



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 22

**Agenda Date:** March 23, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Department of Human Resources

**DEPARTMENT HEAD:** Renee Frieda

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Unemployment Cost Management

**SUMMARY:**

This ordinance authorizes the City Manager or his designee to execute a month-to-month contract with Equifax Workforce Solutions LLC, in an estimated annual amount of \$11,560.00 to provide unemployment cost management services to the City of San Antonio, for up to twelve months beginning April 1, 2023, and not to exceed March 31, 2024, for a total contract value not to exceed \$57,799. This extension will allow the City to complete the Request for Proposals review process.

**BACKGROUND INFORMATION:**

The Human Resources Department utilizes a contractor to administer its Unemployment Compensation Program. Through this program, a contractor administers and manages unemployment compensation claims filed by City of San Antonio employees and provides counseling to and representation of the City at all administrative hearings involving such claims.

The original contract, for previous years, was for \$46,239. This extension results in a total amount not to exceed \$57,799.

**ISSUE:**

The Finance Department, Purchasing Division, on behalf of the Human Resources Department, released a Request for Proposal (RFP) on December 7, 2022, seeking proposals for qualified Respondents interested in providing unemployment cost management services. Notifications were sent to thirty-seven vendors. Pre-submittal conferences were held on December 16, 2022, and January 6, 2023, to allow for vendor questions and clarification to the RFP. No participants attended either pre-submittal conference.

No proposals were received by the January 13, 2023, proposal deadline. Multiple extensions resulted in only one proposal being received. One last two-week extension is underway with the final deadline for proposals being March 10, 2023.

The extension of the current contract will allow for time to conduct additional outreach and to complete the RFP process.

**ALTERNATIVES:**

Due to the fact that the current contract, including extension options, expires on March 31, 2023, the alternative to executing this Amendment and Extension of Professional Services contract would be that the City would be without unemployment cost management services.

**FISCAL IMPACT:**

This ordinance authorizes a month to month contract extension of the existing Equifax Workforce Solutions LLC agreement in the amount of \$963.33 per month for a total of \$5,780.00 for the period April 1, 2023, through September 30, 2023. Funding is available in the Unemployment Funds FY 2023 Adopted Budget. The remaining amount of the contract will be \$5,780.00 for the period October 1, 2023 through March 31, 2024. Future funding is contingent upon City Council approval. This month to month contract option will be in place while an RFP is issued. Once the RFP process is complete and another vendor is selected, the City will transition from this contract at that point.

**RECOMMENDATION:**

Human Resources department staff recommends approval of this ordinance to execute a month-to-month Amendment and Extension of Professional Services contract with Equifax Workforce

Solutions LLC to provide unemployment cost management services to the City of San Antonio not to exceed March 31, 2024.