

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Voluntary Vision Plan**

Solicitation Number: RFP 26-069; RFx 6100019595

Description: The City of San Antonio is seeking a vendor to administer eligibility and enrollment for a fully insured vision care plan for eligible civilian employees and eligible retirees. As a fully insured plan, civilian and retirees will be responsible for the full premium. Civilian premiums are deducted on 24 bi-weekly paychecks. Retirees will be billed and collected directly through the vendor, but eligibility will be provided by the City. Vendor must provide a plan and design that retains the same level of benefits as the current benefit.

Applicable Product Categories: 95348 – Health and Hospitalization Insurance, Including Dental and Visual Insurance

Date Issued: April 20, 2026

Due Date & Time: June 4, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on April 27, 2026, 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 630 1104 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m699f7449501374ace75f312e80c4a9ce>

Evaluation Committee Voting Members:

Maria Villagomez, Deputy City Manager, City Manager's Office

Renee Frieda, Director, Human Resources Department

Nathalie Bullock, Assistant Director, Human Resources Department

Manny Espino, Benefits Administrator, Human Resources Department

Nick Galus, Assistant Director, Solid Waste Management Department

The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation 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; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.



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 1, 2026**. 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.

Morgan Aguirre, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Morgan.Aguirre@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.

