



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

Solicitation Type and Name: **Request for Competitive Sealed Proposal for Accounts Payable Invoice Automation System**

Solicitation Number: **6100003224**

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 Consulting and 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 11:30 am, Central Time, on September 9, 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, 20810, 20447

Date Issued: August 23, 2013

Bid Due Date & Time: **October 2, 2013 at 2:00 pm**

Evaluation Committee Voting Members:

Troy Elliott, Director, Finance Department

Melanie Seale, Assistant Director, Finance Department

Kay Grant, AP Manager, Finance Department

Juanita Mack, Disbursements & Receivables Administrator, Finance Department

Kevin Goodwin, Assistant Director, Information Technology Services Department

Olga Bennett, Senior IT Manager, Information Technology 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 **2:00 p.m.**, Local Time, on **September 24, 2013**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

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

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

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.