

Small Business Waiver Request for Procuring Goods and Services

The purpose of this waiver is to obtain approval to waive the Small Business 5% preference or the 30% small business goal requirement.

Date: 11.14.25 Project or Contract Title: Stop Loss Insurance

Department: Human Resources Anticipated Expenditure: \$2,450,000

NIGP or NAICS Code: 524130

Summary of what is being purchased and Justification for the waiver:

This form is to request a small business waiver for the purchase of stop-loss insurance. The City of Fort Worth's medical plan is self-funded, meaning the City pays all members' claims. Stop-Loss insurance insures the City in the event a member's claims' costs go above \$1M in a given year. This insurance is necessary to mitigate the City's risk in the event of a member having an exceedingly large claim in a given year. Stop-loss insurance is procured by the City's consultant, IMA. While there were HUB providers potentially found using NIGP Codes, NIGP is a broader code and the options provided do not provide Stop Loss insurance. There were fewer than 3 small businesses to be found.

Note: The waiver must be accompanied by an email (including attachments) from the Small Business Team within the Purchasing Division, confirming its independent determination regarding the availability or unavailability of Small Businesses.

The Department requests a waiver **and acknowledges that doing so will prevent a Small Business preference or goal from being applied to the procurement.**

Submitted By:

(Department Head or Designee) *Kristen Smith*

Purchasing Confirmation (Senior Purchasing Manager to complete):

of available Small Businesses (including HUBs):

Comments: There are 5 available small businesses.

Senior Purchasing Manager or Designee signature:

[Signature]
Cristina Camarillo (Nov 17, 2025 08:18:43 CST)

Approval (City Manager/Assistant City Manager or Designee to complete):

☒ **Approved to move forward without Small Business Goal/Preference**

☐ **Denied**

Comments:

City Manager/Assistant City Manager/or Designee signature:

[Signature]
Dianna Giordano (Nov 17, 2025 08:49:42 CST)

NAICS
524130

NIGP
953-52

RESULTS
No vendor results found via B2G, More than 3 vendors found via HUB

Vendor ID	Company Name	Contact Person	Mailing Address	City	State	Zip	County	Email	Phone	Small I CMBL HUB Status
-----------	--------------	----------------	-----------------	------	-------	-----	--------	-------	-------	-------------------------

1823783407400	The Thornton Insurance Agency, LLC	Rick Thornton	1508 Birchbrook Dr,	Flower Mound	TX	75028	DENTON	rickthornton@insurance4dallas.com	972-219-6004	Yes No Yes
1611797221200	Elite Adjusting Group LLC	Tiffany Penryman	2908 Olympia Drive,	Grand Prairie	TX	75052-5467	TARRANT	tiffany.m.penryman@eliteadgroup.com	817-243-9621	Yes No Yes
1922949292100	KSW RISK SOLUTIONS LLC	Kevin Simkins	1400 N State Hwy 360, Apt 2816	MANSFIELD	TX	76063-4105	TARRANT	Kevin.Simkins@kswrisk.com	214-253-9223	Yes No Yes
1871833606000	MONARCH CAPITAL CORPORATION	Mechele Nelson	PO BOX 151364,	ARLINGTON	TX	76015-7364	TARRANT	procurement@monarchcapcorp.com	866-498-0739	Yes Yes
1880307458400	National Insurance Consultants, Inc.	KATRINA L WILSON ROSS	1614 Trellis Drive,	Mansfield	TX	76063-8706	JOHNSON	kr@nicinsure.com	702-696-9586	Yes No Yes

Date : 2025/11/14 14:42:28

CMBL SUMMARY

Search Found 13 Vendors ,13 are Hubs , Includes 0 Inactive Vendors

Search Condition : SearchType=HUB's Only,Section1 Class Code=953,Section1 Item(s)=(52),Location District(s)= (2) & (18)

From: Jackson, Danielle
To: Hinton, Joanne
Cc: Hailey, Meagan; Lane, Kelly
Subject: RE: SBE Listing Request NAICS - 524130 Reinsurance Carriers BU14
Date: Friday, November 14, 2025 2:52:39 PM
Attachments: image004.png
image005.png
image001.png
26-TRD11142025 HUB /BU14, Reinsurance Carriers.xlsx

Hi Joanne,

Since the contract amount is more than \$100,000, a SB/HUB vendor listing has been generated for the five counties of Tarrant, Parker, Denton, Johnson, and Wise. The City Manager shall set a goal for the percent of work to be performed by Small Businesses.
The SB Team compiled the SB vendor listing using B2G (No Results) and the [Texas Comptroller's HUB Search website](#) (attached) prior to the suspension of 10/29/2025. The codes used in the search are listed below.

Additionally, some supplementary codes have been included to broaden the search and ensure thorough coverage.

Please be sure to attach the HUB listing to the requisition.

If your department chooses to request a waiver, please refer to [SharePoint](#) for detailed guidance, instructions and forms. This email should be included along with the HUB searches that are attached.

If the vendors listed do not offer the required service based on the NIGP codes, please contact your assigned buyer for further guidance.

If your department would like to conduct an additional search, please provide either the NIGP or NAICS codes to request an updated vendor listing.

NAICS	NIGP	RESULTS
524130	953-52	No vendor results found via B2G, More than 3 vendors found via HUB

View Report

Certified Firms Listing

Show Description & Instructions

Certification Type Ethnicity Location Disclaimer
City Gender Commodity Code

1 of 1
100%
Find Next

Disclaimer

Please be advised that the City of Fort Worth does not make any recommendations as to the capabilities or qualifications of any of these businesses to perform the work required on City contracts. The City, therefore, will not guarantee, recommend or give warranty or other assurances as to the competency and/or fitness of certified Small Business Enterprises (SBEs). At the present time, this list of certified firms is being formulated and maintained by the North Central Texas Regional Certification Agency (NCTRCA), the Dallas/Fort Worth Minority Supplier Development Council (D/FW MSDC), Texas Department of Transportation (TxDOT), and the Women Business Council Southwest (WBCS) agencies solely for the purpose of disseminating information of the availability of SBEs for the City. These listings undergo continual revisions. The City of Fort Worth will accept certifications, issued by the NCTRCA, D/FW MSDC, TxDOT, and WBCS from vendors located within the marketplace, prior to AWARD of the contract. The marketplace area includes the counties of: Tarrant, Dallas, Denton, Johnson, Parker, and Wise. Please contact the Office of Business Diversity at (817) 392-2674 or email us at: mwbefice@fortworthtexas.gov for any subsequent change(s) and/or questions. If a certified vendor's name does not appear on the listing(s), please contact the Office of Business Diversity to verify.
Note: An Offeror will be given credit toward the SBE goal only when the supplier performs a commercially useful function. An SBE supplier is considered to have performed a commercially useful function when the SBE supplier is a manufacturer or a regular dealer. As defined in the City Ordinance 20020-12-2011, a Regular Dealer is a firm that owns, operates, or maintains a store, a warehouse, or other establishments in which the materials or supplies required for the contract are bought, kept in stock, and are regularly sold retail or wholesale. A Manufacturer is one that manufactures a product by hand or machinery suitable for uses; the process of making wares. It is the responsibility of the Offeror to assure that the SBE supplier listed toward meeting the stated contract goal, also meet the City's requirements for a Manufacturer or Regular Dealer.

SBE Contractors Listing

Firm	Contact	Address	City	St	Zip	Phone	Fax	Email
------	---------	---------	------	----	-----	-------	-----	-------

Date Run: 11/14/2025



C. Danielle Jackson
Contract Compliance Specialist
Financial Management Services
Office 817-392-2674
100 Fort Worth Trail, Fort Worth, Tx 76102
[CONNECT WITH US](#)

From: Hinton, Joanne <Joanne.Hinton@fortworthtexas.gov>
Sent: Friday, November 14, 2025 2:13 PM
To: Small Business <smallbusiness@fortworthtexas.gov>
Cc: Hailey, Meagan <Meagan.Hailey@fortworthtexas.gov>; Lane, Kelly <Kelly.Lane@fortworthtexas.gov>
Subject: SBE Listing Request NAICS - 524130 Reinsurance Carriers BU14

Hello,

Please provide a SBE listing for the goods/services scope of work noted below where the following NAICS/NIGP are applicable

Scope of work: This request is for stop-loss insurance which is insurance on our self-funded medical plan. The City of Fort Worth's medical plan is self-funded, meaning the City pays all members' claims. Stop-Loss insurance insures the City in the event of a member's claims cost go above a set amount in a given year. This insurance is necessary to mitigate the City's risk in the event of a member having an exceedingly large claim in the year. Stop-loss insurance is procured by the City's consultant, IMA.

Estimated Dollar Amount for Contract: \$2.45M

Citywide: No

Relevant Codes: NAICS 524130
NGIP 95352

Thanks!
Joanne



Joanne Hinton
Assistant Director
Human Resources
Office 817-582-6275
Cell 817-586-9844
100 Fort Worth Trail, Fort Worth, TX 76102
[CONNECT WITH US](#)    