



City of San Antonio

Agenda Memorandum

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Agenda Date: 2/16/2021

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
OFFICE OF RISK MANAGEMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Erik Walsh, City Manager

FROM: Debra M. Ojo, MPA, Director, Office of Risk Management

COPY: 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 Self-Insured Workers' Compensation Third Party Claims Administrator

DATE: February 16, 2021

The Office of Risk Management will present a pre-solicitation briefing on the Self-Insured Workers' Compensation Third Party Claims Administrator services which was presented in the Biannual High Profile Report. This briefing will allow an opportunity for input from Committee members.

This pre-solicitation briefing will include an overview of the procurement, estimated contract value, high profile designation, scope of project, terms of 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 Office of Risk Management is seeking to contract with a vendor who has extensive experience in workers' compensation and medical cost containment and knowledge of the Workers' Compensation Healthcare Network. The successful vendor must have the ability to perform all related services or make arrangements for subcontracting to provide the necessary related services to include: Case Management Services, Medical Cost Containment Services and Pharmacy Benefit Management. The Local Preference Program and the Veteran-Owned Small Business Preference Program are applicable to this solicitation. This project will result in a three year contract with two, one-year renewal options.