



FINANCIAL & ADMINISTRATIVE SERVICES

**DATE:** November 21, 2024

**TO:** Larry Davis, Assistant City Manager

**FROM:** Robin Spencer, Contracts Analyst

**DEPARTMENT:** Financial & Administrative Services  
Procurement Services Division

**SUBJECT:** Requesting approval to award contract 12373 for an insurance stop-loss policy for the People and Culture Department

**Background:**

The Procurement Services Division is assisting the People and Culture Department in establishing a contract with United Healthcare Insurance Company, administered by United Healthcare Service, Inc., to provide stop-loss insurance services. This one-year contract will supply specific excess loss insurance from January 1, 2025, through December 31, 2025. United Healthcare Insurance Company is not a registered M/WBE firm with the State of North Carolina. The Procurement Service Division is waiving the requirement for this vendor to provide a Certificate of Insurance, as they will not be physically working on City property.

**Recommendation:**

The Procurement Services Division concurs with the People and Culture Department's recommendation to award the contract to United Healthcare Services, Inc. The estimated cost of the stop-loss policy is \$2,899,918, based on the current enrollment of 3,336 active and retired members. The contract also allows for a fluctuation in price, as it is based on \$72.44 per month for each member.

**Outreach:**

- Solicitation does not apply to this contract.
- United Healthcare Services is not a registered M/WBE vendor with the State of North Carolina.

**Financial information:**

- Contract Number: 12373
- Account Numbers: Active - 684-10-1020001.5419 - \$2,542,643.92  
Retired - 684-10-1020002.5710 - \$357,274.08
- Contract Effective Dates: January 1, 2025 – December 31, 2025
- FY25
- Total Estimated Award: \$2,899,918.00