# Clemens & Associates - Fees

Clemens and Associates annual fee **$36,000**.

**Scope of Services**

Clemens and Associates agrees to all of the services:

1) Negotiating annual renewal of coverage's from carriers for Health, Prescription Drug, Dental, Life coverage. Seek competitive quotes from other benefit carriers and provide advice and recommendations for consideration. Preparation of all necessary bid specifications, evaluation of bids, coverage and premium analysis, and recommendation of carrier.
2) Reviewing polices and endorsement for accuracy and conformance with negotiated coverages. Insuring the timely issuance of policies and endorsement to the City.
3) Assisting the Town of Normal's employees in understanding benefits and settling claims or grievances relating to insurance benefits issues.
4) Assisting the Town of Normal with health benefit plan administration, wellness and preventive insurance management and providing advice and guidance on new laws, regulations, and procedures in the area of health benefit administration.
5) Assisting the Town of Normal's personnel in processing of enrollment, terminations, changes, COBRA notification processes and applications and any other forms for administration and claims.
6) Providing the Town of Normal's administration with reasonable preliminary renewal figures during the budget process.
7) Attending on request the Town of Normal's meetings, Committee meetings and Board meetings whenever necessary.
8) Assisting the Town of Normal's personnel with required employee presentation.
9) Assisting the Town of Normal with all aspects of its health insurance consulting/brokerage services and management of all aspects of the City's health and welfare insurance program; this includes but is not limited to Medical, Prescription, Dental, Life, Employee Assistance Programs, and Vision programs.
10) Assist the Town with any online enrollment applications.
11) Additional services as listed in Article 2 of the RFP.

Clemens & Associates is a privately held organization and considers all information contained herein to be proprietary.