

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – COBRA Provider

Solicitation Number: 25-108; RFX 6100019117

Description:

The City of San Antonio (CITY) is seeking proposals from qualified vendors with broad knowledge and experience as a third-party administrator that offers sophisticated and innovative tools and resources for the administration of COBRA services. Respondent shall provide administration of COBRA services in compliance with the Consolidated Omnibus Budget Reconciliation Act of 1985 to include distribution of initial COBRA notice, COBRA election notice to eligible employees who have separated from the CITY, communication with external vendors for enrollment, billing, collection services and serve as a liaison between the CITY and participants to offer continuation of coverage.

Applicable Product Categories: 91840 Employee Benefits Consulting

Date Issued: July 21, 2025

Due Date & Time: August 22, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on August 04, 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: 2346 416 2737 | Meeting Password: COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=md9989ecfaa717bedb3bcaf2c50dff6f2>

Evaluation Committee Voting Members:

Renee Frieda, Director Human Resources Department

Natalie Bullock, Assistant Director, Human Resources Department

Manny Espino, Benefits Administrator, Human Resources Department

Shannon Oster-Gabrielson, Benefits Administrator, Human Resources Department

Victoria Roeder, Finance Administrator, Finance Department

Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-62 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 at a City Council "A" session or a City Manager Contract Approval Review meeting; and 2) City employees from the time the RFP has been released until the contract is approved at a City Council "A" session or a City Manager Contract Approval Review meeting.



Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on August 06, 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.

Angela Alonso-Smith, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Angela.alonso-smith@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.