

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Temporary Staffing Services**

Solicitation Number: RFP 26-060; RFx 6100019521

Description: The City of San Antonio is seeking proposals from temporary employment agencies to provide support staff (administrative, clerical, labor, etc.) based on business related positions that would be considered both exempt and non-exempt under the Fair Labor Standards Act (FLSA). From time to time, the City may have need of “specialty” positions or positions which are not in the general administrative, clerical, and office services categories. The contractor will be primarily responsible for providing temporary personnel services to various departments and offices throughout the City.

Applicable Product Categories: 96269 – Personnel Service, Temporary

Date Issued: April 13, 2026

Due Date & Time: June 1, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on May 5, 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:** 2344 174 3487 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mddf0f4f748c637df58310b15c935f6c7>

Evaluation Committee Voting Members:

Renee Frieda, Director, Human Resources Department

Krystal Strong, Deputy Director, Human Resources Department

Sharon Frey, Recruitment & Staffing Administrator, Human Resources Department

Victor Obevoen, Human Services Administrator, Department of Human Services

Vanessa Jimenez, Affordable Housing Admin., Neighborhood & Housing Services Department

Vanessa Vallejo Galvan, Human Resources Project Manager, 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 May 8, 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.

Morgan Aguirre, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Morgan.Aguirre@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.

