



City of San Antonio

Agenda Memorandum

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Agenda Date: 9/20/2016

In Control: Audit Committee

**CITY OF SAN ANTONIO
FINANCE DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Sheryl Sculley, City Manager

FROM: Troy Elliott, CPA, Deputy Chief Financial Officer

COPY: Audit Committee; Ben Gorzell Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor

SUBJECT: Post Solicitation Briefing for Third Party Administrator for Workers' Compensation

DATE: September 20, 2016

The Finance Department will provide a post-solicitation briefing on the Third Party Administrator for Workers' Compensation which was presented as a select item on the FY 2016 Annual High Profile Report.

The post-solicitation briefing will include an overview of the procurement, estimated contract value, high profile designation, term of resultant contract, project scope of services and considerations, scoring criteria, SBEDA program requirements, local preference program applicability, veteran-owned small business program applicability, project timeline, and identification of evaluation committee members.

On June 10, 2016, the Request for Proposals was released seeking a qualified firm to provide claims administration and related cost containment services. The RFP was advertised in the San Antonio Express-News and the City's website. A selection committee consisting of the Office of the City Manager, Finance, Human Resources, Police and Fire departments' management staff evaluated and ranked the responses.

The selection committee evaluated and scored the proposals based on the published criteria which included: experience, background, qualifications; proposed plan; price and SBEDA. In addition, the local preference and veteran owned small business preference programs applied to this solicitation.

If you have any questions regarding this report, please contact me at 207-8604.