

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Family Medical Leave Act (FMLA) Administrative Services**

Solicitation Number: RFP 25-064; RFx 6100018989

Description: The City of San Antonio is seeking proposals from qualified and experienced firms with a proven track record of Family Medical Leave Act (FMLA) administration services. The proposals shall provide an efficient and informative FMLA administration process for all eligible civilian and uniform employees of the City.

Applicable Product Categories: 91840 – Employee Benefits Consulting

Date Issued: April 25, 2025

Due Date & Time: May 28, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 1:00 p.m., Central Time, on May 1, 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:** 2348 375 0570 | **Meeting Password:** COSA25

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m299c33fb0261c3e3c6e56629787d3711>

A 2nd Pre-Submittal Conference will be held on May 7, 2025, at 9:00 a.m., Central Time via Webex. Respondents may call the toll-free number listed below and enter the access code to participate on the day of the conference.

Toll Free Number: 1-415-655-0001

Meeting Number (access code): 2332 202 1179

Meeting Link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m73d495765321b9b0f31c2c578910d840>

Meeting Password: COSA25

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

Evaluation Committee Voting Members:

Renee Frieda, Human Resources Director, Human Resources Department

Nathalie Bullock, Interim Assistant Director, Human Resources Department

Susanna Valdez, HR Administrator, Human Resources Department

Lucia Puente, Special Projects Manager, San Antonio Fire Department

Alejandra Perez, 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 **11:00 p.m., Central Time, on May 6, 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.

Stephanie Nouman, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Stephanie.Nouman@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.

