



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Voluntary Vision Insurance

Solicitation Number: RFP 16-054, 6100007326

Description: The City of San Antonio's Human Resources Department is seeking proposals from qualified vendors to administer eligibility and enrollment of vision care services for approximately 6,000 full time civilian employees and 360+ pre-65 retirees, similar to the plan being offered currently. The City will provide eligibility to the vendor for retirees; however billing and collection is to be handled directly by the vendor. Civilian employees and retirees are responsible for the full cost of the premium. Premium for civilian employees is deducted from their bi-weekly paycheck on a pre-tax basis. Retirees would be billed monthly for coverage.

Date Issued: Monday, March 28, 2016

Due Date & Time: Friday, April 29, 2016, 11:00 a.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 Monday, April 4, 2016.

Staff Contact Person: Tony Aguilar, Procurement Specialist III, tony.aguilar@sanantonio.gov.

Evaluation Committee Voting Members:

Lori Steward, Director, Human Resources Department

Wanda Heard, Assistant Director, Human Resources Department

Melanie Seale, Assistant Director, Finance Department

Pat Atkins, Employee Benefits Administrator, Human Resources Department

William Palmer, Policy & Testing Administrator, 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, April 11, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Tony Aguilar, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

tony.aguilar@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.