



## Health and Welfare Consulting Scope of Services

- Solicit insurance plans within the parameters set by human resources and the benefits team. Prepare bid specifications and solicit proposals from insurance markets.
- Evaluate bids and bidders, including claim payment procedures, abilities, experience and financial soundness. Identify the most cost beneficial package among the various bidders.
- Assist in the negotiations with providers on issues, including those related to premium benefit level, plan design and special terms and conditions. Provide reports as requested.
- Recommend the best insurance products and services for employees.
- Provide professional management of medical, dental, vision, life and disability insurance plans.
- Work with third-party administrators for ancillary program such as voluntary benefits and flexible spending accounts.
- Assist in complying with current laws and regulations related to employee benefits
- Review, analyze and recommend plan designs and solutions that address cost efficiency by using approaches such as vendor management, plan management and individual health management.
- Review, analyze and respond to renewal plan documents to challenge renewal rates.
- Review, analyze and present periodic vendor reports to explain trends, reserves and premium ratios prior to annual renewal of plans.
- Provide side by side comparisons of current and proposed plans to simplify analysis and decision making.
- Present and explain renewal plan documents and other health insurance trends and surveys to various stake holders including human resources and benefits team.
- Provide direct and timely assistance to the human resources to resolve issues between you and the vendor.
- Support and assist in the Open Enrollment process as required.

- Assist in the preparation of electronic benefit information guides, forms and other announcement materials necessary to provide proper communication for participants of the plan.