



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Senior Centers Automated Application Solution

Solicitation Number: RFCSP 14-004, 6100003638

Description: The City of San Antonio (“City”), Department of Human Services (“DHS”) is seeking proposals for an application solution which will track the senior community participation in Human Services programs. The senior service programs providing services to the community by DHS share a common theme. Each program provides a service or services to individuals of the community, tracks the overall services provided, and generates program reports for external partners as well as performance metric reports for internal leadership.

Applicable Product Categories: 20811, 92045, 92031, 92003

Date Issued: November 15, 2013

Due Date & Time: December 18, 2013 at 2:00 p.m. CST

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11th Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at **10:30 a.m., Central Time, on Thursday, November 21, 2013.**

Staff Contact Person: Lisa Mendoza, Procurement Specialist II, lisa.mendoza@sanantonio.gov

Evaluation Committee Voting Members:

Edward Gonzales, Assistant Director, Department of Human Services
Kevin Goodwin, Assistant Director, Information Technology Services Department
Mike Walker, Assistant Director, Information Technology Services Department
Yolanda Perez, Social Services Manager, Department of Human Services
Maria Rivera, Social Services Manager, Department of Human Services

Pursuant to Section 003 – 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 **10:00 a.m., Local Time, on Thursday, December 5, 2013.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Lisa Mendoza, Procurement Specialist II
City of San Antonio, Finance Department – Purchasing Division
lisa.mendoza@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.