



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 25

Agenda Date: November 9, 2023

In Control: City Council A Session

DEPARTMENT: Department of Human Resources

DEPARTMENT HEAD: Renee Frieda

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for unemployment cost management services to the City of San Antonio.

SUMMARY:

This ordinance approves a contract with Reviewed Costs Inc., D/B.A. Industrial U.I. Services in an estimated annual amount of \$39,500 with a total contract value of \$197,500 to provide unemployment cost management services to the City of San Antonio beginning November 16, 2023 through November 15, 2026 with two additional one-year renewals. Funding for this contract is available from the Unemployment Fund FY 2024 Adopted Budget. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

The Human Resources Department utilizes an external contractor to administer its Unemployment Compensation Program. Through this program, the contractor administers and manages unemployment compensation claims filed by former City of San Antonio employees. The contractor provides counseling to and representation of the City at all administrative hearings involving claims for unemployment compensation benefits. The City entered into a contract extension with Equifax to administer its Unemployment Compensation Program for a month-to-month term to end no later than March 31, 2024. The City will terminate this contract extension

on November 30, 2023.

The Finance Department on behalf of the Human Resources Department released a Request for Proposal (“RFP”) for “Unemployment Cost Management” on December 7, 2022, with a submission deadline of March 10, 2023. The RFP was advertised in the Hart Beat, the City’s Bidding & Contracting Opportunities website, the San Antonio e-procurement System (SAePS) and an email notification was released to a list of potential Respondents. One (1) proposal was received and deemed eligible for review.

The evaluation committee met on April 14, 2023, to evaluate the proposal received. The evaluation committee consisted of representatives from the Human Resources Department. The Finance Department, Procurement Division, assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm’s experience, background, qualifications, proposed plan, price, the Small Business Economic Development Advocacy (SBEDA) Program, the Local Preference Program and the Veteran-Owned Small Business Preference Program. The response to the RFP was discussed and evaluated by the evaluation committee and the respondent was scheduled for an interview.

On May 1, 2023, the interview was conducted, and after the committee’s review and discussion, Reviewed Costs Inc., D/B/A Industrial U.I. Services was recommended for award by the evaluation committee based on consensus scoring.

The initial term of the agreement shall begin November 16, 2023 through November 15, 2026. Two (2) additional one-year renewals, at the city’s option, shall also be authorized by this ordinance.

ISSUE:

This contract will provide the Human Resources Department with a contractor that will administer and manage unemployment compensation claims filed by former employees of the City of San Antonio, provide counseling to and representation of the City at all administrative hearings involving such claims.

ALTERNATIVES:

The current contract with Equifax is on a month-to-month extension of the original contract and expires on March 31, 2024. The alternative to executing this contract with Industrial U.I. Services is that the City would be forced to begin a new request for proposal process, which would not be completed prior to expiration of the current contract extension. The City would then be without unemployment cost management services.

FISCAL IMPACT:

This ordinance authorizes a three-year contract with two additional one-year renewals with Reviewed Costs Inc., D/B/A Industrial U.I. Services in the estimated annual amount of \$39,500 and total contract value of \$197,500. Funding is available in the Unemployment Fund FY 2024 Adopted Budget. Funding for subsequent fiscal years is contingent upon City Count approval of the annual budget.

RECOMMENDATION:

The Human Resources Department staff recommends approval of this ordinance to execute a contract with Reviewed Costs Inc., D/B/A Industrial U.I. Services, beginning November 16, 2023 through November 16, 2026 with an option of two one-year renewals to provide unemployment cost management services to the City of San Antonio.

This contract is procured by means of Request for Proposal and a Contracts Disclosure Form is attached.