ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Self-Insured Workers' Compensation Third Party Claims Administration, Related Services & Claims Administration Software**

Solicitation Number: RFP 24-129; RFx 6100018200

The City of San Antonio (City) is seeking a contract with a Workers' Compensation Third Party Administrator (TPA) for workers' compensation claims administration and related cost containment services. The City successfully operates as a self-insured entity in full compliance with State and Governmental Accounting Standards Board (GASB) 10 requirements. The City has administered its workers' compensation program since 1974 and is currently contracted with Cannon Cochran Management Services, Inc. (CCMSI) for TPA services. Effective April 1, 2019, the City began participating in a 1305 Workers' Compensation Health Care Network ("HCN"). The City carried excess workers' compensation insurance for years 1983-2013 and most recently from October 1, 2019 to present. The City began self-administering its liability program in January 2015. This solicitation's scope of coverage will encompass the City's approximate 13,000 employees. Of this amount, approximately 3,201 are uniformed police employees, approximately 1,891 are uniformed fire employees and the remainder are civilian employees. The City's annual average workers' compensation claims count is 1,439. The City also has an active return-to-work (RTW) program to assist its employees with transitioning into their pre-injury position.

Applicable Product Categories:
95327 – Claims Processing
96116 – Claims Processing Services
95392 – Worker's Compensation
95861 – Insurance and Risk Management Services
91878 – Medical Consulting
96224 – Courier/Delivery Services, Including Air Courier Services

Date Issued: June 24, 2024
Due Date & Time: July 8, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 09:30 a.m., Central Time, on Thursday, June 27, 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:** 2631 841 4958 | **Meeting Password:** WCTPA2024

Join from the meeting link:
https://sanantonio.webex.com/sanantonio/j.php?MTID=m44c3ed741a25059f00f5081b620b7fb0

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

Evaluation Committee Voting Members:
Ben Gorzell Jr., CPA, Chief Financial Officer, Office of the City Manager
Lisa Valdez, Assistant to the Director, Office of Risk Management
Melanie Keeton, Assistant Director, Finance Department
Rick Riley, Assistant Police Director, San Antonio Police Department
Renee Frieda, Director, Human Resources Department
Erin De La Rosa, Department Fiscal Administrator, Finance Department
Mike McCarty, SAFD Union Representative, San Antonio Fire Department
Rosie Espinoza, SAPD Union Representative, San Antonio Police 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 Tuesday, July 2, 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/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). 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.