



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Third Party Administrator

Solicitation Number: RFP 16-031

Description: The City of San Antonio's ("City") Human Resources Department are soliciting for a firm with broad knowledge and experience as a third party administrator that offers sophisticated and innovative tools and resources for the administration of the City's medical plans, pharmacy plan, FSA/HSA spending accounts, robust provider network for physicians and facilities within San Antonio and outside Texas, case management programs for high cost claimants and a disease management program that can be controlled by adherence, and proven options for reducing high costs associated with out-of-network services.

Date Issued: Wednesday, February 17, 2016

Due Date & Time: Wednesday, March 30, 2016, 11:00 a.m. Local Time

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11<sup>th</sup> Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at 10:00 a.m., Central Time, on Thursday, February 25, 2016.

Staff Contact Person: Laura Sambrano, Procurement Specialist III, [laura.sambrano@sanantonio.gov](mailto: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  
Chad Tustison, Interim Director, Office of Management and Budget  
Wanda Heard, Assistant Director, Human Resources Department  
San Antonio Police Officers Association, President or Designee  
San Antonio Professional Firefighters Association, President or Designee  
Retired Employees of the City of San Antonio, Board Designee  
Employee Management Committee, Designee

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff; the TriCentennial Commission Office ("Office") and its staff; and the Board of the TriCentennial Celebration Commission regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a Commission 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 11:00 a.m., Local Time, on Thursday, March 3, 2016. 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](mailto:laura.sambrano@sanantonio.gov)

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

To view this solicitation, go to the City of San Antonio's website, Bidding and Contracting Opportunities, <http://www.sanantonio.gov/RFPListings/>.