



# CITY OF HOUSTON

Finance Department

## Interoffice

Correspondence

**To:** Marta Crinejo, MYR  
Diana Caicedo, MYR

**From:** Jedediah Greenfield  
Chief Procurement Officer

A handwritten signature in blue ink, appearing to be "JG", with a small "DS" above it.

**Date:** October 14, 2025

**CC:** Carla Coleman, HR

**Subject:** No Tag Request for the award of contracts to:

- 1) ReliaStar Life Insurance Company for the administration of Basic and Voluntary Life Insurance and EAP services; and
- 2) KS Plan Administrators, LLC and Emphesys Insurance Company for Medicare Advantage and Prescription Drugs PPO and HMO Health Plans

The Human Resources Department (HR) and the Chief Procurement Officer recommend that City Council approve contracts to 1) ReliaStar Life Insurance Company (Reliastar) for the administration of Basic and Voluntary Life Insurance and Employee Assistance Program (EAP) services; and 2) KS Plan Administrators, LLC dba KelseyCare Advantage and Emphesys Insurance Company (Humana) for Medicare Advantage and Prescription Drugs PPO and HMO health plans.

Currently, life insurance services are provided by Dearborn Life Insurance Company and its contract expires on December 31, 2025; EAP services are provided by Compsych and its contract expires on July 30, 2030. Both services will now be combined into a single contract as a cost-savings measure and although neither of these contracts will expire imminently, HR intends to begin services with ReliaStar immediately in order to align with the Open Enrollment period, which begins on November 3, 2025 and goes through November 21, 2025. The two existing contracts will be terminated for convenience.

The City's current vendors for Medicare Advantage and Prescription Drugs PPO and HMO plans are Aetna Life Insurance Company and KS Plan Administrators dba KelseyCare Advantage, respectively. Both contracts expire on December 31, 2025. New contracts for these services are to be awarded to Emphesys (Humana) for the PPO plan and KelseyCare Advantage for the HMO plan (same vendor as is currently providing the HMO plan). Although neither contract is in danger of imminent expiration, HR intends to begin services with both vendors immediately in order to align with the Open Enrollment period, which begins on November 3, 2025 and goes through November 21, 2025. The two existing contracts will be terminated for convenience.

While these items are taggable, the Strategic Procurement Division and HR request that City Council not tag these items on October 22, 2025 so that HR has one week prior to the beginning of Open Enrollment on November 3, 2025 to issue communications and distribute materials for these programs to eligible City employees and retirees.