

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Insurance Broker of Record & Consulting Services**

Solicitation Number: RFP 25-060; RFx 6100018875

Description: The City of San Antonio, (City) is soliciting proposals for the City's Office of Risk Management for an Insurance Broker of Record (hereinafter referred to as (Respondent) which will include risk management consulting and loss control services. The City is currently a self-insurer for workers' compensation and general liability and purchases excess coverage for its workers' compensation exposure. The City is interested in developing its Owner Controlled Insurance Programs (OCIP) and reserves the right to award a separate contract for OCIP services in its sole discretion. The City successfully operates in full compliance with all State and Governmental Accounting Standards Board (GASB) 10 requirements. All other purchased insurances are in Exhibit 11 – Insurance Schedule.

The information provided in this Request for Proposal is to be used only for the purpose of preparing a proposal or response detailing your experience, expertise, and services available to the City from your firm in advising and placing the City's property and casualty insurance policies.

Pursuant to the Texas Local Government Code §252.024 Selection of Insurance Broker – The selected broker may be retained only on a fee basis and may not receive any other remuneration from any other source.

Applicable Product Categories: 95861 – Insurance and Risk Management Services

Date Issued: April 16, 2025

Due Date & Time: May 16, 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 23, 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 357 6602 | **Meeting Password:** ORMIBRCS25

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m1f7a2f893487fedba12f10a746cd6cf5>

Evaluation Committee Voting Members:

Jacob Munoz, Senior Risk Analyst, Office of Risk Management

David Villarreal, Head of Operations, Pre-K 4 SA

*TBD

*TBD

*TBD



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 28, 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.

Steve Garcia, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Steven.Garcia6@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.

