



# CITY OF SAN ANTONIO

## FINANCE DEPARTMENT – PURCHASING DIVISION

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Corporate Purchasing Card Account Services

Solicitation Number: RFP 13-100

Description: The City of San Antonio, Finance Department (“City”) seeks proposals from qualified financial institutions to provide Corporate Purchasing Card Account Services for the City as described in the RFP. These services will simplify the procurement process and provide a more efficient, cost-effective method of purchasing and paying for small dollar transactions.

Applicable Product Categories: 94635

Date Issued: November 18, 2013

Due Date & Time: December 13, 2013 at 2:00 P.M.

Pre-Submittal Conference: Tuesday, November 26, 2013 at 10:00 A.M. at the City of San Antonio Finance Department – Purchasing Division, Large Conference Room, 111 Soledad, 11<sup>th</sup> Floor, San Antonio, TX 78205

Staff Contact Person: Christina Cardenas, Procurement Specialist III, [christina.cardenas2@sanantonio.gov](mailto:christina.cardenas2@sanantonio.gov)

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

Margaret Villegas, Assistant Director, Finance Department

Melanie Seale, Assistant Director, Finance Department

Amy Cowley, Department Fiscal Administrator, Finance Department

Julie Sandoval, Department Fiscal Administrator, Health Department

Brenda Werts, Department Fiscal Manager, Fire Department

**Pursuant to the 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 **December 3, 2013**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Christina Cardenas, Procurement Specialist III**  
**City of San Antonio, Finance Department, Purchasing Division**  
[christina.cardenas2@sanantonio.gov](mailto:christina.cardenas2@sanantonio.gov)

Questions submitted and the City’s responses will be posted with this solicitation.