



SCOPE OF SERVICES

Summit County General Consulting¹

Vendor Management	<ul style="list-style-type: none"> • Review and evaluation of service provider contracts for appropriate performance standards. • Manage and assist in interpreting health and welfare plan contracts, plan documents, insurance policies for accuracy, consistency, and recommendations. • Monitor quality of service and institute quality standards with financial penalties • Attendance at quarterly and annual vendor review meetings. • Advise the County around best practices to mitigate costs of program administration. • Review and provide input on Summary Plan Descriptions, benefit statements, and other media as requested. • Review and advise on goals and objectives of the benefit plan design.
Plan Renewal	<ul style="list-style-type: none"> • Conduct annual renewals and negotiations for health and welfare plans, as needed.
Financial Reporting Package	<ul style="list-style-type: none"> • Review monthly financial summary of the County’s expenses and budget tracking. • Provide actuarial budget cost projections. • Develop annual employee contributions. • Work with the County in preparing reports requested by the Insurance Department, Budget and Finance, or any other entity covered under the program.
Compliance Management	<ul style="list-style-type: none"> • Provide the County timely compliance updates and support as well as consulting regarding federal or state legislation impacting health and welfare programs. • Provide assistance with Medicare Part D compliance including the actuarial attestation. • Advise and assist with any new legislations and their potential impact on the County. • Review existing policies for compliance and provide guidance and potential risks.
Health & Wellness	<ul style="list-style-type: none"> • Assist the County in designing targeted, measurable, wellness initiatives that increase engagement and produce a return on investment. • Provide innovative and practical solutions to assist the County in creating a culture of wellness and a healthy environment. • Work with vendor partners to provide resources and funding of wellness programs.
ORC Filing ²	<ul style="list-style-type: none"> • Reserve Certification for Summit County Health plan as a whole (does not include separate breakouts for subdivisions). • Fully Insured Equivalents by plan for total plan (does not include breakouts for subdivisions).
Miscellaneous/ Other Services	<ul style="list-style-type: none"> • Conduct an annual health and welfare strategic review/planning meeting quarterly. • Provide data on current and proposed state and federal legislation, interpretive guidance, benefit trends, research materials. • Provide “leading edge” information to the County regarding regional and national trends in benefit plan design and administration with implication analysis, with a focus on public sector benefits. • Provide health plan performance benchmarking. • Assist the County in preparing and reviewing employee communications for accuracy. • Prepare, analyze and/or review annual open enrollment communications as requested.

¹ Includes: the County of Summit, Public Health, DFA, NEFCO, Reworks and Summit County Children Services

² Does not include new ORC audit requirements

Fee Breakout

Effective October 2021, NFP shall be paid a flat consulting fee for services rendered as outlined in the Scope of Services above unless otherwise agreed by both parties. Such fees shall be paid in monthly installments upon submission of an invoice. From time of billing, payment is due “Net 10” and a 1.5% finance charge will be assessed on late payments. Fees will be disclosed upon request and are compensation for services rendered.

Year One Fee (Hold)	\$120,000
Year Two Fee (Hold)	\$120,000
Year Three Fee	\$125,000
Year Four Fee	\$125,000
Year Five Fee	\$125,000

Regionalization Services

Fees paid for services related to Summit County’s political sub-divisions are built into the premium that the political sub-divisions pay the County to be covered under their Regionalized program. Although the County will act as remitter for NFP’s fees, The County will in no way subsidize the fees for these entities. The following are the services to be offered under the global fee arrangement:

General Consulting

NFP consulting includes the activities listed below:

- Underwriting
- Reporting
- Case implementation
- Renewal development
- Marketing support
- Day to day service issues on the healthcare and pharmacy plans
- Eligibility issues
- Claim appeals
- Enrollment Support

Fees will be incorporated into the rates of the SCHC Regional Entities and will be based on a contract count basis for each group. The fee structure is as follows:

Contracts	Annual Flat fee
Under 10	\$1,000
10 – 49	\$5,000
50 – 99	\$10,000
100 – 249	\$20,000
250 +	\$40,000

Fees for current regionalization entities will be based upon the contract count below and will hold for five (5) years through the end of the contract period. New clients in the regionalization program will be charged the appropriate fee based upon their initial contract count when joining the program, and those fees will hold throughout the end of the contract period. When entities join the regionalization program at a time other than January 1st, the fees will be pro-rated to a monthly fee and will be paid to NFP as such.

The current contract counts for purposes of the regionalization fees are as follows:

Regional Entity	Employee Counts (5/1/21)	Annual Fee
AMHA	248	\$20,000
City of Barberton	213	\$20,000
City of Green	137	\$20,000
Summit Metroparks	129	\$20,000
City of Fairview	97	\$10,000
Sagamore Hills Township	19	\$5,000
Village of Munroe Falls	17	\$5,000
Village of Glenwillow	12	\$5,000
Village of Mogadore	11	\$5,000
NEFCO	5	\$1,000
Village of Peninsula	4	\$1,000
Summit COG	2	\$1,000
Macedonia Cemetery	1	\$1,000

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Total Regionalization Fee \$114,000

Additional Regionalization Services

Additional consulting services are available for other benefits outside this contract which include: Dental, Life, Vision, Voluntary benefits, and other Consulting Services. Currently, some political sub-divisions contract with NFP for additional consulting services and pay NFP directly. These services will continue to be contracted directly with the political sub-division and not through the County. Political sub-divisions may use these services at will and are not a requirement for coverage. The consulting fees for ad-hoc services will apply unless the political subdivision prefers a commission basis, then no fees will be charged.

Expenses

All incidental out-of-pocket expenses will be absorbed by NFP. Travel expenses shall be included in both the consulting fee arrangements.

Ad Hoc Services

It is recognized that from time-to-time the County or its Regional Entities may want additional projects added to the Scope of Services. These projects will be considered "Ad Hoc" and not part of this contract. In these circumstances, the group will pre-approve all projects and the associated fees. Time and billing rates will apply from the current rate schedule. From time of billing, payment is due "Net 10" and a 1.5% finance charge will be assessed on late payments.

Time and billing rates will apply as follows:

- Senior Consultant.....	\$275.00/Hour
- Technical Consultant.....	\$160.00/Hour
- Service Consultant	\$135.00/Hour
- Administrative Support	\$70.00/Hour
- Wellness Coordinator.....	\$80.00/Hour
- Actuarial Services	\$200.00/Hour

MSA Agreements

From time to time, providers may allow for overrides in their programs. NFP has Market Services Agreements (MSA's) with most of its principal insurance markets. Payments under MSA agreements are not client-specific and are based upon such factors as overall volume, growth and service. Payments made to NFP under MSA agreements are compensation for services rendered by NFP to the insurance markets. Amounts paid under MSA agreements to NFP (e.g. brokerage fees or commissions) would be in addition to any other compensation. Providers disclose MSA's on IRS form 5500. Net of commission arrangements (consulting fees) are **not** subject to MSA agreements.

[Under this agreement, NFP will not accept contingency payments for fee based work.]