



ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name: Request for Proposals – Pharmacy & Medical Third-Party Administration**

**Solicitation Number:** RFP 22-139; RFx 6100016136

**Description:** The City seeks to award a contract(s) to a third-party medical administrator and a pharmacy benefit manager with a robust network that results in the least amount of disruption to approximately 26,000 lives currently covered under the City's medical plans. Respondents may provide responses for the third-party medical administrator, the pharmacy claims administrator, or for both services. This RFP process will be conducted in a two phased approach as outlined in the RFP. The City reserves the right to make no award under this RFP.

**Applicable Product Categories:** 94807 – Administration Services, Health

**Date Issued:** December 13, 2022

**Due Date & Time:** February 21, 2023, 11:00 a.m. Central Time

A Pre-Submittal Conference will be held at **2:00 p.m., Central Time, on January 4, 2023 via WebEx call-in only.** Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents may call the toll-free number listed below and enter the access code to participate the day of the conference.

**Toll Free Dial-In Number:** 1-415-655-0001

**Meeting Number (Access Code):** 2456 259 0474

**Meeting Password:** HRTPA2023

**Staff Contact Person:** Gregory Desir, Procurement Specialist III, [gregory.desir@sanantonio.gov](mailto:gregory.desir@sanantonio.gov)

**Evaluation Committee Voting Members:**

Maria Villagomez, Deputy City Manager, City Manager's Office

~~Ben Gorzell, Jr., Chief Financial Officer, Finance Department~~

Justina Tate, Director, Office of Management and Budget

Renee Frieda, Director, Human Resources Department

Wanda Heard, Assistant Director, Human Resources Department

Manny Espino, Benefits Manager, Human Resources Department

President/Designee, SAPOA

President/Designee, SAPFA

Board Designee, RECOSA

Employee Management Committee

**Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 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 approved at a City Council "A" session.**

**Exceptions to the Restrictions on Communications:**

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on Monday, January 9, 2023.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

**Gregory Desir, Procurement Specialist III**

**City of San Antonio, Finance Department – Purchasing Division**

**[gregory.desir@sanantonio.gov](mailto:gregory.desir@sanantonio.gov)**

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

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

**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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.