



Request for Proposal - Health Insurance Consulting Services

Eastern Connecticut Health Insurance Program (ECHIP) is a health insurance collaborative serving 4 municipalities, 4 Boards of Education and also a Regional Education Service Center. ECHIP is a self-funded model with varying plan designs and insures approximately 4000 members. ECHIP was made possible by the passing of Connecticut Public Act 10-174 which allowed for municipalities and boards of education to join together for the purpose of purchasing employee health insurance.

ECHIP is seeking proposals from qualified, licensed Insurance Brokerages and/or Agents (hereafter “Broker/Agent) for the purpose of providing professional insurance, brokerage and consulting services for an employee benefits plan. The Broker/Agent must have a strong knowledge base and experience with health insurance collaborations and or associations. A proven track record with a minimum of 3-5 years of successful experience within health insurance collaborations and or associations will be required. Please include references. The Broker/Agent will be responsible for the outlined “Scope of Services” below for each employer group alongside the ECHIP Plan Administrator.

The duration of the initial Broker/Agent services contract is for a period of (1) year. The contract may be reviewed from year to year at ECHIP’s discretion, and ECHIP may further extend the relationship on an annual basis. ECHIP reserves the right to terminate the relationship at any time with 30 days notice should it be determined that the Broker/Agent is not fulfilling the “Scope of Services” as expected. The Broker/Agent relationship is expected to begin immediately following the selection process.

SCOPE OF SERVICES

At minimum, the selected Broker/Agent will be expected to provide the following services:

- 1) Prepare an Annual Report, including complete accounting of fees and/or commissions earned on the account, observations on relevant changes in the health insurance market, view on loss exposures facing ECHIP, loss control activities and insurance policy summary reviews. Provide plan design and financial management performance updates throughout the plan year via detailed analysis, review, and evaluation of costs, claims, and trends.
- 2) Solicit and negotiate plan proposals and rate quotes from existing and alternate insurance carriers for annual renewals. To include annual review of current Individual (ISL) and Aggregate (ASL) Stop Loss providers.
- 3) Provide thorough analysis and recommendations, both cost saving and benefit enhancement options, to include scope of plan design changes (both new and nontraditional approaches), impact on plan cost, value added services, etc.
- 4) Conduct annual open enrollment benefits meetings for all employees, including preparation and presentation of annual benefits plan status report.



- 5) Maintain an active and ongoing relationship with the service providers/insurance carriers to ensure smooth operation and delivery of benefits as well as facilitating any issues with a prompt review and resolution of plan and claims administration issues.
- 6) Make visits as needed or requested to the various ECHIP entities to respond to questions, solve problems, and assist with benefit administration.
- 7) Provide a dedicated lead staff member, supported by a team of servicing representatives available to ECHIP on an ongoing basis.
- 8) Assist with development and design of year-round informational materials, payroll stuffers, employee meetings, Annual Health Fair, etc. to maximize employees' knowledge and understanding of how to be the best consumer of the employee benefits plan.
- 9) Be knowledgeable of all Federal and State benefits laws (including but not limited to: COBRA, HIPPA, FMLA, Affordable Care Act etc.) and serve as a resource to the ECHIP Administration staff.
- 10) Inform ECHIP Administration of changing legislation and legal decisions affecting employee benefits. Advise on and discuss methods to comply with these changes.
- 11) Upon request, perform related tasks reasonably associated with the "Scope of Services" as outlined above.

RESPONSE REQUIREMENTS

Interested Broker/Agents must submit responses to include the above "Scope of Services" and may also include supplemental material that further supports the Broker/Agent's ability to provide the "Scope of Services". ***Failure to provide complete and/or adequate responses to the following will be grounds for rejecting the Broker/Agent from further consideration.*** Responses should also include but not limited to:

- 1) An overview of the Broker/Agent's firm, including at minimum, historical background, location(s), length of time in existence, structure of the firm, annual agency revenues, and certificate of firm's E&O coverage.
- 2) A listing of known complaints regarding Broker/Agent from the last ten (10) years that have been filed with the State Insurance Commissioner's Office, including the nature of the complaint and disposition.



3) A listing of the person(s) who will be assigned (and readily available) to the ECHIP account and their specific role(s) in servicing the account. This listing must include details regarding professional experience to include references and supportive materials specific to working with collaborations and/or associations. Please also include licenses and certifications etc.

4) Provide examples/explanations of your firm's value added approaches and services that you feel distinguish you from other Broker/Agents.

5) Please provide a fee schedule that would be required to carry out this year long contract and fulfill the scope of services.

6) Please provide 6 copies of the complete proposal documentation.

The completed documentation needs to be submitted to ECHIP no later than

Wednesday February 20, 2019

Decision of Broker/Agent: The awarding of this contract will be made **NO LATER THAN April 26, 2019.**

Submission Deadline: All proposals must be received by **4:00 pm on Wednesday February 20, 2019** to Larisa Carr, ECHIP, 376 Hartford Turnpike, Hampton, CT 06247. **No fax or email submissions will be accepted.**

All questions regarding this Request for Proposal should be directed to: ***Larisa Carr at lcarr@echipct.org or at 860-455-1546 no later than February 8, 2019 at 4:00 PM EST.***

NOTE: ECHIP is under no obligation to award this bid during this bidding process and is not obligated to accept the lowest bid. ECHIP reserves the right to reject any and all proposals; waive formalities, technical requirements and/or deficiencies and irregularities; or solicit new proposals, if such actions are deemed reasonable and in the best interest of ECHIP.



Request for proposals should be submitted in a sealed envelope to:

Larisa Carr

Eastern CT Health Insurance Program

ECHIP

376 Hartford Turnpike

Hampton, CT 06247

RE: Request for Proposal Services

It is the policy of ECHIP that no person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against under any program, including employment, because of race, color, religious creed, gender, age, national origin, or disability.