



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Insurance Broker of Record for the Pre-K 4 SA Program

Solicitation Number: RFP 15-049, 6100005900

Description: The City of San Antonio (“City”) and the San Antonio Early Childhood Education Municipal Development Corporation (Pre-K 4 SA) is seeking Risk Management Consulting Services to act as a “Broker of Record” to market and place the Corporation’s Workers’ Compensation/Employers Liability, Directors and Officers, General Liability, Abuse & Molestation Liability, Automobile Liability, Errors & Omissions, Program Consultants, Excess Umbrella Liability coverage, Employment Practices Liability including Third Party Liability, Crime, including Third Party Crime Coverage, Crisis Response Coverage, Accident Death & Dismemberment, and Special Crime including Child Abduction.

Applicable Product Categories: 95861, Insurance and Risk Management Services

Date Issued: Thursday, April 23, 2015

Due Date & Time: Friday, May 22, 2015 at 2:00 p.m. CST

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, April 30, 2015.

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

Evaluation Committee Voting Members:

Kathy Bruck, CEO, Pre-K 4 SA

Brad Davenport, Special Projects Manager, Pre-K 4 SA

Andrea De La Garza, Senior Management Analyst, Pre-K 4 SA

Mark Triesch, Risk Analyst, Finance Department – Risk Division

Pursuant to Section 011 – 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 10:00 a.m., Local Time, on Wednesday, May 6, 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.