



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFP 14-032, 6100003808

Description: The City is seeking proposals from a nationally experienced benefits and actuarial consulting firm, with a proven track record for comprehensive benefits consulting services including but not limited to plan design review, actuarial plan valuations, plan design recommendations and cost savings analysis, and assistance preparing and evaluating requests for proposals for benefit plans.

Applicable Product Categories: 91840

Date Issued: March 19, 2014

Due Date & Time: April 18, 2014 at 2:00 P.M.

Pre-Submittal Conference: **Wednesday, April 2, 2014 at 9:00 A.M.** at the City of San Antonio, Finance Department, Purchasing Division Hill Country Conference Room, Riverview Towers, 111 Soledad, Suite 1100, San Antonio, TX 78205

Staff Contact Person: Adam Velez, Procurement Specialist III, Adam.Velez@sanantonio.gov

Evaluation Committee Voting Members:

Ben Gorzell, Chief Financial Officer, City of San Antonio

Joe Angelo, Chief Human Resources Officer, Human Resources Department

Wanda Heard, Assistant Director, Human Resources Department

Maria Villagomez, Director, Office of Management and Budget

Melanie Seale, Assistant Director, Finance Department

Pursuant to the 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 **April 9, 2014**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Adam Velez, Procurement Specialist III
City of San Antonio, Finance Department, Purchasing Division
Adam.Velez@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.