

# ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 5C  
Meeting Date: 12/19/2023

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**DATE:** 11/27/2023  
**TO:** Port of Tacoma Commission  
**FROM:** Eric Johnson, Executive Director  
Sponsor: Jean West, Chief Human Resources Officer  
Project Manager: Trisha Perez, Manager, Human Resources  
**SUBJECT:** Benefit Vendor Contract Renewal

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A. **ACTION REQUESTED**

Commission approval of a vendor contract renewal for Regence Blue Shield for Terminal Security Officers.

B. **BACKGROUND**

The Master Policy Resolution stipulates that any benefit vendor contract which exceeds \$300,000 must be approved by the Commission. The Master Policy Resolution does not exempt personal services contracts, and benefit vendor contracts are considered personal services contracts.

**Regence Blue Shield:**

The Terminal Security Officers have medical coverage through a fully insured plan provided by Regence Blue Shield. These premium costs are reimbursed by SSA. The total premium for the upcoming plan year of February 1, 2024 through January 31, 2025 is estimated to be \$393,823. The Port enters agreements annually for this service.

The Master Policy Resolution (MPR) authorizes the Executive Director to approve benefit vendor contracts totaling less than \$300,000 and any such contracts exceeding \$300,000 must be approved by a vote of the Commission in public session. Similarly, any amendment to a benefit vendor contract originally totaling less than \$300,000 must be approved by a vote of the Commission and subject to public inspection if the cumulative contract amount will exceed \$300,000 once amended.

C. **FINANCIAL SUMMARY**

**Cost** The cost of the contract renewal reflects a negotiated rate increase of 0% over the prior year.

Vendor	Contract / Policy Number	Contract Period	Cost
Regence Blue Shield	071137	Feb 1, 2024 - Jan 31, 2025	\$393,823

**D. NEXT STEPS**

Upon approval the contract will be renewed through January 31, 2025