

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Annual Contract for Background Investigations for SAPD Telecommunications

Solicitation Number: RFP 24-012; RFx 6100017577

Description:

The City of San Antonio's San Antonio Police Department's Emergency Communications Center (SAPDECC) is seeking an investigative firm to provide background investigations of Police Communications applicants. Applicants successfully completing the applicant background process will ultimately be licensed by the Texas Commission on Law Enforcement (TCOLE) once all other Telecommunicator licensing requirements are met. This RFP will not include background investigation checks for Police cadet applicants. This RFP will not include background investigation checks for Police cadet applicants. SAPD will conduct all criminal background checks for telecommunicator applicants.

Applicable Product Categories: 96130 - Employment Agency and Search Firm Service, Including Background Investigations and Drug Testing for Employment

Date Issued: February 23, 2024

Due Date & Time: March 25, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:30 a.m., Central Time, on March 1, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | Access Code: 2634 222 6395 | Meeting Password: COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m98de78886df854a229a10de4175ae8c5>

Evaluation Committee Voting Members:

Belinda Esquivel, Communications Manager - City of San Antonio Police Department

Michael Fernandez, Communications Administrative Support Manager - City of San Antonio Police Department

Valerie Nelson, Communications Assistant Manager - City of San Antonio Police Department

Joseph Elliot, Communications Administrator - City of San Antonio Police Department

Monica Brunken, Employee Relations Manager - City of San Antonio 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 March 6, 2024**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.

Angela Alonso-Smith , Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Angela.alonso-smith@sanantonio.gov

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

