



# City of San Antonio

## Agenda Memorandum

**File Number:**20-5281

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**Agenda Item Number:** 4.

**Agenda Date:** 9/15/2020

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

**SUBJECT:** Consideration of Completed High Profile Solicitation

**DATE:** September 15, 2020

The following high profile project has completed the solicitation process. This item is presented to the Audit and Accountability committee for review prior to the full City Council for consideration.

**Basic Life and Accidental Death and Dismemberment, Voluntary Supplemental Life, and Dependent Life Insurance** - The Human Resources Department released a Request for Proposal (RFP) seeking responses from organizations qualified to provide Group Life and Accidental Death & Dismemberment, Voluntary Supplemental Life, and Dependent Life insurance coverage. The City's Employee Benefits program provides group term life insurance and AD&D insurance to approximately 11,265 benefit eligible uniformed and civilian employees at no cost to the employee. This benefit is equal to one times the employee's annual base salary up to \$300,000. In addition, civilian employees may elect, at their own cost, voluntary supplemental term life insurance coverage equal to one to five times the employee's annual base salary. The sum of all basic and supplemental coverage is not to exceed \$1.5 million per employee. Civilian employees may also enroll in dependent life insurance coverage for a spouse or domestic partner at \$25,000 and for children at \$10,000 each.

Solicitation Type:	Request for Proposals
Contract Value:	\$8.5 Million
Term of Contract:	3 years with 2, 1-year renewal options
Release Date:	March 16, 2020
Closing Date:	May 6, 2020
Number of Respondents:	8 (One Respondent deemed non-responsive for failure to accept City's terms and conditions contained in the solicitation document)

Contracts to be Awarded: 1  
 Proposed Council Date: October 1, 2020  
 Evaluation Criteria: Experience, Background, Qualifications: 30 Points  
 Proposed Plan: 35 Points  
 Price: 20 Points  
 Local Preference Program: 10 Points  
 Veteran Owned Small Business Preference Program: 5 Points  
 SBEDA Program: Waiver Approved  
 Voting Members: Lori Steward, Director, Human Resources  
 Wanda Heard, Assistant Director, Human Resources  
 Jim Thomas, Employee Benefits Administrator, Human Resources  
 Pat Atkins, Benefits Policy Administrator, Human Resources

Basic Life, Accidental Death and Dismemberment, Supplemental Life Insurance and Dependent Life Insurance (20-050, 6100012696)								
SCORE SUMMARY *FINAL EVALUATION July 28, 2020	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Vendor F	Vendor G
A - Experience, Background, Qualifications	30	27.25	19.75	18.50	18.25	16.50	13.50	10.75
B - Proposed Plan	35	31.75	26.50	20.25	16.00	19.00	13.25	12.50
C - Price	20	16.67	18.87	16.67	20.00	13.16	20.00	18.18
D- LPP	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E - VOSBPP	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SCORE	100	75.67	65.12	55.42	54.25	48.66	46.75	41.43
RANK BASED ON TOTAL SCORE		1	2	3	4	5	6	7

\*One evaluation meeting held with no interviews conducted.

Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No material findings were noted that would prevent the City from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.