



# City of San Antonio

## Agenda Memorandum

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**Agenda Item Number:** 9

**Agenda Date:** November 15, 2021

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Office of Risk Management

**DEPARTMENT HEAD:** Debra Ojo

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation High Profile Briefing for Self-Insured Workers' Compensation Third Party Claims Administration, Related Services & Claims Administration Software.

**SUMMARY:**

The City receives an average of 1,278 workers' compensation claims annually. The City retains the services of a Third-Party Administrator (TPA) to oversee and process these claims. The TPA is responsible for Case Management Services, Medical Cost Containment Services and Pharmacy Benefit Management.

**BACKGROUND INFORMATION:**

On March 22, 2021, a Request for Proposals (RFP) was released seeking proposals for a Workers' Compensation Third Party Claims Administrator (TPA) for workers' compensation claims administration and related cost containment services. The estimated contract value is \$7,796,186 for an initial contract term of 3 years with 2, 1-year options to renew.

On May 7, 2021, six (6) proposals were received. One proposal was deemed nonresponsive for

failure to meet the 16% M/WBE subcontracting requirement of the RFP. Another proposal was deemed nonresponsive for failure to provide the required pricing information. The evaluation committee representatives were Ben Gorzell, Jr., Chief Financial Officer, City Manager's Office; Debra M. Ojo, Director, Office of Risk Management; Noel Horan, Assistant to the Director, San Antonio Fire Department; Pat Atkins, Policy Administrator, Human Resources Department; Rhonda Davis, Special Projects Manager, San Antonio Police Department; Rosie Espinoza, Claims Advocate, San Antonio Police Officers Association; and Damian Saenz, Firefighter, San Antonio Professional Firefighters Association.

The evaluation committee met to interview, discuss, and score proposals on October 19, 2021. The committee recommends awarding the contract to the highest-ranked respondent.

This item is scheduled for Council consideration on November 18, 2021.

**ISSUE:**

For briefing purposes only

**FISCAL IMPACT:**

For briefing purposes only

**ALTERNATIVES:**

For briefing purposes only

**RECOMMENDATION:**

Staff recommends approval to proceed with scheduling one contract for City Council consideration to provide the Office of Risk Management with Self-Insured Workers' Compensation Third Party Claims Administration, Related Services & Claims Administration Software for an estimated total value of \$7,796,186 for a term of 3 years with 2, 1-year options to renew.