

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**AGENDA DATE:** October 11, 2022  
**PUBLIC HEARING DATE:** NA

**CONTACT PERSON(S) NAME AND PHONE NUMBER:**

Araceli Guerra, Managing Director of Internal Services, (915) 212-1401  
Claudia A. Garcia, Interim Director of Purchasing & Strategic Sourcing, (915) 212-1218

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** 6: Set the Standard for Sound Governance and Fiscal Management.

**SUBGOAL:** 6.2 - Implement employee benefits and services that promote financial security.

**SUBJECT:**

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order to Aetna Life Insurance Company referencing Contract 2017-1357R Self-funded Comprehensive Health Plan Administration, Stop Loss, Employer Assistance Program and Fully Insured Supplemental Benefit Plan. This will be a change order to increase the contract by \$2,600,000.00 for a total amount not to exceed \$226,606,332.85. The change order will cover the increase in administrative fees for health insurance administration services from January 1, 2023 to December 31, 2024.

**BACKGROUND / DISCUSSION:**

This contract will continue providing the following services: Self-insured Medical, Pharmacy, Dental and Vision network and Third-Party Administration, HSA, FSA and COBRA Administration, Stop Loss, and fully insured PPO dental.

**SELECTION SUMMARY:**

NA

**CONTRACT VARIANCE:**

Not applicable.

**PROTEST**

No protest received for this requirement.

**PRIOR COUNCIL ACTION:**

On November 28, 2017 City Council approved the award of contract 2017-1357R to vendor for a three (3) year term and two (2), two (2) year-options to extend the contract for at total amount of \$313,608,865.97.

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$2,600,000.00

Funding Source: 522000-209-3500-14045-P1414

Account: Benefit Administrators

**HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  X  YES   NO**

2017-1357R Self-funded Comprehensive Health Plan Administration, Stop Loss, Employer Assistance Program and Fully Insured Supplemental Benefit Plan

Revised 2/23/2022-V2 – Previous Versions Obsolete

**PRIMARY DEPARTMENT:** Human Resources  
**SECONDARY DEPARTMENT:** Purchasing & Strategic Sourcing

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**



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Araceli Guerra, Managing Director of Internal Services

**COUNCIL PROJECT FORM  
(CHANGE ORDER)**

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Please place the following item on the **REGULAR** agenda for the Council Meeting of **October 11, 2022**.

**STRATEGIC GOAL NO. 6: Set the Standard for Sound Governance and Fiscal Management.**

The linkage to Strategic Plan is subsection 6.2 - Implement employee benefits and services that promote financial security.

**Award Summary:**

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order to Aetna Life Insurance Company referencing Contract 2017-1357R Self-funded Comprehensive Health Plan Administration, Stop Loss, Employer Assistance Program and Fully Insured Supplemental Benefit Plan. This will be a change order to increase the contract by \$2,600,000.00 for a total amount not to exceed \$226,606,332.85. The change order will cover the increase in administrative fees for health insurance administration services from January 1, 2023, to December 31, 2024.

Department: Human Resources  
Award to: Aetna Life Insurance Company  
Hartford, CT  
Total Estimated Amount: \$2,600,000.00  
Account No.: 522000-209-3500-14045-P1414  
Funding Source: Benefit Administrators  
District(s): All

This is a Request for Proposal, services contract.

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