ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Employee Benefits Consultant**

Solicitation Number: RFP 25-144; RFx 6100019747

Description: The City is seeking proposals from nationally experienced actuarial firms with a proven track record for comprehensive benefits consulting services, including but not limited to plan design review and recommendations, actuarial plan valuation, plan cost analysis and assistance preparing and evaluating requests for proposals for plans covered under the City of San Antonio's Flexible Benefits Program.

Applicable Product Categories: 91840 – Employee Benefits Consulting

Date Issued: June 1, 2026
Due Date & Time: July 20, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 2:00 p.m., Central Time, on June 8, 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:** 2336 469 7427 | **Meeting Password:** COSA

Join from the meeting link:

https://sanantonio.webex.com/sanantonio/j.php?MTID=mbfbe2aa2c32ce384fbdac0ef495e96a7

Evaluation Committee Voting Members:
Maria Villagomez, Deputy City Manager, City Manager's Office
Renee Frieda, Director, Human Resources Department
Joel Jenks, Interim Assistant Director, Human Resources Department
Manny Espino, Benefits Administrator, Human Resources Department
Billy Hacker, Fire Lieutenant, San Antonio Fire Department, San Antonio Professional Fire Fighters Association (SAPFFA)
Mark Guerrero, Traffic Signals Supervisor, Public Works Department; Committee Member, Employee Management Committee
Jason Sanchez, Vice President, San Antonio Police Officers Association (SAPOA)
Jim Thomas, Committee Member, Retired Employee City of San Antonio (RECOSA)

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 June 11, 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.