

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 12, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Agreement with Cigna for Medical and Prescription Drug Administration, Dental Administration

I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Human Resources
 - 2) Type of Agreement – Contract
 - 3) Method of Procurement (RFP, bid, etc.) – RFP
 - 4) Term of Contract
 - a) initial – 5 year term
 - b) renewals (if any) – no
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – Medical and Prescription Drug Administration \$808,613 (based on \$29.02 per employee, per month); Dental Administration \$52,565 (based on \$2.35 per employee, per month)
 - 6) Termination Rights – Either party may terminate with without cause upon thirty (30) days written notice.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide medical and prescription drug administration and dental administration.
 - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 12, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Agreement with P&A Group for Flexible Spending Account and Health Reimbursement Account Administration

I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Human Resources
 - 2) Type of Agreement – Contract
 - 3) Method of Procurement (RFP, bid, etc.) – RFP
 - 4) Term of Contract
 - a) initial – Five years
 - b) renewals (if any) – no
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$58,752.00 (based on \$3.60 per employee, per month)
 - 6) Termination Rights – Either party may terminate without cause upon thirty (30) days written notice.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide FSA and HRA administration services.
 - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 12, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Renewal of Agreement with VSP for Vision Insurance

I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Human Resources
 - 2) Type of Agreement – Contract
 - 3) Method of Procurement (RFP, bid, etc.) – RFP
 - 4) Term of Contract
 - a) initial – Two year rate guarantee
 - b) renewals (if any) – no
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – 100% employee contribution
 - 6) Termination Rights – Either party may terminate without cause upon thirty (30) days written notice.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide vision insurance.
 - 9) Other Significant Provisions – After two year rate guarantee, there will be an increase of 29% due to an existing loss ratio of 102%
- cc: Dr. Wazir Ishmael, City Manager