

HEALTH BENEFITS INSURANCE BROKER

The Township of Delanco (Township) is soliciting proposals from licensed insurance brokers in New Jersey to represent the Township as Broker of Record for Medical, Prescription and Dental benefits.

The Township has 40 employees currently enrolled in active coverage and soon to be 3 in retiree coverage.

The Township is currently a member of the State Health Benefits Program (SHBP).

QUALIFICATIONS

Must be a licensed insurance agent or broker for a minimum of five (5) years with a demonstrated prior experience in the brokerage of public employee insurance.

Must maintain a current principal office within the State of New Jersey.

Must describe any special services available to municipal clients.

Must list all past and present municipal clients.

Shall designate a dedicated account manager to handle the township.

DUTIES AND RESPONSIBILITIES

Procure medical, prescription and dental benefits outside of SHBP. The Broker will be responsible for analyzing and recommending any and all medical, prescription and dental coverage for the Township.

Broker must familiarize themselves with existing bargaining contracts and employee agreements to determine restrictions of changing coverages.

Broker will serve as liaison with all insurance carriers on Township's behalf in resolving any or all concerns, complaints, or disputes with medical, prescription and dental insurance.

Broker and/or professional staff shall be available to Township officials during work hours for support as needed.

Broker will monitor and ensure carrier compliance with all plans.

Broker will assist the Health Benefits Coordinator in managing all aspects of the health benefits programs, including enrollment activities.

Broker shall assist the district in evaluating and settling employee grievances relating to health benefit issues.

Broker must be qualified and authorized to be recognized as broker of record for all prospective insurance carriers and companies for the Township.

Reviewing policies and endorsements for accuracy and conformity to specifications and negotiated coverage.

Broker will review all correspondence referred to by the township, and preparation of correspondence on behalf of the township, if requested.

Broker will:

1. Negotiate annual rates and rate changes.
2. Prepare all necessary bid specifications, if requested by Township, and evaluating all bids that are received by the Township in connection with same
3. Provide Collective Bargaining Consulting and, if necessary, attending meetings related thereto and/or providing analyses of proposed agreements, etc.
4. Advise the Township on any grievances pertaining to group insurance
5. Provide the Business Administrator with reasonable preliminary renewal figures during the municipal budget process
6. Provide state and federal legislative insurance updates
7. Ensure COBRA, HIPAA, CH. 375 employer compliance
8. Provide Ongoing Enrollment Addition/Termination Services
9. Assist in preparing documentation to comply with GASB 45
10. Manage employee claims issues with the various service providers, including dental
11. Conduct employee benefit education sessions
12. Review changes of service and recommend plan designs and changes
13. Provide recommended cost projections for the alternative design of the Township's current benefits programs

COMPENSATION

In exchange for the above services, the Broker shall be compensated in the following manner:

For any insurance coverage authorized by the Township, the Broker shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the township's premiums.

****The Township will make the final selection and reserves the right to remain with SHBP.****

Proposals will be evaluated by the Delanco Township Committee and Township Administrator on the basis of the most advantageous price and other factors listed below.

1. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
2. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.
3. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.

4. All awards are subject to availability of funds.
5. All respondents shall comply with Business Registration Act (P.L. 2004, c.57), and proof of their registration with the New Jersey Department of Treasury, Division of Revenue, shall be submitted.
6. All respondents are placed on notice that they are to comply with all requirements of P.L. 1975, c.127 (N.J.S.A. 10:5-31 through 10:5-38) and all duly adopted Affirmative Action Regulations (N.J.A.C. 17:27).
7. All respondents shall supply IRS form W-9, request for Taxpayer Identification & Certification.
8. All respondents must submit the required state Business registration form (BRC) with their proposal where applicable

The Township reserves the right to reject any and all proposals if required documents are not submitted and/or if it is deemed to do so in the best interest of the Township.

Submission Deadline: Tuesday, September 9th 11:00AM

Return in sealed envelope WITH THREE COPIES to:

Delanco Township Clerk, 770 Coopertown Road, Delanco, NJ 08075

NO LATER THAN Tuesday, September 9th 2:00PM