

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Fully Insured Health Plans for Medicare Eligible Retirees**

Solicitation Number: RFP 25-024; RFx 6100019030

Description: The City of San Antonio (“City”) seeks proposals from qualified insurance providers to offer Medicare Advantage plans with Extended Service Area (ESA) coverage. The goal is to provide comprehensive and flexible healthcare options for our retirees and their eligible dependents. The City is interested in providing a retiree health program that promotes wellness, provides access to high-quality cost-effective health care, and that has wide network accessibility to our diverse retiree population.

Applicable Product Categories: 95380- Retirement Benefit Plan Insurance

Date Issued: May 5, 2025

Due Date & Time: June 20, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 3:30 p.m., Central Time, on May 15, 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:** 2336 420 0812 | **Meeting Password:** tzYpmRWs842

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mcd0ec2c0533a631027531d7827d6f281>

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

Evaluation Committee Voting Members:

David McCary, Assistant City Manager, City Manager's Office

Renee Frieda, Director, Human Resources Department

Nathalie Bullock, Assistant Director, Human Resources Department

Melanie S. Keeton, Deputy Finance Department, Finance Department

Lewis Andrews, ReCOSA Member

Frank Villani, ReCOSA Member

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 21, 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

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.

