

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals- Student Loan Employer Contribution Program

Solicitation Number: RFP 24-011; RFX# 6100017453

Description: The City of San Antonio is seeking proposals from qualified vendors to provide comprehensive management of the City's Student Loan Employer Contribution Program for approximately 7,000 full-time civilian and 90 Local Government Corporation employees. The City provides a \$50 monthly payment towards the principal payment to employees who have outstanding student loan debt. Currently, there are approximately 1100 employees participating in the Program. The City is seeking a qualified vendor with proven experience and knowledge of all types of student loans including providing assistance with the Public Loan Forgiveness Program.

Applicable Product Categories: **94660 – Loan Administration**  
**94649 – Financial Services**

**Date Issued: October 16, 2023**

**Due Date & Time: November 16, 2023, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 3:30 p.m., Central Time, on October 24, 2023, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2631 365 7046 | **Meeting Password:** KbJefp6PP33

**Join from the meeting:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m04c586748f377536fc0091dc41c7ec81>

Staff Contact Person: Debra Light, Procurement Specialist III, Debra.Light@sanantonio.gov

**Evaluation Committee Voting Members:**

Renee Frieda, Human Resources Director, Human Resources Department  
Ted Scholz, Interim Assistant Director, Human Resources Department  
Manny Espino, Human Resources Administrator, Human Resources Department  
Clara Santos, Department Fiscal Administrator, Finance Department  
Brenna Whitfield, Senior Management Coordinator, Human Resources Department

**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 October 27, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Debra Light, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
**Debra.light@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). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support 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.

