



# City of San Antonio

## Agenda Memorandum

**File Number:**21-1273

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**Agenda Item Number:** 1.

**Agenda Date:** 2/16/2021

**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 High Profile Solicitation for Release

**DATE:** February 16, 2021

The following high-profile solicitation is scheduled to be released this month.

**Voluntary Vision Insurance** - The City of San Antonio is seeking proposals from organizations qualified to administer eligibility and enrollment for a fully-insured vision care plan available to full time civilian employees as well as to retirees that meets or exceeds current benefit levels. The City's Employee Benefits program provides voluntary vision insurance to approximately 7,000 full-time civilian employees and 1,600 retired employees. The City will provide eligibility data to the vendor for retirees, however billing and collection will be handled directly by the vendor. Civilian employees and retirees are responsible for the full cost of the premiums. Premiums for civilian employees are deducted from 24 bi-weekly paychecks on a pre-tax basis. Retirees will be billed on a monthly basis for coverage.

Department:	Human Resources
Solicitation Type:	Request for Proposals
Contract Value:	\$3.9 Million
Term of Contract:	3 years with two 1-year renewal options
Release Date:	February 22, 2021
Closing Date:	April 8, 2021
Proposed Council Date:	August 5, 2021
Contact Information:	Lori Steward, Director, Human Resources
Evaluation Criteria:	Experience, Background, Qualifications: 25 points

SBEDA Program:  
Voting Members:

Proposed Plan: 40 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, City Manager's Office  
Lori Steward, Director, Human Resources Department  
Wanda Heard, Assistant Director, Human Resources Department  
Jim Thomas, Benefits Administrator, Human Resources Department  
Manny Espino, Employee Benefits Manager, Human Resources Department