

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** November 18, 2024  
**FROM:** Douglas R. Gonzales, City Attorney  
**SUBJECT:** CIGNA Stop-Loss Insurance Agreement (Best Interest)

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I have reviewed the above captioned agreement for form and legality. The general business terms and other significant provisions are as follows:

- 1) Department/Division involved – HR Benefits Administration
- 2) Type of Agreement – Stop-Loss Insurance Purchase
- 3) Method of Procurement (RFP, bid, etc.) – Best Interest
- 4) Term of Contract
  - a) Initial – January 1, 2025, through December 31, 2025
  - b) Renewals (if any) – N/A
  - c) Who exercises option to renew – N/A
- 5) Contract Amount – Up to \$786,072.10
- 6) Termination rights – Termination for cause
- 7) Indemnity/Insurance Requirements – Vendor indemnifies City
- 8) Scope of Services – Stop-Loss Insurance provision
- 9) City’s prior experience with Vendor (if any) – City has ongoing agreements with this vendor for similar services
- 10) Other significant provisions – None

cc: George R. Keller, Jr., CPPT, City Manager