



## Summary Agreement for Renewal of Williamson County Contract

<b>Contract Number:</b>	T4960	<b>Department:</b>	Human Resources
<b>Vendor Name:</b>	Holmes Murphy & Associates, LLC		
<b>Purpose/Intended Use of Product or Service (summary):</b>			
Renewal #1 Benefits Broker Consultant			
<b>Type of Contract:</b>	RFP	<b>Start Date:</b>	01 Jan 2025
<b>Purchasing Contact:</b>	Cheryl Johnson	<b>End Date:</b>	31 Dec 2025
<b>Department Contact:</b>	Shelley Loughrey		
<p>Williamson County wishes to extend this bid/proposal for the same terms, and conditions as the existing contract but with a price increase (see attached documentation)</p> <ul style="list-style-type: none"><li>• <b>PLEASE INCLUDE THE FOLLOWING:</b><ul style="list-style-type: none"><li>○ COMPLETED 1295 FORM;</li><li>○ RENEWED INSURANCE CERTIFICATE IF IT WAS REQUIRED IN BID/PROPOSAL.</li><li>○ DOCUMENTATION SUBSTANTIATING THE INCREASE.</li></ul></li><li>• <b>EXTEND CONTRACT FOR THE 1<sup>ST</sup> OF THE TWO (2) RENEWAL OPTION PERIODS</b></li></ul> <p>Renewal Option Period 1---- 01 Jan 2025- 31 Dec 2025 Initial Contract Period -----07 Dec 2021- 31 Dec 2024</p>			
<b>BY SIGNING BELOW, THE PARTIES AGREE TO THE TERMS OF EXTENSION SET FORTH AS STATED ABOVE</b>			
Vendor	<u>Holmes Murphy</u>	Williamson County, 710 Main St., Georgetown, TX 78626	
Name	<u>David Gibson</u>	Bill Gravell, Jr	
Title	<u>Vice President</u>	Williamson County Judge	
Signature	<u>David Gibson</u>	Signature <u>Bill Gravell Jr.</u>	
Date	<u>8/1/24</u>	Date <u>Aug 28, 2024</u>	

<b>Contract #T4960 Benefits Broker and Consultant</b>	
<b>Description</b>	<b>Annual Consultant Fee</b>
FY22 - FY24	\$85,000.00
FY25	\$89,250.00



[DGibson@holmesmurphy.com](mailto:DGibson@holmesmurphy.com)  
[www.holmesmurphy.com](http://www.holmesmurphy.com)

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Corporate Address: 2727 Grand Prairie Parkway, Waukegan, IL 60087

**From:** Cheryl Johnson <[cheryl.johnson@wilco.org](mailto:cheryl.johnson@wilco.org)>

**Sent:** Thursday, August 01, 2024 2:26 PM

**To:** David Gibson <[DGibson@holmesmurphy.com](mailto:DGibson@holmesmurphy.com)>

**Cc:** Shelley Loughrey <[sloughrey@wilco.org](mailto:sloughrey@wilco.org)>; Purchasing Contracts  
<[purchasing.contracts@wilco.org](mailto:purchasing.contracts@wilco.org)>

**Subject:** FW: Benefits Broker and Consultant-Holmes Murphy & Associates, LLC-T4960

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Good morning, Mr. Gibson

After reviewing the contract for Benefits Broker and Consultant-Holmes Murphy & Associates, LLC-T4960, I have found that it is due for renewal. The current expiration date for this contract is 31 Dec 2024. Shelley has informed us that there has been an approved increase in the annual contract amount to \$89,250.00. Please confirm via this message if you would like to renew this contract with the County by completing the attached Renewal Form, Form 1295 (see attached), and providing an updated Certificate of Insurance (if applicable), and documentation substantiating the increase.

Please do so at your earliest convenience.



Warmest regards,

**Cheryl Johnson**

**Contract Specialist**

office: 512.943.1478

[cheryl.johnson@wilco.org](mailto:cheryl.johnson@wilco.org)

100 Wilco Way, Georgetown, TX 78626

[www.wilcotx.gov](http://www.wilcotx.gov)



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**From:** Cheryl Johnson <[cheryl.johnson@wilco.org](mailto:cheryl.johnson@wilco.org)>

**Sent:** Thursday, July 25, 2024 12:07 PM

**To:** Shelley Loughrey <[sloughrey@wilco.org](mailto:sloughrey@wilco.org)>

**Cc:** Purchasing Contracts <[purchasing.contracts@wilco.org](mailto:purchasing.contracts@wilco.org)>

**Subject:** Benefits Broker and Consultant-Holmes Murphy & Associates, LLC-T4960

Good morning,

After reviewing the contract Benefits Broker and Consultant-Holmes Murphy & Associates, LLC-T4960. I have found that it is due for renewal. The current expiration date for this contract is 31 Dec 2024. Do you intend to renew it? I will contact the vendor if so.

Please let me know if you have further questions.



Warmest regards,

**Cheryl Johnson**

**Contract Specialist**

office: 512.943.1478

[cheryl.johnson@wilco.org](mailto:cheryl.johnson@wilco.org)

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