

# Audit and Accountability Committee



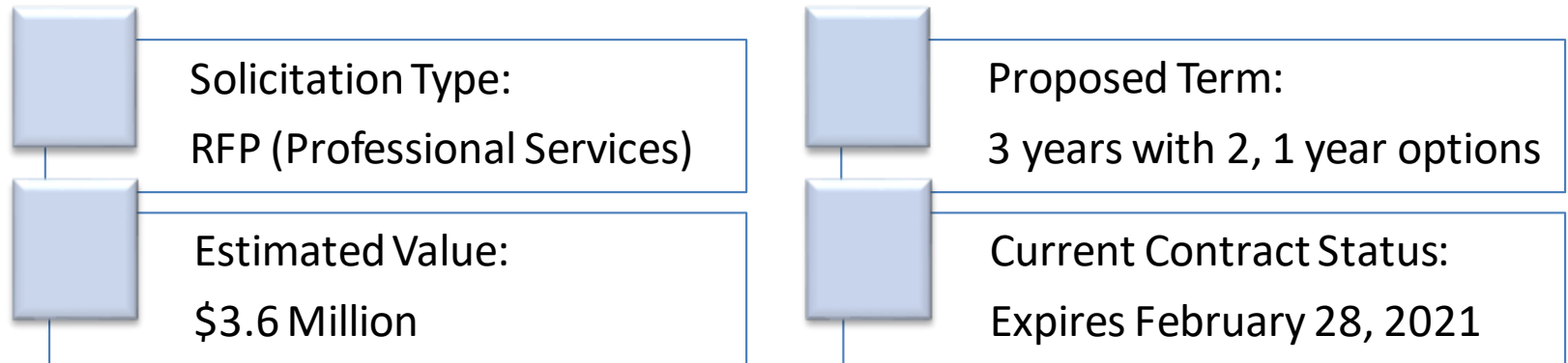
## Pre Solicitation Briefing for Occupational Health Services

Date: August 18, 2020

Presented by: Lori Steward, Director, Human Resources

# Project & Solicitation Overview

The Human Resources Department seeks proposals from qualified Respondents interested in administering occupational health services through a central facility preferably located in downtown San Antonio that can offer all core services including drug testing, employment examinations, and vaccinations. Services can be administered at satellite offices with priority service to City of San Antonio employees/applicants.



# Project & Solicitation Overview

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- Pre-Employment Drug Screening
  - CDL: Per US DOT requirements
  - Non-CDL: minimum NIDA 5 Panel Urinalysis
- Random, Post Accident, and Reasonable Suspicion Drug Testing
  - To be available 24-hours per day within 2 hours of request
- Physical Examinations (per job descriptions)
  - Police/SWAT/Fire cadets and promotions, HAZMAT, and respirator fitting
- Immunizations
  - Td/Tdap (Tetanus, Diphtheria, & Pertussis)
  - Hepatitis A & B
  - Meningococcal
  - Rabies antibodies and vaccine (for Animal Care Services, laboratory, and vector control personnel)

# Solicitation Overview

Outreach		Evaluation Voting Members	
NIGP Codes Identified	94892 – Vaccination program services 95207 – Alcohol and drug testing services	Ben Gorzell, Jr., CPA, Chief Financial Officer, CMO	
		Lori Steward, Director, HR	
		Wanda Heard, Assistant Director, HR	
Number of Vendors to be Notified	Central Vendor Registry: 38 Veteran Owned Small Business (SBA/SCTRCA): 0 Targeted Vendor Outreach: 40	Diana Padilla, Senior Administrator, HR	
		Pat Atkins, Policy Administrator, HR	
Advertising	TVSA Channel 21 COSA Bidding Opportunities website Express News	Jodie Brown, Safety Administrator, Office of Risk Management	
		Jim Thomas, Benefits Administrator, HR	
		Mona Rios, Employment Processing Manager, HR	

# Solicitation Requirements

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**Evaluation  
Criteria**

Experience, Background, Qualifications: 25 points

Proposed Plan: 40 points

Pricing: 20 points

Local Preference Program: 10 points

Veteran Owned Small Business Preference Program: 5 points

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**Additional  
Requirements**

SBEDA Program: Waiver Approved

Audited Financial Statements: Not Required

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# Project Timeline

