



City of Cleveland Memorandum  
Frank G. Jackson, Mayor

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September 17, 2020

Kevin Kelley, President  
Cleveland City Council  
601 Lakeside Avenue  
Cleveland, Ohio 44114

Subject: Legislation for Passage

Dear President Kelley:

I am requesting legislation to be passed under suspension at the September 23, 2020, meeting for the following:

- To employ one or more consultants or firms of consultants to provide professional services necessary to analyze health care providers, benefits, and claims, and to evaluate proposals received for benefit management services, for a period of one year, with two one-year options to renew.
- To exercise the 2nd option to review Contract No. PS 2018\*204 with Discovery Benefits, Inc. to administer the City's Benefit COBRA Program and HIPPA Compliance for a one-year period beginning June 1, 2020 and ending May 31, 2021. The contract amount is not to exceed \$45,000.00 annually.

If you have any questions, please contact me at 664-2458. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Nycole D. West".

Nycole D. West  
Director of Human Resources

Copy: Patricia Britt  
All Members of Council  
Nancy Lanzola  
Natoya Walker Minor  
Valerie J. McCall

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Kevin Kelly, President  
Cleveland City Council