

"This is only the scope of work for the project. For more information, interested parties should contact Procurement at [purchasing@stp.gov.org](mailto:purchasing@stp.gov) to ensure receipt of a full project package, to be listed as a plan holder and to ensure any addenda to the project package are received."

Scope of Work/Services

The Parish seeks a Broker to perform the following services:

1. Partner with HR to design multi-year strategic goals that align with internal and external environments regarding our benefits package. This includes ongoing assessment and monitoring to ensure alignment.
2. Evaluate current benefit offerings as a whole package with recommendations addressing duplicative and/or absent coverages, compliance with industry standards, and competitiveness of offerings, plan design and premium rates.
3. Create bid documents for health insurance and other products currently offered by the Parish including plan design, premium structure, and other terms and features.
4. Implement a negotiation strategy with HR to achieve best quality bids in terms of coverage, plan design, premiums, and strategic plan for multiple years.
5. Provide regular statistics and analysis of claims experience and trends to ensure optimal utilization and cost efficiency.
6. Solicit bids timely such that HR staff can initiate online open enrollment procedures.
7. Present an analysis of bids with recommendations for HR and the Parish Administration.
8. Review for accuracy all contracts and agreements requiring the signature of a Parish official prior to submission for signature.
9. Support the open enrollment process, including interface with vendors, on-site meetings, and production of materials and the Parish Employee Benefit Enrollment Guide.
10. Assist HR staff with new vendor implementations, including the electronic transmission of data to vendors.
11. Provide assistance communicating the terms and conditions of policies, coordination of benefits, and wellness initiatives to HR staff and employees.
12. Interface with vendors as needed to resolve issues timely and effectively regarding plan administration.
13. Provide the Parish-specific guidance to ensure compliance with laws and regulations related to employee benefits including notices, disclosures, and ACA-related reporting.
14. Provide advocacy representatives to assist employees with claims, denials, coordination of benefits, and other benefit related concerns.
15. Designate staff with specific knowledge of the Parish insurance plans to offer HR staff immediate research, troubleshooting and resolutions when issues with carriers and/or employees arise.
16. Provide assistance with setup and implementation of vendor invoicing processes.
17. Provide an annual itemization of compensation.