



ADDENDUM I

SUBJECT: Request for Proposals, Insurance Broker Services, (RFP 25-122; RFx 6100019138), Scheduled to Open: Thursday, October 2, 2025; Date of Issue: Tuesday, September 2, 2025

FROM: Stacey L. Czachor, NIGP-CPP, CPPB
Procurement Manager

DATE: September 16, 2025

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED
REQUEST FOR PROPOSALS**

THE ABOVE-MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. Revised: Section 008: Proposal Requirements, added Financial Information.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

Question 1: With the letters of recommendation requirement, are those business letters of recommendation, personal letters of recommendation or can it be a combination of both?

Response: The preference is for business reference letters. As noted in Attachment A, Part One, the reference letters should be from organizations / companies / or firms that the respondent has provided services to within the last three (3) years.

Question 2: As for the Dun & Bradstreet information, what should we submit if we do not actively use it?

Response: A firm can submit audited financial statements, balance sheets, profit & loss statement, in lieu of the Dun & Bradstreet report.

Question 3: Regarding the Veteran-owned Small Business Preference Program, is it required that we be a Veteran-owned Small Business or that we work with Veteran-owned Small Business' can you clarify the program participation?

Response: If a firm is registered as a Veteran-owned Small Business they could receive additional preference points in the evaluation. However, a firm is not required to be a Veteran-owned Small Business to submit a proposal.

Question 4: Who is the current broker of record?

Response: The current insurance broker is McGriff Insurance Services, Inc.

Question 5: Are there any existing pain points with the current process?

Response: There aren't any existing pain points with the current process.

Question 6: Are there any specific areas that Pre-K does not want to work with or that Pre-K has had a bad experience working with?

Response: There are no specific areas that Pre-K is unwilling to work with or has had negative experiences in.

Question 7: For the pricing schedule, are respondents asked to go get quotes for specific policies from the various carriers or you looking for respondents to provide broker fees?

Response: Pre-K SA is looking for broker fees.

Question 8: In the solicitation documents, is there any disclosure as to who the current carriers are?

Response: The current carriers are Guide One and Philadelphia.

Question 9: Was there an issue with the QR code?

Response: The link to the meeting was in the Solicitation Synopsis on the City of San Antonio, Bidding & Contracting Opportunities website. The QR code is specifically only open during the Pre-submittal meeting to record attendance as a sign-in sheet.

Question 10: Does the consultant need to be an actual (licensed) insurance broker?

Response: Commercial insurance is a regulated industry; therefore, respondents must hold and maintain a valid license.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATIONS

Question 11: Does the company have to be veteran-owned to submit a proposal?

Response: A company is not required to be veteran-owned to submit a proposal.

Stacey L. Czachor

Stacey L. Czachor, NIGP-CPP, CPPB
Procurement Manager
Finance Department - Procurement Division