



We Are Columbia

**CITY OF COLUMBIA**  
*Human Resources Department*  
**INTEROFFICE MEMORANDUM**

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**TO:** The Honorable Mayor Benjamin and Columbia City Council

**DATE:** November 11, 2013

**CC:** Teresa Wilson, City Manager  
S. Allison Baker, Senior Assistant City Manager  
Erika Moore, City Clerk  
Kathy Santandreu, Purchasing, Buyer

**FROM:** Pamela Benjamin, Human Resources Director  
Missy Caughman, Budget Director  
Natasha Adams, Benefits Administrator

**RE:** Medco/Express Scripts Plan Renewal

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We are seeking approval from City Council to renew the following contract for the plan period of January 1, 2014 through December 31, 2014:

Medco/Express Scripts, located in Franklin Lakes, NJ, is the third party administrator for the City's pharmacy benefits plan. The original contract was approved February 17, 2010. There are no changes to the contract for plan administration. The funding source is health insurance fund GL 6048933.

Estimated Annual Administration Fee 2014	\$132,000
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Please note that the amount may fluctuate depending on the number of eligible participants. We ask for your consideration of our recommendation and look forward to continue working to help preserve and potentially improve the benefits provided to our employees and retirees while striving to maintain and control costs.

We look forward to discussing this matter with you further.