



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposal for SAPL Summer Reading Online Registration Solution

Solicitation Number: 6100008561, RFCSP, 17-026

Description: The City of San Antonio is requesting an offer for the purchase of a subscription to a Summer Reading Program Online Registration Database. These materials will support the Summer Reading Program for the Central Library, twenty-six branch libraries and one school/public library.

Applicable Product Categories: NIGP 92046

Date Issued: January 24, 2017

Bid Due Date & Time: February 15, 2017 at 2:00 p.m. Central Time

Pre-Submittal Conference: City of San Antonio, Library Department, Central Library, 600 Soledad, 4th Floor, Library Board Room, San Antonio, Texas 78205 at 2:00 p.m. Central Time, on February 3, 2017.

Pre-Submittal Conference Dial-In Information:

External Dial-In: 210-207-9329

Toll Free Dial In: 855-850-2672

Access Code: 992 659 466

Staff Contact Person: Michael D. Howdysshell, Procurement Specialist III,
michael.howdysshell@sanantonio.gov

Evaluation Committee Voting Members:

Dale McNeill, Library Assistant Director-Public Services, Library Department

Candelaria Mendoza, Library Services Administrator, Library Department

Viki Ash, Coordinator of Children's Services, Library Department

Jennifer Velasquez, Coordinator of Teen Services, Library Department
Ignacio Albarracin, Coordinator of Digital Services, Library 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., Central Time, on February 10, 2017. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Michael D. Howdyshell, Procurement Specialist III
City of San Antonio, Finance Department, Purchasing Division
Michael.howdyshell@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.