



## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Consulting and Actuarial Review Services for Self-Funded Workers' Compensation, Liability, and Uniformed Pension

Solicitation Number: RFP 23-124; RFX 6100017229

Description: The City of San Antonio, Finance Department ("City") seeks Proposals from qualified Respondents interested in providing the services as described in this RFP. Respondent(s) shall conduct a comprehensive annual actuarial analysis of City's self-insured workers' compensation and liability programs and/or the Uniformed Fund's Pension valuations and experience study as directed by HB 2664. The actuarial analysis shall be conducted by a licensed Independent Consulting Actuary who is a member of the Casualty Actuarial Society.

Applicable Product Categories: 94612 – Actuarial Services

Date Issued: July 28, 2023

Due Date & Time: August 25, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: Via Webex at 9:00 a.m. Central Time, on August 4, 2023.

<https://sanantonio.webex.com/sanantonio/j.php?MTID=ma931069fc97d760b1746469ffb30ba24>

Meeting Number (access code): 2633 613 5185

Meeting Password: COSA

Join by Phone: 1-415-655-0001

Staff Contact Person: Stephen Muñoz, Procurement Specialist III, [stephen.muniz@sanantonio.gov](mailto:stephen.muniz@sanantonio.gov)

### Evaluation Committee Voting Members:

Troy Elliott, Deputy Chief Financial Officer, Finance Department

Melanie Keeton, Assistant Finance Director, Finance Department

Debra Ojo, Office of Risk Management Director, Office of Risk Management Department

Deborah Klein, Deputy City Attorney, City Attorney's Office Department

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 August 9, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Stephen Muñoz, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

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