



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposal for Accounts Payable Invoice Automation Consultant

Solicitation Number: 6100002455

Description:

The City of San Antonio Finance Accounts Payable (AP) organization is seeking proposals from qualified Respondents for professional services and software recommendations to further automate and streamline Accounts Payable invoice processing. Desired solution should include a Design & Implementation Plan for a Phased Program of Work.

The program consists of three (3) major deliverable areas with subcomponents as outlined below.

- (1) Invoice Capture, Workflow, Posting
- (2) Vendor Outreach and Onboarding
- (3) Performance Measurement and Reporting

The complete set of solutions sought for this and subsequent phases of the Accounts Payable invoices process improvement initiative at the City of San Antonio should be presented as a program of work to be implemented in a phased, prioritized approach.

A Pre-Submittal Conference will be held at 111 Soledad Street, Suite 1100 San Antonio, Texas 78205, at 1:30 pm, Central Time, on February 21, 2013. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents that are not able to attend in person may participate by Conference Call. Respondents may call the toll free number listed below and enter access code to participate the day of the conference.

Toll Free Dial-In Number: 1-877-226-9790

Access Code: 4148136

Applicable Product Categories: 91887, 91890

Date Issued: February 12, 2013

Bid Due Date & Time: March 29, 2013

Staff Contact Person: Patricia Cavazos, Procurement Specialist III, patricia.cavazos@sanantonio.gov

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.