



# City of San Antonio

## Agenda Memorandum

**File Number:**20-4637

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**Agenda Item Number:** 10.

**Agenda Date:** 8/18/2020

**In Control:** Audit and Accountability Committee

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**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, CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Pre-Solicitation Briefing for Employee Benefits Consultant

**DATE:** August 18, 2020

The Human Resources Department will present a pre-solicitation briefing on the Employee Benefits Consultant 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 a nationally experienced consulting firm with a proven track record for comprehensive benefits consulting services including, but not limited to, plan design review and recommendations, actuarial plan valuation, plan cost analysis, and assistance preparing and evaluating proposals for plans covered under the City of San Antonio Flexible Benefits Program. The estimated contract value is \$2.2 million for a three-year term with two 1-year options to renew.