



# City of San Antonio

## Agenda Memorandum

**File Number:**21-2051

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**Agenda Item Number:** 17.

**Agenda Date:** 3/16/2021

**In Control:** Audit and Accountability Committee

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**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:** March 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. 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.