



# CITY OF SAN ANTONIO

## FINANCE DEPARTMENT – PROCUREMENT DIVISION

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Human Resources and Benefit Plan Consultant Services

Solicitation Number: 6100002294, RFP 013-034-DB

Description: The City of San Antonio provides health insurance coverage to approximately 11,000 full time active employees and 1,500 retirees and their eligible dependents. The City currently manages the HR process with assistance from various qualified consultants for various areas of Human Resources. The City is seeking a firm to leverage all the competencies of Human Resources to achieve best services for its employee population.

The City of San Antonio, Human Resources Department (“City”) seeks proposals from qualified Respondents experienced in Human Resources and Benefit Consulting Services. These consulting services should encompass all members of the City’s employee population including, but not limited to uniformed, active civilian, and retiree personnel.

Applicable Product Categories: 91885

**Date Issued: February 10, 2013**

**Due Date: March 12, 2013 at 11:00 a.m. CST**

Pre-Submittal Conference: City of San Antonio, Finance Department, Purchasing Division Large Conference Room, Riverview Towers, 111 Soledad, Suite 1100, San Antonio, Texas 78205 at **10:00 a.m., Central Time, on Monday, February 18, 2013.**

Staff Contact Person: Debra Bowron, Procurement Specialist III, [debra.bowron@sanantonio.gov](mailto:debra.bowron@sanantonio.gov)

**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\\_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:** 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.