



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFP 15-002, 6100005250

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 employees of the City.

Applicable Product Categories: 91840

Date Issued: October 24, 2014

Due Date & Time: November 26, 2014 at 2:00 P.M.

Pre-Submittal Conference: Friday, October 31, 2014 at 1:00 P.M. Local Time at the City of San Antonio, Finance Department, Purchasing Division Hill Country Conference Room, Riverview Towers, 111 Soledad, Suite 1100, San Antonio, TX 78205

Staff Contact Person: Adam Velez, Procurement Specialist III, Adam.Velez@sanantonio.gov

Evaluation Committee Voting Members:

Lori Steward, Interim Director, Human Resources Department

Wanda Heard, Assistant Director, Human Resources Department

Renee Frieda, Assistant Director, Human Resources Department

Patricia Atkins, Benefits Administrator, Human Resources Department

Susanna Valdez, Employee Relations Business Partner, Human Resources Department

Pursuant to the Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **2:00 p.m.**, Local Time, on **November 7, 2014**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Adam Velez, Procurement Specialist III
City of San Antonio, Finance Department, Purchasing Division
Adam.Velez@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to <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.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.