PROPOSAL for
Health & Welfare Benefits Consulting

Oley Valley School District
2017 ACA Employer Reporting

Submitted By:

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Conrad Siegel
ACTUARIES

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About Us

Conrad Siegel *Actuaries, The Employee Benefits Company,* is an independently owned firm based in Harrisburg for 50 years. We offer a comprehensive approach to employee benefit issues from all types of retirement plans to health and welfare benefit plans using proven actuarial principles and expertise.

At **Conrad Siegel** *Actuaries*, we know numbers and numbers do matter. We work with hundreds of clients ranging from small, closely held businesses to Fortune 500 companies with international offices. We tailor our services to precisely and cost-effectively meet your goals. Our formula for success is rooted in our actuarial expertise and our clients' satisfaction with the quality of service we provide.

Independent, Objective Advice

- Committed to providing objective, unbiased advice, always in our client's best interest.
- A fee-based philosophy – our fees are fully disclosed and completely transparent.
- **NO HIDDEN COSTS** – we eliminate commissions from insurance policies, where possible, and return them to you through lower premiums.

Proactive, Cost-Effective Solutions

- Our strategic planning process removes the reactive "crisis management" aspect of employee benefits administration and allows you to regain a proactive role in designing and managing your employee benefits programs.
- We simplify your role in managing the employee benefit programs.
- We provide assurance to you that your benefit programs are administered in the most cost efficient manner possible.
- We anticipate issues before they develop into problems.

Precision

- Our in-house benefits attorney and a compliance committee ensure compliance with reporting requirements and plan operation.
- Peer review of all major consulting assignments and supervision by a qualified actuary.
- A professional staff that pays attention to detail for you.

Expertise

- With 90+ professionals, including over 20 actuaries on staff, we are one of the 25 largest actuarial firms in the United States measured by number of actuaries on staff.
- We have computer specialists who make sure our systems are technologically up-to-date and ready to meet your needs.
- We provide benefits consultation to more than 1,200 corporations, partnerships, professional associations, school districts, and governmental entities at the national, state and local levels.
- Our knowledge of the central Pennsylvania employee benefits marketplace is second to none! We have access to all benefits products available to meet your needs.

- Our Health and Welfare Benefit Survey results provide valuable information about benefit strategies used by hundreds of local employers.
- We are central Pennsylvania's premier employee benefits firm with the resources and expertise of a large national firm. This means you will receive the personalized service you deserve but on a cost-effective basis.

With **Conrad Siegel** *Actuaries*, you are assured that your employees are getting the greatest value for the money spent.

Firm Representatives

- **Robert M. Glus, F.S.A., Partner and Consulting Actuary –** Rob is a Healthcare Actuary who specializes in group health benefit plan consulting (including medical, prescription drug, dental, vision, disability, life, paid-time off, etc.). He works with private sector employers, tax-exempt organizations, large associations, and Taft-Hartley health and welfare trusts. Rob specializes in consulting with school district health trusts. He is proficient in postretirement medical plan valuations under SFAS 106 and GASB 45, benefit and claims analysis, health and welfare plan design and funding, reserve and rate calculations, insurance company rate negotiations, and employee cost-sharing arrangements. He is a partner of the firm and is the chairperson for the firm's Health and Welfare Committee and is a member of the Marketing Committee. Prior to joining **Conrad Siegel** *Actuaries* in 1996, Rob worked in the pension department of a large actuarial consulting firm in New York City. Rob has a B.S. degree in mathematics from Bucknell University. His professional affiliations include: Fellow of the Society of Actuaries and Member of the American Academy of Actuaries.
- **Jonathan A. Sapochak, F.S.A., Partner and Consulting Actuary –** Jon specializes in health and welfare benefit plans and works with school district trusts, private sector employers, large associations and Taft-Hartley health and welfare trusts. He is proficient in budget/fund projections, reserve and rate calculations, benefit and claim analysis, prescription drug benefit analysis and contracting, excess loss pricing and analysis, employee cost-sharing arrangements, and insurance company rate negotiations. Jon joined **Conrad Siegel** *Actuaries* in 2004, and has a B.S. degree in mathematics, magna cum laude from Clemson University. His professional affiliations include: Fellow of the Society of Actuaries and Member of the American Academy of Actuaries.
- **James P. Pyne, Benefit Consultant –** Jim works with private sector employers, school district trusts, and other tax exempt organizations. Jim has special expertise in consulting with and preparing employers for the impact of healthcare reform. He is proficient in health and welfare plan design strategy, plan funding, insurance company rate negotiations, claim analysis, reserve and rate calculations, and welfare compliance related topics. Jim joined **Conrad Siegel** *Actuaries* in 2006 and is a member of the firm's Health and Welfare Compliance Committee. He is a licensed insurance producer in the state of Pennsylvania and has a B.S. degree in mathematics, cum laude from Villanova University.

As a **Conrad Siegel** *Actuaries* Health & Welfare client, you have unlimited access to the knowledge base and expertise of the entire Health & Welfare department, which is comprised of 15 full-time benefits professionals, including Consulting Actuaries, Benefit Consultants, Actuarial Analysts and Benefit Specialists.

Our mission is to provide excellent, independent, professional actuarial consulting, employee benefit consulting, and employee benefit administration services to our clients.

Summary of Proposed Services

Compliance with §6055 & §6056 Employer Reporting Mandate under the Affordable Care Act (ACA).

In early 2018, employers will be required to complete the required government form filings with respect to the individual mandate (§6055 reporting) and the large employer mandate (§6056 reporting). Filing requirements include IRS reporting and employee notices detailing calendar year 2017 health care offerings, coverage elections and employee status information. Outlined below is the scope of services included under this proposal:

- **Assistance with tracking employee data**. The determination of full-time status under the Affordable Care Act requires historical data with regard to employee work. We will assist your organization in establishing what data elements need to be recorded, and assist with establishing tracking requirements for non-hourly employees.

- **Review of benefit eligibility and employee premium cost-sharing**. In order to be prepared to meet the reporting deadlines, and in an effort to identify any potential issues in advance, we will analyze your organization's benefit eligibility and cost-sharing provisions with regard to the Employer Shared Responsibility mandates and the Affordable Care Act regulations regarding full-time status.

- **Determination of "full-time" employees**. §6056 reporting must be provided for all full-time employees, as defined under the Affordable Care Act. Using the data provided by your organization, we will determine the full-time employees that must be reported.

- **Completion, filing and mailing of §6055 and §6056 reporting, as applicable to your organization**. We will complete, file and mail §6055 reporting, forms 1094-B and 1095-B and/or §6056 reporting, forms 1094-C and 1095-C, as applicable to your organization.

- **Risk Analysis**. We will evaluate any potential financial penalty exposure associated with the Employer Shared Responsibility requirements, and provide recommendations to mitigate those exposures in the future.

- **Active support for questions during and after the filing process**. We will assist your organization with understanding the reporting requirements, the filing process and addressing any employee questions that arise with regard to the forms the employees receive.

- **Assistance with employee communications**. We will assist your organization with crafting employee communication language to help your employees understand the importance and implications of the ACA Reporting process and documents.

- **Filing of corrected forms**. We will provide comprehensive assistance with resolving errors identified in the electronic filing process, and complete filings of corrected forms with the IRS.

- **Consulting regarding ACA Marketplace notices**. We will assist with review of the ACA Marketplace notices, and help the employer determine whether or not there is a need to appeal any notices of advance premium credits.

Our Philosophy Is To Fully Disclose All Fees.

Our fee for the proposed consulting services is $6,000.

Quote Assumptions:

> This quote assumes that the data provided in the request is complete and error free and will be provided in an electronic format (spreadsheet format) that allows for easy editing and sorting. If significant data work is required, extra fees may apply (we would discuss this possibility in advance of performing the extra data work).
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> This quote assumes that census data and supplemental information necessary to complete the filing will be provided to us in a timely manner allowing for adequate time to complete the filing.
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> This quote does not include onsite Board presentation meetings, in-depth consulting memorandums and/or substantial data integrity fixes.
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> This quotes does not include responses to IRS inquiries. The cost of this service would depend on the scope of the work involved, and the fee would be discussed with you prior to any work being performed.

To the extent that you would like our involvement in other areas beyond the scope of services listed, we would bill you at our hourly rates. For 2017, these rates would be:

Consulting Actuary	$320 per hour
Benefit Consultant	$270 per hour
Actuarial Analyst	$200 per hour

These fees are based on performing the proposed work within the upcoming 12 months.

We are pleased to present our proposal for Health & Welfare consulting services and are prepared to begin working with you immediately. Please contact us at 717-652-5633 to proceed with the proposed services.

References are available upon request.