



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Web-Based Film & Video Location Photo/Contact Manager/Resource Guide System

Solicitation Number: RFCSP 14-024, 6100004184

Description: The City of San Antonio Department for Culture & Creative Development (DCCD) is seeking proposals for a web-based system to assist the San Antonio Film Commission with delivering photo location marketing packages to outer market clients, to provide anywhere/anytime access to crew and resource information about the products and crew available in San Antonio. In addition, The San Antonio Film Commission desires to maintain a state of the art CRM specific to the motion picture industry to track leads, monitor pipeline activity, to record documents and information exchange between the film commission and clients, and to have data readily available to produce statistical reports that will measure effectiveness of the film commission's efforts.

Applicable Product Categories: 92003

Date Issued: April 9, 2014

Due Date & Time: April 30, 2014 at 10:00 a.m. CST

Pre-Submittal Conference: Tuesday, April 15, 2014 at 2:00 p.m., CST, Convention and Visitor's Bureau, International Center, Ventana Room, 2<sup>nd</sup> Floor, 203 S. St Mary's, Suite 200, San Antonio, Texas 78205

Staff Contact Person: Rebecca Garza, Procurement Specialist II,  
[rebecca.garza@sanantonio.gov](mailto:rebecca.garza@sanantonio.gov)

**Evaluation Committee Voting Members:**

Drew Mayer-Oakes, DCCD Director San Antonio Film Commission, Department for Culture & Creative

Development

Janet Vasquez, DCCD, Location Coordinator San Antonio Film Commission, Department for Culture & Creative Development

Igor Negovetic, ITSD CVB IT Director, Information Technology Services Department

Heather Eichling, DCCD PIO Officer, Department for Culture & Creative Development

**Pursuant to Section 011 – Restrictions on Communication, 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 Monday, **April 21, 2014**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Rebecca Garza, Procurement Specialist II**

**City of San Antonio, Finance Department – Purchasing Division**

[rebecca.garza@sanantonio.gov](mailto:rebecca.garza@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](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.