



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Employee Benefits Consultant

Solicitation Number: RFP 16-001, 6100006834

Description: The City of San Antonio's Human Resource Department is seeking proposals from nationally experienced benefits and actuarial consulting firms with proven track record for comprehensive benefits consulting and actuarial services including but not limited to plan design review and recommendations that supports strategy, actuarial health plan valuations, plan design recommendations, cost savings analysis, and assistance in preparing and evaluating requests for proposals for benefit plans as noted above. The consultant will create the overall benefits strategy for the organization to include best practices in wellness to drive a culture of health for civilian and uniform personnel. The successful Respondent will work to strategize a comprehensive benefits plan for the City.

Date Issued: Monday, November 9, 2015

Due Date & Time: Friday, December 11, 2015, 2:00 p.m. Local Time

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11th Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at 10:00 a.m., Central Time, on Thursday, November 19, 2015.

Staff Contact Person: Laura Sambrano, Procurement Specialist III, laura.sambrano@sanantonio.gov.

Evaluation Committee Voting Members:

Ben Gorzell, Chief Financial Officer, City Manager's Office

Maria Villagomez, Assistant City Manager, City Manager's Office

Lori Steward, Director, Human Resources Department

Troy Elliott, Director, Finance Department

Wanda Heard, Assistant Director, Human Resources Department

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials or the Corporation board, and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a Corporation Board agenda item; and 2) City and Corporation Board 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 Monday, November 23, 2015. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Laura Sambrano, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

laura.sambrano@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.