

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Claims Audit Services**

Solicitation Number: RFP 24-077; RFx 6100018007

Description: The City of San Antonio (City) is seeking proposals from qualified professional Respondents interested in providing workers' compensation (WC), general and auto liability claims audit services as described in this RFP for the Office of Risk Management (ORM).

The City has an excess WC policy and is primarily self-insured for general liability and automobile liability claims. Over the last five (5) fiscal years, the City has received an average of 1,488 WC claims and 1,021 general and automobile liability claims per year. The WC claims are processed and adjusted by a Third- Party Administrator (TPA). The City is contracted with a 1305 Workers' Compensation Healthcare Network (HCN) for medical cost containment. The ORM processes and adjusts the general liability and auto liability claims.

Applicable Product Categories:

95327 – Claims Processing

95356 – Liability Insurance, General

95392 – Worker's Compensation

95861 – Insurance and Risk Management Services

Date Issued: April 24, 2024

Due Date & Time: May 28, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on May 1, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2632 485 8032 | **Meeting Password:** Audit2024

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m00989f28b4b0ccaf79776252c6088ac9>

Staff Contact Person: Gregory Desir, Procurement Specialist III, Gregory.Desir@sanantonio.gov

Evaluation Committee Voting Members:

Debra M. Ojo, Director, Office of Risk Management

Lisa Valdez, Assistant to the Director, Office of Risk Management

Dawn Oppermann, Compliance and Resolution Administrator, Finance Department

Jose Inclan, Safety Administrator, Office of Risk Management

Laura Romo, Workers' Compensation Coordinator, Office of Risk Management



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 May 7, 2024**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.

Gregory Desir, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gregory.Desir@sanantonio.gov

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with “SAePS Portal” on the subject line so this can be expedited.

