

Pre-Solicitation Briefing for Employee Life Insurance



Audit Committee

Date: January 14, 2025

Presented by: Renee Frieda, Director, Human Resources

Project and Solicitation



The City of San Antonio is seeking proposals from organizations qualified to provide Group Life and Accidental Death & Dismemberment (AD&D), Voluntary Supplemental Life, and Dependent Life insurance to City employees and their dependents. The City's Employee Benefits program provides group term life insurance and AD&D insurance to over 13,000 eligible uniformed, civilian, and Local Government Council employees at no cost to the employee.

Solicitation Type	Proposed Term	Estimated Value	Funding Source	Current Contract Status
<ul style="list-style-type: none">Request for Proposals (RFP)	<ul style="list-style-type: none">3 years with 2, 1-year options	<ul style="list-style-type: none">\$2.54 million annually\$12.7 million total	<ul style="list-style-type: none">Benefits Insurance Fund	<ul style="list-style-type: none">Expires December 31, 2025

Solicitation Overview



Outreach

- **NIGP Codes Identified**
 - 95363 - Life Insurance
- **Number of Vendors to be Notified**
 - Central Vendor Registry: 62
 - Veteran-Owned Small Business (SBA/SCTRCA): 53/4
 - Targeted Outreach: 7
- **Advertising**
 - TVSA Channel
 - COSA Bidding & Contracting Webpage
 - HartBeat
 - SAePS

Evaluation Voting Members

- Ben Gorzell Jr., CPA, Chief Financial Officer, City Manager's Office
- Renee Frieda, Director, Human Resources Department
- Nathalie Bullock, Interim Assistant Director, Human Resources Department
- Melanie S. Keeton, Assistant Director, Finance Department
- Manny Espino, Administrator, Human Resources Department

Solicitation Requirements



Evaluation Criteria

- Experience, Background, Qualifications: 35 points
- Proposed Plan: 35 points
- Pricing: 15 points
- Local Preference Program: 10 points
- Veteran Owned Small Business Preference Program: 5 points

Additional Requirements

- Audited Financial Statements: Required
- SBEDA Program: Waived

Project Timeline





Thank You

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