



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Unemployment Cost Management

Solicitation Number: RFP 23-011; RFx 6100016273

Description: The City of San Antonio is seeking proposals from qualified contractors to administer an Unemployment Compensation Program. The contractor must be thoroughly knowledgeable in Texas Unemployment Compensation laws and must fulfill the defined expectations of this RFP. The City's Human Resources office will utilize the services of the contractor to administer and manage unemployment compensation claims filed by the City of San Antonio employees, provide counseling to and representation of the city at all administrative hearings involving such claims, and provision of employment.

Applicable Product Categories: 95238 – Employee Assistance Program, Including Unemployment Compensation Administration Services and Try-Out Employment.

Date Issued: December 7, 2022

**Due Date & Time: February 24, 2023, 11:00 a.m. Central Time**

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on Friday, December 16, 2022, via WebEx. Attendance, by WebEx, at the Pre-Submittal Conference is optional, but highly encouraged.

Dial-In Number: 1-415-655-0001 | Access Code: 2460 271 1649 | Meeting Password: 6100016273

**2<sup>nd</sup> Pre-Submittal Conference: Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on Friday, January 6, 2023, via WebEx. Attendance, by WebEx, at the Pre-Submittal Conference is optional, but highly encouraged.**

**Dial-In Number: 1-415-655-0001 | Access Code: 2453 504 5541 | Meeting Password: 6100016273**

Staff Contact Person: Stephanie Nouman, Procurement Specialist III, stephanie.nouman@sanantonio.gov

**Evaluation Committee Voting Members:**

Victor Mancha, Human Resources Administrator, Human Resources  
Clara Santos, Department Fiscal Administrator, Finance/Human Resources  
Diana Padilla, Department Fiscal Administrator, Human Resources  
Ted Scholz, Senior Human Resources Analyst, Human Resources  
Nathalie Bullock, Human Resources Administrator, Human Resources

Pursuant to Section 011 – Restriction on Communications and 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 4:00 p.m., Central Time, on Wednesday, **January 11, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Stephanie Nouman, Procurement Specialist III  
City of San Antonio, Finance Department-Purchasing Division  
[stephanie.nouman@sanantonio.gov](mailto:stephanie.nouman@sanantonio.gov)

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

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.