

**MEMORANDUM**


**TO:** Brian Ferrier, Procurement and Contracts Division

**THRU:** Janeiro R. Coulter, MBE/ BLUEPRINT Division Manager

**FROM:** Kay Hall, Contract Compliance Investigator

**DATE:** October 31, 2018

**SUBJECT:** M/WBE Award Approval Memo for Amendment to Contract



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The Minority Business Enterprise Division concurs with the Procurement and Contracts Division and the Human Resources Department recommendations for **RFP15-0097, Amendment to contract with Symetra Life Insurance Company for Stop Loss Insurance for Plan Year 2019.**

Benefit contracts are exempt from M/WBE participation requirements per City Code and M/WBE participation is not applicable to this contract. (City Ordinance 57.15(4))

cc: David Billingsley, Chief Procurement Officer