

**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 Stop Loss 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 – 1 year
 - b) renewals (if any) – no
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – Not to exceed 110% of \$884,682.00
 - 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 stop loss insurance.
 - 9) Other Significant Provisions – The total combined medical and prescription drug administration fixed costs along with the bundled stop loss insurance results in a decrease of 12.4% from the City's current costs.
- cc: Dr. Wazir Ishmael, City Manager