



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Payroll Services for City Council

Solicitation Number: RFP 16-060, 6100007517

Applicable Product Categories: 94610, Accounting & Billing Services (Payroll Services)

Description: The City of San Antonio, Offices of the City Council (City) is seeking professional payroll services for contracted employees (Employee) hired by the Mayor and ten (10) City Council members (Employer). The selected individual or firm shall be responsible for providing payroll services to include, but not limited to, the creation of a payroll and issuance of checks or deposits; deduction and reflection of the voluntary or involuntary withholdings; filing and transmittal of necessary taxes; and the preparation of payroll reports for a minimum of eleven (11) separate employers.

Date Issued: Wednesday, May 25, 2016

Due Date & Time: Friday, June 24, 2016, 11:00 a.m. Local Time

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11th Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at 10:00 a.m., Central Time, on Tuesday, June 7, 2016.

Staff Contact Person: Laura Sambrano, Procurement Specialist III, laura.sambrano@sanantonio.gov.

Evaluation Committee Voting Members:

Christopher D. Callanen, Assistant to City Council, City Council Offices

Laura Cantu, Executive Assistant, City Council Offices

James L. Wilson, Department Fiscal Administrator, Finance Department

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials or the Corporation board, and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a Corporation Board agenda item; and 2) City and Corporation Board 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 Friday, June 10, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Laura Sambrano, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

laura.sambrano@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.