



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Criminal Background Checks

Solicitation Number: RFP 16-088, 6100007793

Description: The City of San Antonio's Human Resources Department is seeking proposals from qualified vendors to provide pre-employment background screening services. The vendor will provide a reliable, trustworthy and comprehensive criminal record check system capable of checking local, state, and federal courts in all fifty states. The standard background checks will include address verification, social security checks, and sex offender or sexual predator registry checks. Upon request by the City, the vendor will also provide the following checks: credit check, credentials verification (professional and educational), DOT, and driving record. Based on FY 2014-2015 results, the City of San Antonio anticipates over 6,000 checks annually (estimated).

Applicable Product Categories: 96130 – Background Investigations for Employment

Date Issued: Wednesday, August 24, 2016

Due Date & Time: ~~Friday, September 23, 2016~~ Wednesday, September 28, 2016, 11:00 a.m. Local Time

Pre-Submittal Conference: City of San Antonio, Finance Department, 5<sup>th</sup> Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at 1:00 p.m., Central Time, on Thursday, September 1, 2016.

Staff Contact Person: Tony Aguilar, Procurement Specialist III, [tony.aguilar@sanantonio.gov](mailto:tony.aguilar@sanantonio.gov).

#### Evaluation Committee Voting Members:

Krystal Strong, Senior HR Administrator, Human Resources Department  
Mona Gamez, Special Projects Manager, Human Resources Department  
Victor Mancha, Employee Relations Manager, Human Resources Department  
Joel Jenks, Executive Recruiter, Human Resources 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, September 9, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Tony Aguilar, Procurement Specialist III  
City of San Antonio, Finance Department – Purchasing Division  
[tony.aguilar@sanantonio.gov](mailto:tony.aguilar@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.