



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Claims Audit Services

Solicitation Number: RFP 15-087, 6100006493

Description: The City of San Antonio, Finance Department (“City”), is seeking proposals from qualified professional respondents interested in providing claims audit services. The City desires to engage Respondent to arrange for and coordinate an annual Claims Audit of the City’s Third Party Administrator, covering Workers’ Compensation and Medical Cost Containment services, and the Risk Management Division’s in-house General Liability and Auto Liability programs. In addition to claims audit services, the Respondent will provide up to 100 hours of annual claims consulting services.

Applicable Product Categories: 95861, 95356, 95392

Date Issued: Tuesday, August 18, 2015

Due Date & Time: Wednesday, September 23, 2015 at 2:00 p.m. CST

Pre-Submittal Conference(s): City of San Antonio, Finance Department, Purchasing Division, Large Conference Room, 111 Soledad, 11<sup>th</sup> Floor, San Antonio, Texas 78205 at 2:30 p.m., Central Time, on Tuesday, September 1, 2015.

Staff Contact Person: Charisma Esparza, Procurement Specialist III, [charisma.esparza@sanantonio.gov](mailto:charisma.esparza@sanantonio.gov)

#### Evaluation Committee Voting Members:

Debra Ojo, Assistant Director, Finance Department, COSA

Dawn Oppermann, Compliance and Resolution Administrator, Finance Department, COSA

Amy Cowley, Department Fiscal Administrator, Finance Department, COSA

Elizabeth Drouillard, Financial Reporting Manager, Finance Department, COSA

#### Evaluation Committee Advisory Members:

Mark Triesch, Sr. Risk Analyst, Finance Department, COSA

Ella Anaya, Risk Analyst, Risk Analyst, Finance Department, COSA

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 2:00 p.m., Local Time, on Tuesday, September 8, 2015. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Charisma Esparza, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

[charisma.esparza@sanantonio.gov](mailto:charisma.esparza@sanantonio.gov)

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

To view this solicitation, go to the City of San Antonio’s e-Procurement system, SAePS, <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City’s SAePS Vendor Registration, please do so in order to view the solicitation and submit a response through the SAePS portal.

**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](mailto: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 for SAePS portal viewing.