

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

**DEPARTMENT:** Human Resources  
**AGENDA DATE:** November 24, 2020

**CONTACT PERSON NAME/PHONE:** Claudia Lujan, Interim Human Resources Director, 915-212-1241  
Bruce D. Collins, Director, Purchasing & Strategic Sourcing 915-212-1181

**DISTRICT(S) AFFECTED:** All

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

The linkage to the Strategic Plan is subsection 6.2 - Implement employee benefits and services that promote financial security. This contract will allow the City of El Paso to obtain general benefit consulting advice.

**SUBJECT:**

Request that the Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to HUB International Texas, Inc., referencing Contract 2012-031R Benefit Consulting Service. This will be a change order to increase the contract by \$94,837.50 for a total amount not to exceed \$474,187.50 for the initial term. The change order will cover expenses for benefit consulting services November 24, 2020 to April 9, 2021.

**BACKGROUND / DISCUSSION:**

This contract is intended to provide the continued benefit consulting service.

**SELECTION SUMMARY:**

N/A

**PROTEST**

☒ No protest received for this requirement.

☐ Protest received.

**CONTRACT VARIANCE:**

The cost for this change order is the same as in the original contract. There is no variance.

**PRIOR COUNCIL ACTION:**

On April 10, 2012 City Council approved the award of contract 2012-031R.

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$94,837.50  
209-3500-521160

**BOARD / COMMISSION ACTION:**

N/A

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

**DEPARTMENT HEAD:** \_\_\_\_\_

**COUNCIL PROJECT FORM  
(CONTRACT MODIFICATION)**

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Please place the following item on the **CONSENT** agenda (**under PURCHASING REQUESTS, ETC.**) for the Council Meeting of **November 24, 2020.**

**STRATEGIC GOAL: NO. 6 – SET THE STANDARD FOR SOUND GOVERNANCE AND FISCAL MANAGEMENT**

The linkage to the Strategic Plan is subsection 6.2 - Implement employee benefits and services that promote financial security. This contract will allow the City of El Paso to obtain general benefit consulting advice.

Request that the Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to HUB International Texas, Inc., referencing Contract 2012-031R Benefit Consulting Service. This will be a change order to increase the contract by \$94,837.50 for a total amount not to exceed \$474,187.50 for the initial term. The change order will cover expenses for benefit consulting services November 24, 2020 to April 9, 2021.

Contract Variance: The cost for this change order is the same as in the original contract. There is no variance.

Department:	Human Resources
Award to:	HUB International Texas, Inc. El Paso, TX
Total Estimated Amount:	\$94,837.50
Account No.:	209-3500-521160
Funding Source	Self Insurance Fund
District(s):	All

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