



# City of San Antonio

## Agenda Memorandum

**File Number:**20-1623

---

**Agenda Item Number:** 3.

**Agenda Date:** 2/18/2020

**In Control:** Audit and Accountability Committee

---

**CITY OF SAN ANTONIO  
HUMAN RESOURCES DEPARTMENT  
Interdepartmental Correspondence**

**TO:** Erik Walsh, City Manager

**FROM:** Lori Steward, Director, Human Resources

**COPIES:** Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer;  
Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Consideration of High-Profile Solicitation for Release

**DATE:** February 18, 2020

The following high-profile solicitation is scheduled to be released on February 28, 2020.

**Employee Life Insurance** - 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 to City employees and their dependents. The City's Employee Benefits program provides group term life insurance and AD&D insurance to approximately 12,000 eligible uniformed and civilian employees at no cost to the employee. All employees receive one (1) times the employee's base salary for Basic Term Life coverage and an additional one (1) times the employee's base salary in Accidental Death and Dismemberment (AD&D) coverage. Civilian employees may also elect, at their own cost, voluntary supplemental term life insurance coverage equal to an additional one (1) to five (5) times the employee's annual salary.

Department:	Human Resources
Solicitation Type:	Request for Proposals
Contract Value:	\$8 Million
Term of Contract:	3 years with 2, 1-year renewal options
Release Date:	February 28, 2020
Closing Date:	April 14, 2020
Proposed Council Date:	June 11, 2020
Contact Information:	Lori Steward, Director, Human Resources
Evaluation Criteria:	Experience, Background, Qualifications: 30 points

SBEDA Requirements:  
Voting Members:

Proposed Plan: 35 points  
Price: 20 points  
Local Preference Program: 10 points  
Veteran Owned Small Business Preference Program: 5 points  
Waived  
Ben Gorzell, Jr., CPA, Chief Financial Officer  
Lori Steward, Director, Human Resources  
Wanda Heard, Assistant Director, Human Resources  
Jim Thomas, Benefits Administrator, Human Resources  
Pat Atkins, Benefits Policy Administrator, Human Resources