



**MEETING DATE:** March 27, 2023

**PRESENTED BY:** Noemi Munguia, Human Resources Director

**AGENDA ITEM:** Authorization to Solicit Request for Bids for Agent of Record Services – Munguia

**NATURE OF REQUEST:**

In 2020, the City of Mission entered into a contractual agreement with Pete Jaramillo Insurance for Agent of Record Services for Third Party Administrator. The terms for this contract were for one year with two one-year renewal options, which have been exhausted. Staff is seeking authorization to solicit Request for Bids.

**BUGETED:** Yes      **FUND:** 19 – Group Health      **ACCT. #:** 19-410-56010

**BUDGET:** \$ 500,000      **EST. COST:** \$      **CURRENT BUDGET BALANCE:** \$322,330

**BID AMOUNT:** \$

**STAFF RECOMMENDATION:**

Approval to Solicit Request for Bids for Agent of Record Services

**Departmental Approval:** Purchasing, Finance

**Advisory Board Recommendation:** Insurance Committee - Approved

**City Manager’s Recommendation:** Approval to Solicit Request for Bids

**RECORD OF VOTE:**      **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_