



# CITY OF SAN ANTONIO

## FINANCE DEPARTMENT – PURCHASING DIVISION

### ADVERTISEMENT INFORMATION ONLY

#### Solicitation Type and Name:

Request for Proposals Permit & Inspection Management System Consulting Services

Solicitation Number: RFP 13-074, 6100003120

Description: The City of San Antonio (“City”) is seeking consulting services to assist with project initiation, strategy development, project planning, requirements gathering, development of a Request for Competitive Sealed Proposal (RFCSP) and solution selection process for a project to implement a state-of-the-art technology solution for a comprehensive land and building infrastructure development and management system.

Applicable Product Categories: 91890, 91887

Date Issued: Friday, July 19, 2013

Due Date & Time: Monday, September 9, 2013 at 2:00 p.m. CT

Pre-Submittal Conference: City of San Antonio Finance Department-Purchasing Division located at Riverview Towers, 111 Soledad Street, Suite 1100, San Antonio, TX 78205 on Monday, August 5, 2013 at 1:00 p.m.

Staff Contact Person: Patricia Cavazos, Procurement Specialist III, [patricia.cavazos@sanantonio.gov](mailto:patricia.cavazos@sanantonio.gov)

#### **Evaluation Committee Voting Members:**

Michael Shannon, Assistant Director, Development Services Department

James Flood, Business Administrator, Development Services Department

John Jacks, Assistant Director, Land Development, Development Services Department

Kevin Goodwin, Assistant Director, IT Services Department

Patrick Poloskey, Development Services Manager, Development Services Department

Michael Dice, Development Services Manager, Development 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 **August 20, 2013**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Patricia Cavazos, Procurement Specialist III**

**City of San Antonio, Finance Department**

[patricia.cavazos@sanantonio.gov](mailto:patricia.cavazos@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.