

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Annual Contract for Occupational Health Testing**

Solicitation Number: RFP 25-143; RFx 6100019323

Description: The City of San Antonio (City) Human Resources Department is seeking a third-party administrator to provide occupational health services for existing employees and pre-employment testing for new hires. The City provides occupational health services to include, but not limited to, pre-employment physicals, fitness-for-duty evaluations, promotion evaluations, as well as random and reasonable suspicion drug and alcohol screenings, job specific immunizations and respiratory testing to be utilized by multiple departments. The Contractor shall also act as a consultant in the capacity of monitoring occupational trends, and as an advisor regarding occupational health issues.

Applicable Product Categories: 95207- Alcohol and Drug Testing Services, 94892 Vaccination Program Services

**Date Issued: December 17, 2025**

**Due Date & Time: February 03, 2026, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on January 7, 2026, 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:** 2338 306 1446 | **Meeting Password:** NA

**Join from the meeting link:** <https://sanantonio.webex.com/meet/angela.alonsosmith>

Staff Contact Person: Angela Alonso-Smith, Procurement Specialist III,  
Angela.alonsosmith@sanantonio.gov

**Evaluation Committee Voting Members:**

Renee Frieda, Human Resources Director-Chair, Human Resources Department  
Debra Ojo, Risk Management Director, Office of Risk Management Department  
Natalie Bullock, Human Resources Assistant Director, Human Resources Department  
Sharon Frey, Human Resources Administrator, Human Resources Department  
Victor Mancha, Human Resources Administrator, Human Resources Department

**The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.**



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 January 9, 2026**. 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.alonsosmith@sanantonio.gov](mailto:Angela.alonsosmith@sanantonio.gov)

**For SAePS language -**

**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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

