropriate access code and meeting number shown below) to participate online.

**Conference Bridge:** Toll Free Dial-In Number: **1-877-226-9790, Access Code: 6686403**

**WebEx Link:**

<https://meetings.webex.com/collabs/meetings/join?uuid=MEC8W1XTE6TDK349FSKAN16H4X-BJ6X>

**WebEx Meeting number: 190 776 915**

Staff Contact Person: William Flint, Procurement Specialist III, [William.flint@sanantonio.gov](mailto:William.flint@sanantonio.gov)

**Evaluation Committee Voting Members:**

Erik Walsh, Deputy City Manager, City Manager's Office  
Rod Sanchez, Director, Development Services Department  
Hugh Miller, Director, Information Technology Services Department  
Kevin Goodwin, Assistant Director, IT Services Department  
Michael Shannon, Assistant Director, Development Services Department  
John Jacks, Assistant Director, Development Services Department  
John Rodriguez, Assistant Director, IT Services Department  
Terry Kannawin, Assistant Director, Development Services Department

**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 **Monday, October 20, 2014**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. It is highly encouraged that you review the solicitation early and submit your questions at least 5 days prior to the Pre-Submittal Conference.

**William Flint, Procurement Specialist III  
City of San Antonio, Finance Department  
william.flint@sanantonio.gov**

Questions submitted and the City's responses will be posted in the portal with the 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.