



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 10/21/2025

ALL

Item Creation Date: 10/9/2025

P41- DOC10963770 Administration of Basic and Voluntary Life Insurance (ReliaStar Life Insurance Company – ORDINANCE

Agenda Item#: 17.

Summary:

ORDINANCE approving and authorizing contract with **RELIASTAR LIFE INSURANCE COMPANY** to provide Coverage and administer Basic and Voluntary Life Insurance and to provide EAP Services for the Human Resources Department; providing a maximum contract amount - 5 Years - \$3,950,000.00 - Health Benefits Fund

Background:

Request for Proposals received on September 26, 2024, for P41- DOC10963770 - Approve an ordinance authorizing a contract between the City of Houston and ReliaStar Life Insurance Company in the maximum contract amount of \$3,950,000.00 to provide coverage and administer Basic and Voluntary Life Insurance and provide EAP services for the Human Resources Department.

Specific Explanation:

The Director of Human Resources and the Chief Procurement Officer recommend that City Council approve an ordinance authorizing a **five (5) year contract term to ReliaStar Life Insurance Company (ReliaStar)**, in the amount not to exceed \$3,950,000.00 to provide all necessary services for administering Basic and Voluntary Life Insurance coverage and provide Employee Assistance Program (EAP) services for the Human Resources Department (HR).

The City's Life Insurance program is comprised of two plans: Basic and Voluntary Life. Basic Life Insurance, a non-contributory plan, provides a one-time benefit of one time (1x) the base annual salary upon the death of an eligible employee, rounded to the nearest \$1,000. As of September 2025, there were 19,940 active employees eligible for Basic Life Insurance and 10,194 retirees with various benefit levels. Voluntary Life Insurance, a contributory plan, offers coverage options ranging from one time (1x) to four times (4x) the annual salary for active employees and their eligible dependents. Retirees are not eligible for this coverage.

The scope of work requires the Contractor provide Basic Life Insurance for eligible active employees and their dependents, eligible retirees, and deferred retirees under a non-contributory plan and Voluntary Life Insurance coverage in \$10,000 increments ranging from \$10,000 - \$500,000 for active employees and their eligible dependents under a contributory plan funded by the employee. Retirees are not eligible to elect Voluntary Life coverage. Contractor must also deliver external Employee Assistance Program (EAP) services to eligible employees and their eligible dependents and retirees. The 5-year contract will commence January 1, 2026, and continue through December 31,2030.

The Request for Proposals (RFP) was advertised in accordance with the State of Texas bid laws, and as a result, proposals were received from the following firms: Capstone House, Dearborn Life Insurance Company, Global Life Liberty National Division, Metropolitan Life Insurance Company, ReliaStar Life Insurance Company, and Securian Financial Group. The Evaluation Committee (EC) was composed of three (3) City of Houston voting members from HR. The proposals were evaluated based on the following

criteria:

- Responsiveness of Proposal
- Technical Competence
- Cost Proposal

ReliaStar was deemed qualified to meet the requirements outlined in the RFP.

M/WBE Participation:

This RFP was advertised with a 2% M/WBE participation goal. Below is a breakdown of ReliaStar Life Insurance Company's participation plan

Vendor Name	Type of Work	Percentage
Langrand and Company, LLC	Marketing and Consulting Services	0.5%
Bayside Printing, Inc.	Commercial Lithographic Printing	0.5%
Absolute Color Mailplex, LLC	Advertising Materials, Commercial Printing, Parcel Mailing	1%

Pay or Play:

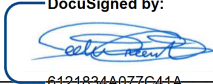
The proposed contract requires compliance with the City’s “Pay or Play” Ordinance regarding health benefits for employees of City Contractors. In this case, ReliaStar will provide health benefits to eligible employees in compliance with City policy.

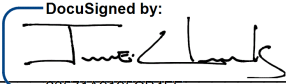
Hire Houston First:


The proposed contract requires compliance with the City’s “Hire Houston First” ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case, ReliaStar is not a designated company, therefore, the HHF preference was not applied.

Fiscal Note:

Funding for this item is included in the FY2026 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

DocuSigned by:  6121834A077C41A
 Jedidiah Greenfield, Chief Procurement Officer
 Finance/ Strategic Procurement Division

DocuSigned by:  23571A918C84FE
 Jane Cheeks, Human Resources Director
 Human Resources

Initial 

Amount and Source of Funding:

Estimated Spending Authority			
Department	FY25 Amount	Out Years Amount	Total Allocation Amount
Human Resources Department	\$277,000	\$3,673,000	\$3,950,000
Total			\$3,950,000

Amount and Source of Funding:

\$ 3,950,000 - Health Benefits Fund (9000)

Contact Information:

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Candice Gambrell, Assistant Director	Finance/ SPD	(832) 393-9129
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ATTACHMENTS:

Description	Type
MWBE Goal Document	Backup Material
Certification of Funds (COF)	Financial Information
Ownership Information Form (OIF)	Backup Material
Acknowledged Form 1295	Backup Material
Conflict of Interest Questionnaire (CIQ)	Backup Material
Clear Tax Report	Backup Material
Pay or Play	Backup Material
OA Screenshot	Financial Information
Funding_Verification-HR	Financial Information
No Tag Request Memo	Signed Cover sheet
Signed Coversheet	Signed Cover sheet