



City of San Antonio

Agenda Memorandum

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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: Pre-Solicitation Briefing for Occupational Health Services

DATE: August 18, 2020

The Human Resources Department will present a pre-solicitation briefing on the Occupational Health Services RFP. This briefing will allow an opportunity for input from Committee members.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability, and SBEDA Program requirements.

The City of San Antonio is seeking proposals from third party administrators qualified to provide occupational health services for city employees and candidates for hire as well as to serve as a consultant and advisor on trends and issues. The City provides occupational health services that include, but are not limited to, pre-employment physicals, fitness-for-duty evaluations, random and reasonable suspicion drug and alcohol screenings, and job specific immunizations. The City wishes to coordinate all occupational health services under a single provider, group, or entity to be utilized by multiple City departments under the management of the Human Resources Department. Respondents will provide core services with priority given to City employees/applicants through a central facility located in downtown San Antonio with additional services provided at satellite locations. The estimated contract value is \$3.6 million for a three-year term with two 1-year options to renew.