

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Employee Life Insurance**

Solicitation Number: RFP 25-025; RFx 6100018669

Description: The City of San Antonio (“City”) seeks proposals from qualified Respondents to provide insurance coverage in the following categories: Group Life and Accidental Death & Dismemberment (fully paid by the City), Voluntary Supplemental Life (fully paid by the employee), and Dependent Life (fully paid by the employee). Those interested in submitting a proposal for this solicitation will be required to state whether their organization is able to provide the level of benefits for all programs as described in the RFP.

Applicable Product Categories: 95363- Life Insurance  
91869 -Insurance Consulting

**Date Issued: March 26, 2025**

**Due Date & Time: May 12, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on April 7, 2025, 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:** 2870 483 5465 | **Meeting Password:** yyHMTDxr953

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mbd2da34cc0ff4ca7ed0c9bdaeb0a227e>

**Staff Contact Person:** Debra Light, Procurement Specialist III, Debra.Light@sanantonio.gov

**Evaluation Committee Voting Members:**

Ben Gorzell, Chief Financial Officer, City Manager’s Office

Renee Frieda, Director, Human Resources Department

Melanie S. Keeton, Deputy Finance Director, Finance Department

Nathalie Bullock, Assistant Director, Human Resources Department

Manny Espino, Benefits Administrator, Human Resources 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 April 14, 2025**. 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.

**Debra Light, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Debra.Light@sanantonio.gov](mailto:Debra.Light@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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

