



**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

Resolution 20-100

A Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Advisory Services Regarding the Borough's Medical and Prescription Insurance Plans

WHEREAS, the Borough of Highlands has a need for professional medical insurance advisory services in connection with the Borough's medical and prescription plans, pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Brown & Brown Benefit Advisors, Inc. has set forth its proposed services in a written proposal dated February 28, 2020, copy of which is available at the office of the Borough Clerk; and

WHEREAS, the said Proposal includes the following:

- a) Provide insurance related regulatory guidance on topics that impact the Borough's insurance program such as Health Care Reform, COBRA, HIPAA, Overage Dependents, FMLA, NJ Family Leave Act, Medicare Part D, and NJ P.L. 2011, Chapter 78.
- b) Prepare and provide customized templates for any required employer notices such as the annual CMS Medicare Part D employee notification.
- c) Coordinate educational opportunities through webinars and seminars to provide industry updates for the Borough.
- d) Provide legislative updates related to employee benefits.
- e) Coordinate and attend annual open enrollment meetings as a resource for employees when considering their plan options.
- f) Review and analyze the Borough's existing insurance coverage and identify potential lines of coverage or coverage enhancements to improve the Borough's insurance programs.
- g) Facilitate, market, and procure quotations from carriers; review and analyze quotations and provide proposals for review by the Borough.
- h) Provide reasonable budget estimates during the budgeting process.
- i) Provide specialized knowledge and creative guidance for all phases of the collective bargaining processes related to the entire employee benefits program, including arbitration, mediation and fact finding. Consultant will attend any meetings necessary at the Borough's request.
- j) Attend Borough Council or Negotiations Committee Meetings as required.
- k) Prepare customized, comprehensive guide on employee benefits negotiation options, including benefit design, new hire language, waiver/opt out options and financial

analysis of such changes.

- I) Assist the Borough and/or employees with any issues related to claims, billing disputes with the insurance carriers.
- m) Assist the Borough and/or employees with Appeals for escalated claim issues.
- n) Act as a resource for the Municipality for all issues related to Employee Benefits;
and

WHEREAS, the proposed amount of the contract with Brown & Brown Benefit Advisors, Inc. is \$15,000.00.

WHEREAS, such professional medical insurance advisory services in connection with the Borough's medical and prescription plans can only be provided by licensed professionals and the firm of Brown & Brown Benefit Advisors, Inc., 1129 Broad Street, Shrewsbury, New Jersey 07702 is so recognized; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain Brown & Brown Benefit Advisors, Inc. for the proposed professional medical insurance advisory services in connection with the Borough's medical and prescription plans, as set forth in its proposal; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$15,000.00 for professional medical insurance advisory services in connection with the Borough's medical and prescription plans services as stated in Brown & Brown Benefit Advisors, Inc.'s proposal dated February 28, 2020; and

WHEREAS, Brown & Brown Benefit Advisors, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit Brown & Brown Benefit Advisors, Inc. from making any reportable contributions through the term of the contract; and

WHEREAS, Brown & Brown Benefit Advisors, Inc. has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands;

I hereby certify that funds are available as follows:

Account Number:

Amount: Not to Exceed \$15,000



Patrick DeBlasio, Chief Financial Officer

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that notice with respect to contracts for professional services awarded without competitive bids must be publicly advertised.


NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. Brown & Brown Benefit Advisors, Inc is hereby retained to provide professional medical insurance advisory services in connection with Borough's medical and prescription plans as described above in their proposal dated February 28, 2020, for an amount not to exceed \$15,000.00.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
MAZZOLA		X	X			
RYAN			X			
VALKOS			X			
BROULLON	X		X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: March 18, 2020


Matthew Conlon, RMC, Municipal Clerk

