



### SCOPE OF WORK

The Sno-Isle Libraries is seeking a firm to perform a brokers services for Sno-Isle Libraries employee benefits, including the medical, prescription drug, dental, health reimbursement arrangement, medical reimbursement arrangement, flexible spending account, employer paid life and accidental death and dismemberment (AD&D), long term disability and employee assistance plans.

Specific responsibilities include, but are not limited to:

- I. Assist Sno-Isle Libraries with administering all self-funded and group insurance plans, responding to questions from and providing information to staff, and providing other consulting services during the course of the plan year.
- II. Providing Sno-Isle Libraries with compliance and regulatory support to ensure all applicable federal, state and local rules and laws are adhered to.
- III. Reviewing claims experience, claim service and claim administration to ensure maximum benefit to Sno-Isle Libraries.
- IV. Analyze factors driving Sno-Isle Libraries' plan(s) costs and recommend opportunities to better manage cost, access and quality. Determining and recommending the most economical funding methods for the benefit programs.
- V. Conducting strategic planning sessions to review current performance of Sno-Isle Libraries' current employee benefit coverage and establish future objectives and strategies to manage Sno-Isle Libraries' benefit coverages to which this agreement applies.
- VI. Representing Sno-Isle Libraries in all negotiations with Carriers on all issues including to those related to premiums, benefit levels, plan designs and special terms and conditions.
- VII. Meeting with and providing reports to various Sno-Isle Libraries representatives, including the Executive Director, Leadership Team, the Board of Trustees' Strategic Planning and Finance Committee, and library employees until the plan parameters and going forward objectives are met, and then meet as needed to continue discussing strategy an open items.
- VIII. Assisting Sno-Isle Libraries with the implementation and communication of new programs or changes to existing programs, which will include attending and presenting information at Open Enrollment meetings.
- IX. Researching and advising Sno-Isle Libraries of any new developments in the law and employee benefit programs on an ongoing basis.
- X. As requested by Sno-Isle Libraries, preparing bid specifications and soliciting proposals for insurance markets which specialize in group insurance plans or self-funded program(s) as needed. Evaluating bids and bidders, including administration,

- claim payment procedures, customer service, network, reserve establishment policies, financial solutions and identifying among the various bidders the most cost-beneficial package.
- XI. Interfacing with insurance carriers as needed to assist Sno-Isle Libraries in the resolution of problems associated with the benefit programs.
  - XII. Providing market data and recommendations for implementation of benefits and programs as requested.
  - XIII. Attending various meetings as requested.
  - XIV. Establishing comprehensive claims reports for identified coverages, medical and pharmacy, detailing paid claims (and reimbursements, if applicable), premium / funding and enrollment summaries.