

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Criminal Background Checks**

Solicitation Number: RFP 25-014; RFX 6100018661

Description: The City desires a vendor to provide pre-employment background screening services. The vendor should provide a broad knowledge and experience in performing pre-employment background screening services through a web-based interface.

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

Date Issued: February 14, 2025

Due Date & Time: March 17, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at **2:00 p.m.**, Central Time, on **February 21, 2025**, 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 847 8925 | **Meeting Password:** a6gEv7PHKG9

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m3741746a3237bf9e47e6e8aa6e66723d>

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

Evaluation Committee Voting Members:

Sharon Frey, Recruitment & Processing Administrator, Human Resources Department

Mona Rios, Project Manager, Human Resources Department

Susana Bautista, Interim HR Project Manager, Human Resources Department

Monica McKnight, Integrated Control Center Manager, Aviation Department

Michael Fernandez, Police Communications Manager, San Antonio Police Department

Jeff Baldwin, Executive Recruiter, 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 **3:00 p.m., Central Time, on February 26, 2025**. 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.



Debra Light, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Debra.Light@sanantonio.gov

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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.

