



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Basic Life and Accidental Death and Dismemberment, Voluntary Supplemental Life Insurance and Dependent Life Insurance

Solicitation Number: RFP 20-050, RFX 6100012696

Description: The City of San Antonio (“City”) seeks proposals from qualified vendors for insurance coverage in the following categories: Group Life and Accidental Death & Dismemberment (fully paid by the City) Voluntary Supplemental Life and Dependent Life (fully paid by the employee).

Applicable Product Categories: 95363 – Life Insurance

Date Issued: March 16, 2020

Due Date & Time: May 6, 2020, 11:00 a.m. Central Time

Pre-Submittal Conference: Will be held at 1:30 p.m. Central Time, on March 25, 2020 via WebEx call-in only. Dally in attendance at the Pre-Submittal Conference is optional but highly encouraged.

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

Jim Thomas, Employee Benefits Administrator, Human Resources Department

Patricia Atkins, Policy Administrator, Human Resources Department

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from the time the RFP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; 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 May 6, 2020. 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 the SAePS portal; <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. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids).

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 with “SAePS Portal” on the subject line so this can be expedited.