



## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposal – Employee Engagement Survey Plan

Solicitation Number: RFP 19-093, RFP 6100012032 V2

Description: The City of San Antonio is seeking proposals from qualified vendors to provide a plan for an employee engagement survey. Improving employee engagement is a strategic priority for the City of San Antonio as a way to enhance our organization's performance and customer service. An employee engagement survey, and corresponding services, will be used to identify areas of best practices as well as areas for improvement. The vendor will be able to identify the key drivers of employee engagement and recommend actions based on those results.

Applicable Product Categories: 91812 – Analytical Predictive Studies and Surveys Consulting

Date Issued: September 24, 2019

Due Date & Time: November 8, 2019, 11:00 a.m. Local Time

Pre-Submittal Conference: City of San Antonio, Finance Department, 11<sup>th</sup> Floor Hill Country Conference Room, 111 Soledad, San Antonio, Texas 78205 at 9:00 a.m., Central Standard Time, on October 4, 2019.

Staff Contact Person: Tony Aguilar, Procurement Specialist III, [tony.aguilar@sanantonio.gov](mailto:tony.aguilar@sanantonio.gov).

### Evaluation Committee Voting Members:

John Peterek, Assistant to the City Manager, City Manager's Office

Di Galvan, Chief of Staff, Government and Public Affairs Department

Ana Bradshaw, Assistant to the Director, Human Resources Department

Megan Janzen, Employee Engagement Coordinator, Human Resources Department

Roberta Sparks, Organizational Health Manager, San Antonio Library

Bethany Donnelly, Lead Employee Relations Business Partner, Human Resources Department

Pursuant to Section 011 – In accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from the time the RFP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFP has been released until the contract is approved at a City Council “A” session.

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 October 9, 2019. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Tony Aguilar, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

[tony.aguilar@sanantonio.gov](mailto:tony.aguilar@sanantonio.gov)

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

Proposals must be received at the Office of the City Clerk or electronically through the SAePS portal no later than 11:00 a.m., Central Time, on November 8, 2019.

*To view this solicitation, go to the SAePS portal: <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. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids).*

*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) with “SAePS Portal” on the subject line so this can be expedited.*