TOWNSHIP OF MEDFORD

COMBINED REQUEST FOR QUALIFICATIONS
AND REQUEST FOR PROPOSALS

2027 ANNUAL PROFESSIONAL SERVICES CONTRACTS – INSURANCE SERVICES

Please take notice that the Township of Medford is soliciting Qualification Statements and Proposals through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following insurance services.

In addition to submitting the General Requirements for All Professional Appointments form, *please include this form with your responses*.

Indicate below the services you or your firm propose to perform:

_____ Broker of Record

_____ Risk Management Consultant

I. Qualification Requirements: (Acknowledge by checking the appropriate requisites)

_____ For Broker of Record, professional personnel assigned to the Township must have a minimum of ten (10) years experience arranging various employee benefits coverages for municipal governments in New Jersey similar in size and complexity to the Township of Medford (or greater size/complexity), including a minimum of five (5) years experience coordinating coverages through Health Insurance Funds (HIFs) regulated by the NJ Department of Banking & Insurance as well as (5) years experience with self-funded benefits programs and coordination of same with third-party administrators.

____ For Risk Management Consultant, professional personnel assigned to the Township must have a minimum of ten (10) years experience performing safety & health audits and consultation to minimize various risks (worker safety and health, training, engineering and administrative controls, etc.) for municipal governments in New Jersey similar in size and complexity to the Township of Medford (or greater size/complexity), including a minimum of five (5) years experience coordinating coverages through Joint Insurance Funds (JIFs) and/or joint Health Insurance Funds (HIFs) regulated by the NJ Department of Banking & Insurance.

____ For both Broker of Record and Risk Management Consultant, must be a New Jersey licensed insurance producer in good standing.

II. Mandatory Contract Terms *(In addition to the contract terms outlined in the General Requirements for All Professional Appointments form the signed proposed professional services agreement with Medford Township must include the following provisions):*

_____ Primary personnel assigned to perform work on behalf of the Township of Medford shall not be substituted without prior notice to the Township.

_____ Professional fees shall be comparable to the rates charged by Brokers of Record and Risk Management Consultants providing such services on behalf of municipalities within the Burlington County region and for Risk Management Consultant, in line with other towns that participate in a JIF for Property & Casualty, Workers Compensation and related coverages.

_____ Proposals shall indicate a flat fee to serve as the Risk Management Consultant for the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) and affiliated JIFs within the parameters of fees that are permitted by the BURLCO JIF.

_____ Proposals shall include Broker fees or commissions, stated as a percentage of the premium, for binding insurance policies for General Liability, Property & Casualty and miscellaneous coverages <u>not</u> furnished by the BURLCO JIF.

_____ For employee benefits programs, proposals shall identify the Per Employee Per Month (PEPM) fee for coordination of third party administrator services for medical and prescription (inclusive of stop-loss) and dental benefits. The PEPM fee shall encompass active employees, retirees and COBRA subscribers, estimated at 200 subscribers for 2026.

_____ For employee benefits programs, proposals shall identify the PEPM fee or Broker fees or commissions, stated as a percentage of the premium, for other benefits policies or programs, if requested by the Township.

III. Specific Requirements or Duties:

Broker of Record:

1. Serve as the Township's liaison to the Southern New Jersey Regional Health Insurance Fund (SJ HIF).

2. Evaluate periodic and annual reports and meeting agendas from the SJ HIF to monitor the HIF's performance; request claims run and stop loss reports on a periodic basis for evaluation.

3. Work with Township administrative staff to review bills, eligibility rosters for active and retiree participants, and claims information from the SJ HIF, including high claimant notifications.

4. Gather renewal rate information from the SJ HIF and work with the HIF to calculate premium equivalent plan rates for each plan structure offered for the coming year in advance of annual Open Enrollment periods.

5. Periodically review plan design options to recommend changing, reducing or adding plan structures to aid in cost containment.

6. Review the performance of the SJ HIF on a periodic basis to observe applicable network rates/ discounts, claims processing timeliness and accuracy, utilization trends, participation in targeted disease management or wellness programs, costly prescription medications, etc.

7. Participate in the Open Enrollment process and make recommendations to the Township Manager regarding vendors and products to be offered within the Employee Voluntary Benefits Program.

8. Assist the Township with ensuring its employee benefits programs remain in compliance with the Affordable Care Act and any other federal or State regulations.

9. Periodically review coverage documents to verify the accuracy of the policies and respond to questions regarding coverage from Township officials.

10. Evaluate the Township's dental program, assist with procuring the services of a dental TPA or fully insured coverage, work with the dental provider to calculate monthly premiums or premium equivalents and serve as a liaison between the dental program, Township officials and individual employees or their dependents.

11. Upon request, assist the Township with evaluating whether to remain in the SJ HIF, move to another HIF, the State Health Benefits Program, a fully insured policy or self-insurance.

Risk Management Consultant:

1. Assist the Township in identifying its insurable exposures, recommend professional methods to reduce, assume or transfer the risk of loss, and assist the Township in understanding and selecting the various types of coverage available from the BURLCO JIF.

2. Review with the Township any additional types of coverage that it believes the Township should purchase that are <u>not</u> available from the BURLCO JIF. The Broker shall purchase and bind any additional types of coverage authorized by the Township.

3. Assist the Township in the preparation of applications, statements of values, schedules of assets and other documents requested by the BURLCO JIF, including the deletion and addition of vehicles, equipment and properties. (However, the Broker shall not conduct any appraisals.)

4. Review the Township's annual assessment as prepared by the BURLCO JIF, and assist the Township in the preparation of its annual insurance budget.

5. Assist the Township with the timely and accurate reporting of all claims, which shall include the establishment and implementation of claims reporting procedures.

6. Review the Township's loss data on a regular basis and provide detail, upon request, about specific claims or loss trends.

7. Actively attend and participate in BURLCO JIF Subcommittees (as authorized by the BURLCO JIF Bylaws) and Township's Safety Committee; review loss and engineering reports for the Township, and assist its Safety Committee in meeting its loss containment objectives.

8. Attend the Township's Member Accident Review Panel meetings and assist the Township in determining the cause of accidents. The Consultant shall suggest any remedial actions necessary to avoid future accidents.

9. Assist the Township in determining the necessary training for each employee in each department based upon the employee's job description and in accordance with PEOSHA and other governmental regulations.

10. When requested by the Township and/or the Claims TPA, assist with the investigation of claims filed against the Township.

11. Assist the Township and BURLCO JIF professionals in the annual renewal process including the gathering and verification of exposure data.

12. Review proposed contracts between the Township and organizations or contractors to verify that the appropriate indemnification and hold harmless language is contained in the Contract and that the Certificate of Insurance Guidelines are being followed.

13. Evaluate and advise the Township on risk management aspects of public events being staged or sponsored by the Township, including fireworks and watercraft events.

14. Order Certificates of Insurance from the BURLCO JIF upon request and evaluate Certificates of Insurance received by the Township for adequacy of coverage/ compliance with JIF requisites.

15. Provide consultation on Township-specific risk evaluations and the need for specialized training related thereto upon request.

16. At least annually, prepare and present a report to the Governing Body of the Township about the JIF Safety Program.

17. Periodically evaluate various Township employee workplaces to make recommendations to enhance employee safety and health through upgrades to engineering controls, administrative controls, work rules and/or personal protective equipment.

18. Upon request, assist the Township with evaluating whether to remain in the BURLCO JIF, join another municipal or regional JIF, or purchase coverage elsewhere.