



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Actuarial Services Agreement for Analysis of City's Self-Funded Workers' Compensation and Liability Programs

Solicitation Number: RFP 14-042, 6100004363

Description: The City is seeking proposals to obtain the services of a licensed Independent Consulting Actuary who is a member of the Casualty Actuarial Society to conduct a comprehensive annual actuarial analysis and, at the City's option, a mid-year adjustment to the annual actuarial analysis, of the City's self-insured workers' compensation and liability programs. Also at the City's option, the selected Respondent may be requested to develop a methodology for, and preparation of, an assessment allocation plan.

Applicable Product Categories: 94612

Date Issued: May 15, 2014

Due Date & Time: June 16, 2014 at 2:00 P.M. CT

Pre-Submittal Conference: Thursday, May 22, 2014 at 2:00 P.M. CT at the City of San Antonio, Finance Department, Purchasing Division Hill Country Conference Room, Riverview Towers, 111 Soledad, Suite 1100, San Antonio, TX 78205

Staff Contact Person: Adam Velez, Procurement Specialist III, Adam.Velez@sanantonio.gov

Evaluation Committee Voting Members:

Troy Elliott, Director, Finance Department

Debra Ojo, Assistant Director, Finance Department

Wanda Heard, Assistant Director, Human Resources Department

Justina Tate, Assistant Director for Budget, Office of Management and Budget

Cynthia Valdez, Assistant Risk & Safety Manager, Finance Department

Pursuant to the Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals 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 **2:00 p.m.**, Local Time, on **May 29, 2014**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Adam Velez, Procurement Specialist III

City of San Antonio, Finance Department, Purchasing Division

Adam.Velez@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response.

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

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.