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**SOLICITATION NAME**

- **Department:** Human Resources Department
- **Total Contract Value:** \$197,500.00
- **Number of Contracts:** 1
- **Term:** Upon award through November 15, 2026, with two, one-year renewal option
- **Method of Procurement:** RFP
- **Solicitation Number:** RFP 23-011; 6100016273
- **Procurement Specialist:** Stephanie Nouman
- **# of bidders notified / VOSBP bidders notified / # of responses/bids received:** 51/0/1
- **SBO Approved API (to include any subcontracting requirements):** 5 points M/WBE & 5 points SBE Prime Contract Program
- **LPP:** The Local Preference Program (LPP) was applied to this solicitation; however, the evaluation of the one response was based on consensus scoring. No LPP points were applied.
- **VOSB Language:** The Veteran-Owned Small Business Preference Program (VOSBPP) was applied to this solicitation; however, the evaluation of the one response was based on consensus scoring. No VOSBPP points were applied.
- **Recommended Vendor(s):** Reviewed Costs, Inc. dba Industrial U.I. Services
- **Solicitation Description:** This contract will provide the City with a contractor to administer and manage unemployment compensation claims filed by the City of San Antonio employees and provides counseling to and representation of the city at all administrative hearings involving such claims.
- **Difference in Scope between current and new contract (even if same vendor):** New Contract
- **Prior Contract:** N/A
- **Evaluation Committee:**
  - Victor Mancha, Human Resources Administrator, Human Resources Department
  - Clara Santos, Department Fiscal Administrator, Human Resources Department
  - Diana Padilla, Department Fiscal Administrator, Human Resources Department
  - Ted Scholz, Senior Human Resource Analyst, Human Resources Department
  - Nathalie Bullock, Human Resources Administrator, Human Resources Department
- **Scoring Criteria:**
  - Experience, Background, Qualifications (30 points)
  - Proposed Plan (30 points)
  - Price (15 points)
  - SBEDA Program (10 points)
  - Local Preference Program (10 points)
  - Veteran-Owned Small Business Preference Program (5 points)
- **Non-Responsive Submittals:** N/A
- **Process Anomalies:** None
- **Due Diligence:**
  - 1<sup>st</sup> run completed on March 24, 2023
    - No issues
  - 2<sup>nd</sup> run to be completed on November 1, 2023
    - Pending