



**CITY OF SAN ANTONIO**  
**FINANCE DEPARTMENT, PURCHASING DIVISION**

**ADVERTISEMENT INFORMATION ONLY**

**Request for Proposals (RFP): HUMAN RESOURCES ASSESSMENT**

**Solicitation Number:** 6100000974

**Description:** The City of San Antonio ("City") Human Resources (HR) Department seeks proposals from qualified firms to conduct a two-phase Human Resources Assessment. Phase 1 will consist of a comprehensive human resources audit to review current human resources policies, procedures, documentation and systems; and identify needs for improvement. Phase 2 will include specific recommendations and strategies to achieve enhancement of the HR function and ensure compliance with appropriate rules and regulations.

**Applicable Product Categories:** 91875, 91885

**Date Issued:** January 10, 2012

**Pre-Submittal Conference:** A Pre-Submittal Conference will be held at **111 Soledad, Suite 1100, San Antonio, Texas, 78205 at 10:00 a.m. Central Time on January 23, 2012.** Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**Staff Contact Person:** Marilyn J. Timlake, CPPB, Procurement Manager, [marilyn.timlake@sanantonio.gov](mailto:marilyn.timlake@sanantonio.gov)

If you are registered in the City's Central Vendor Registration (CVR), you may view this solicitation at:

<https://supplierservice.sanantonio.gov/irj/portal>

If you are not yet registered, you will not be able to view the solicitation or respond unless you register.

**TO REGISTER:** You will need to complete the vendor registration by accessing the CVR Form at [http://www.sanantonio.gov/purchasing/SAePS\\_intro.aspx](http://www.sanantonio.gov/purchasing/SAePS_intro.aspx). Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: [saeps@sanantonio.gov](mailto:saeps@sanantonio.gov).

**NOTE:** If you wish to receive courtesy notifications regarding this solicitation after you have successfully registered, please send Marilyn Timlake an email requesting to be added to the solicitation vendor distribution list.