

Public Notice

The Township of Union has adopted the Fair and Open Process of the Pay-to-Play Law (N.J.S.A. 19:44A-20a, et seq.) in its request for proposals and awarding goods and services contracts with an annual value in excess of \$17,500.00. Proposals will be evaluated by the Township Committee of the Township of Union on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the Township and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Compensation proposal;
- e. Other factors if demonstrated to be in the best interest of the Township.

In addition to the above criteria, the Township may consider the following criteria, where applicable, in order to evaluate the proposal:

- a. Assurances of performance;
- b. Vendor's financial ability and strength to meet its obligations;
- c. How the costs compare to other proposals;
- d. If available, are suitable warranties and guarantees available

To this end the Township seeks proposals for the following:

EMPLOYEE BENEFIT STANDARD SERVICES

- A.** Assemble a Request for Proposal and market all health care plans at renewal to make certain plan options currently being provided are best suited for the Township.
- B.** Review current benefits to ensure plan designs are meeting the needs of the Township.
- C.** Facilitate negotiation meetings with health care providers to obtain most favorable rate action.
- D.** Negotiate renewal savings and/or implement cost effective plans, while maintaining or exceeding benefit levels.
- E.** Provide claim and funding reports at regular intervals to keep the Township informed of claim trends and high level claims
- F.** Provide guidance and expertise regarding union negotiations specific to health care.

- G. At the request of the Township, meet with members of the union to resolve any misunderstandings and answer questions to facilitate the most effective use of the health care plan.
- H. Coordinate implementation of new benefit programs, providing timelines of events to take place and responsibility tracking lists.
- I. Coordinate, facilitate and participate in enrollment meetings.
- J. Oversee prompt delivery of materials and the return of enrollment applications.
- K. Provide assistance to members and administrators with claim inquiries that cannot be rectified via normal channels.
- L. Meet one-on-one with any members who have claim problems that have not been rectified and need one-on-one attention.
- M. Verify dependent eligibility due to age restrictions or qualifying event status if member has been erroneously terminated from plan.
- N. Review billing discrepancies.
- O. Assist a member with an escalated claim issue should this member not receive an adequate response.
- P. Help interpret the explanation of benefits received by the insurance carrier and assist with formal appeals.
- Q. Provide a marketplace analysis once a year
- R. Provide an explanation of how the provider will work with the Township in administering claims; review the Township's plan and documents and negotiating with benefit plan providers.
- S. Minimum of five years experience in Municipality Employee Benefit Standard Services.

Proposals will be accepted April 17, 2012 at the Township of Union Municipal Building, Main Meeting Room, 1976 Morris Avenue, Union, NJ 07083 at 9:30am. Proposals may also be mailed to the attention of Eileen Birch, Township Clerk but MUST be received prior to scheduled time of proposal opening. All envelopes should be clearly marked "Proposal for Services – Employee Benefit".