



## City of San Antonio

ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Proposals – Background Investigation For SAPD Telecommunicators

Solicitation Number: RFP 017-018, 6100008448

**Description:**

The San Antonio Police Department (SAPD) is seeking a vendor to provide pre-employment background screening services for the San Antonio Police Department's Emergency Communications Center (SAPDECC). The background investigatory process closely mirrors the background process for police officer applicants. Applicants successfully completing the applicant background process will ultimately be licensed by the Texas Commission on Law Enforcement (TCOLE) once all other Telecommunicator licensing requirements are met. The selected Respondent will assist the Department in reviewing the Telecommunicator's suitability for licensing through the TCOLE guidelines. The contract term shall be a four (4) year period upon City Council approval with option to renew for an additional one (1), two (2) year period

Applicable Product Categories: 96130

**Date Issued: Monday, January 09, 2017**

**Due Date & Time: Friday, February 10, 2017 at 11:00 a.m. CST**

**Pre-Submittal Conference(s): City of San Antonio Finance Department, Purchasing Division, Hill Country Conference Room, Riverview Towers, 111 Soledad, 11th Floor, San Antonio, Texas 78205 at 10:00 a.m., Central Standard Time, on Wednesday, January 18, 2017.**

Staff Contact Person: Angela Alonso-Smith, Procurement Specialist III, [angela.alonso-smith@sanantonio.gov](mailto:angela.alonso-smith@sanantonio.gov)

**Evaluation Committee Voting Members:**

Robert Uribe, Police Communications Administrator - San Antonio Police Department  
Nicole Back, Police Communications Assistant Manager - San Antonio Police Department  
Teddy Bradshaw, Police Communications Manager - San Antonio Police Department  
Rozalia Hubbs, Paralegal - San Antonio Police Department  
Katie Zweifel, Employee Relations Business Partner - San Antonio Police Department Human Resources

**Pursuant to Section 011 – Restriction on Communications, “Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP 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 **1:00 p.m., CST, on Tuesday, January 24, 2017**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

**Angela Alonso-Smith, Procurement Specialist III**  
**City of San Antonio, Finance Department – Purchasing Division**  
[Angela.Alonso-Smith@sanantonio.gov](mailto:Angela.Alonso-Smith@sanantonio.gov)

Questions submitted and the City's responses will be posted as an Addendum to this solicitation.

**To view this solicitation**, go to the City of San Antonio's e-Procurement system, SAePS, <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, please do so in order to view the solicitation and submit a response through the SAePS portal.

**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 for SAePS portal viewing.