



# CITY OF SAN ANTONIO

## FINANCE DEPARTMENT – PURCHASING DIVISION

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Temporary Personnel Services

Solicitation Number: RFP 15-005, 6100005695

Description: The City of San Antonio, Human Resources Department (“City”) seeks proposals from temporary employment agencies to provide administrative, clerical, and other business related positions that would be considered both exempt and non-exempt under the Fair Labor Standards Act (FLSA).

Applicable Product Categories: 96269

Date Issued: April 21, 2015

Due Date & Time: May 22, 2015 at 2:00 P.M.

Pre-Submittal Conference: Wednesday, April 29, 2015 at 10:00 A.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](mailto:Adam.Velez@sanantonio.gov)

#### **Evaluation Committee Voting Members:**

Ben Gorzell, Chief Financial Officer, City of San Antonio

Lori Steward, Interim Director, Human Resources Department

Natalie Balderamma, Assistant Director, Human Resources Department

Krystal Strong, Recruitment Manager, Human Resources Department

Paul Fenstermacher, Assistant to the Director, Metro Health Department

Dennis Rosenberry, Administrative Services Officer, Police 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 **May 6, 2015**. 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](mailto: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](mailto: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.