



Coleman A. Young Municipal Center
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TO: Honorable City Council President Mary Sheffield
Honorable City Council Pro Tem James Tate
Honorable City Council Member Angela Whitfield-Calloway
Honorable City Council Member Scott Benson
Honorable City Council Member Latisha Johnson
Honorable City Council Member Gabriela Santiago-Romero
Honorable City Council Member Fred Durhall III
Honorable City Council Member Mary Waters
Honorable City Council Member Coleman A. Young II

FROM: Denise Starr, Human Resources Director
Jeremiah Gross, Benefits General Manager
Latonia Stewart-Limmitt, Deputy Chief Procurement Officer
Christopher Jones, Supervisory Contracting Specialist IV

DATE: Monday, September 30, 2024

RE: Human Resources Department WEX Benefits Contract

I want to express our gratitude for the chance to present the timeline of events related to the WEX Benefit contract. This overview will help clarify any questions you may have.

10/2023

Benefits started working with Procurement on an extension of the contract that was to expire in December, 2023. We were notified that Benefits Express was merging with WEX Health. Because of this merger, neither entity was able to sign a contract extension at this time.

4/2024

The merger was complete, and they were able to sign a contract. Due to their long merger process, most of their clearance documents had expired. Procurement notified Benefits that WEX must have new Approved Tax Clearances, Notarized Affidavits, Insurance, Certificate of Authority, as well as Sample of Employment Applications. Procurement had made the request and was waiting for the documents.

7/2024

Procurement received the first set of documents for the extension. WEX now had all their clearances and countersigned the Procurement Contract. We submitted contract extension to City Council during recess for consideration/approval.



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8/2024

WEX agrees to the one-year extension at all of the same rates. WEX contract extension held by Council during recess.

9/2024

- WEX contract extension referred to City Council for consideration.
- WEX contract referred to Internal Operations Committee for consideration.
- Internal Operations Committee moves contract for full City Council consideration.

10/2024

We are asking that City Council approve the extension of this contract. The critical processes that are handled through WEX are:

- Supports 10,000 + employees and their families that would be impacted on support for their health insurance (birth of their children and adding dependents due to Friend of the Court etc.).
- Open enrollment for all 10,000 + employees, which is supposed to start in three (3) weeks for 2025 coverages.
- Administration of the help desk for all employee healthcare coverage inquiries.
- Administering COBRA sign-up/billing, etc. for all former employees.
- Administering all IRS/Federal/State filings for the Affordable Care Act
- Administering the maintenance of all employees' dependents. Monitors when dependents reach max age of coverage.
- Troubleshooting/escalating any issues that employees/dependents have.

Note: This vendor has not been paid since their contract expired in December, 2023.

As this extension has been in process, we have gone out to bid for a new long-term contract for Benefits Administration Services. Listed below is where we are in that process.

Procurement process for new contract

6/2024

The first solicitation request for a new contract was posted. Only one responsible response was received.



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7/2024

The second solicitation request was posted to seek additional vendors (two responses were received).

8/2024

Initial evaluation process for new contract began.

9/2024 – 10/2024

Final evaluation stage in process.