



Memorandum

Date: August 20, 2019

To: Diane Palmer-Boeck, Director of Procurement and Project Management

From: Shante Akafia, Director of Human Resources and Risk Management

Subject: Biometric Screening Vendor 2016-0242-C Extension and Expenditure

Currently, US Wellness, Inc. is the biometric screening vendor for the City of Plano's wellness program. The contract under which they perform these services is contract 2016-0242-C, which was a one year with three optional years. The original contract was executed May 24, 2016 and the contract expires May 23, 2020, which ends in the middle of the City's wellness year (calendar year) for purposes of earning a premium incentive.

To ensure there is no gap in coverage, the City proposes to extend the contract through December 31, 2020 to ensure the periods align. Additionally, US Wellness, Inc. has agreed to keep the inforce rates of \$38 per screening for two additional years (calendar year 2020 and 2021). Based upon previous expenditures, the City anticipates the extension and optional renewal will be an estimated \$130,000.

The impact of this contract not being extended would be that the City would be without a vendor to administer a requirement of its premium incentive program.