



Alliant Employee Benefits

July 14, 2017

David Niemeyer  
Village of Tinley Park  
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Tinley Park, IL 60477

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[www.alliant.com](http://www.alliant.com)

Mesirow Insurance Services, Inc.,  
an Alliant-owned company

Re: Benefits Consulting Services – Contract Acknowledgement

This letter is an acknowledgment of the acceptance of the Alliant/Mesirow Insurance Services proposal for Benefits Consulting Services for an annual service fee of \$42,000 and additional standard insurance carrier commission on ancillary non-core policies such as vision, voluntary life & AD&D, short term and long term disability, retiree and other voluntary programs.

Alliant/Mesirow Insurance Services will provide benefits brokerage/consulting services as outlined in Schedule A (Scope of Services) attached to this acknowledgement letter for the three year time period beginning July 15, 2017 through July 14, 2020 subject to acceptance by Village of Tinley Park. The annual benefits consulting service fee of \$42,000 is guaranteed for the three year term and will be billed monthly. The first monthly installment payment of \$3,500 will commence July 15, 2017 and subsequent payments will be due on the fifteenth of the month via separate invoices. Future invoices will follow the same schedule.

In-force policies to which this contract acknowledgement applies:

Health & Prescription Drug  
Dental  
Vision  
Life / AD&D

The service fee indicated above will be fully earned as of the inception date of each annual service term. Amendments or modifications to the agreed upon service fee must be received in writing and signed by an authorized representative of both Village of Tinley Park and Alliant/Mesirow Insurance Services.

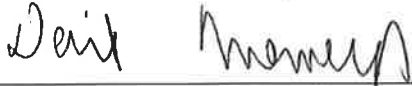
Village of Tinley Park  
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In addition, as is a common practice in the industry, Alliant/Mesirow Insurance Services benefits from programs implemented by certain insurers and administrators providing for compensation, in addition to fees or standard insurance carrier commissions, to be paid to Alliant/Mesirow Insurance Services based upon differing factors. The insurance Village of Tinley Park purchases and or represented through Alliant/Mesirow Insurance Services may be issued by an insurer or administrator who has such a program. Alliant/Mesirow Insurance Services has agreed to not accept any such additional compensation outside the scope of the standard insurance carrier commission on ancillary non-core policies such as vision, voluntary life & AD&D, short term and long term disability, retiree and other voluntary programs.

Please acknowledge your receipt and acceptance of this contract acknowledgement by signing in the space provided below. Please return the signed original at your earliest convenience. If you have any questions, please contact me at 312-595-7341 or at renee.formell@alliant.com.

Sincerely,

Renee Formell  
Senior Vice President  
Alliant/Mesirow Insurance Services



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Authorized Representative: Village of Tinley Park

Village Manager

Title

July 20, 2017

Date

# Village of Tinley Park

## SCOPE OF SERVICES

### SCHEDULE A

#### Service Deliverables

##### *Annual Benefit Plan Audit*

- ◆ Review goals, risk tolerance, financial objectives
- ◆ Jointly develop short and long term goals
- ◆ Plan cost analysis
- ◆ Plan design analysis
- ◆ Plan administration review
- ◆ Premium statement review for accuracy
- ◆ Review of plan communication materials (booklets, benefit summaries, brochures, SBC's, etc.)

##### *Plan Improvement Guidance*

- ◆ Plan design analysis
- ◆ Employee contribution analysis
- ◆ Utilization analysis of current plan performance (in-network utilization, discount analysis, employee cost sharing, etc.)
- ◆ Determine administrative needs and requirements
- ◆ Review wellness opportunities (carrier level and third party)
- ◆ Evaluate technology alternatives (employee portal, enrollment system, HRIS, payroll, etc.)

##### *Competitive Assessment*

- ◆ Benchmark current plan offerings, plan designs, total costs and employee contributions
- ◆ Review historical cost trends
- ◆ Review alternate funding mechanisms
- ◆ Examine carrier's financial stability and rating

##### *Vendor Management*

- ◆ Contract review and negotiation
- ◆ Price and service negotiations
- ◆ Brokerage of and insurance product placements
- ◆ Discount Analysis and Discount Guarantee negotiations, if applicable
- ◆ Analysis of vendor performance relative to guarantees, if applicable
- ◆ Coordinate and attend periodic vendor information/education presentations
- ◆ Evaluate new vendor products and benefit provisions
- ◆ Maximize vendor product and service deliverables

##### *Strategic Recommendations*

- ◆ Additional product discussion
- ◆ Analyze administrative needs and potential efficiencies
- ◆ Review potential market and program alternatives
- ◆ Review Health Care Reform impact and strategy for compliance
- ◆ Discuss Affordable Care Act (ACA) compliance solutions and strategies
- ◆ Assist in development of wellness strategy, design, structure, and deployment
- ◆ Design employee education/communication strategy

## Service Deliverables

### *Renewal Management*

- ◆ Pre-renewal
  - Pre-renewal strategy meeting
  - Analysis of plan performance and renewal underwriting projections
  - Educate and evaluate alternative design approaches
  - Discuss market alternatives and potential network, cost and administrative impact
  - Model plan design alternatives
- ◆ Prepare Request For Proposal (RFP)
  - Review alternative bids
  - Coordinate carrier interviews
  - Prepare financial and benefits comparisons
- ◆ Model employee contribution schemes
  - Model financial impact of changes and changes to various employee groups, if needed
  - Compare current and alternative contributions to benchmarks
- ◆ Renewal
  - Analyze renewal offer and negotiate where appropriate
  - Finalize plan designs, fees and rates
  - Finalize employee contributions
  - Coordinate and host with employee meetings and communication campaign

### *Plan Administration Assistance*

- ◆ Ongoing escalated claim intervention/ troubleshooting
- ◆ Ongoing escalated policy administration troubleshooting
- ◆ Personal employee assistance on coverage and claims matters as needed
- ◆ Provide ongoing regulatory compliance guidance
  - In-house benefits compliance attorney
  - Provide Mesirow prepared legislative updates
  - Provide Mesirow prepared benefit-related topical reference materials
- ◆ Provide ongoing Health Care Reform Consulting
  - Provide Customized “Road To Compliance” report
  - Provide ACA Financial Modeler report
  - Provide Cadillac Tax Analysis and Forecaster report
- ◆ Assist with periodic carrier meetings
  - Schedule, attend and coordinate educational, administrative and review meetings
  - Present benefit materials to insured membership on as needed basis
  - Monitor insurance industry product developments
- ◆ Review and edit annual renewal communication materials
- ◆ COBRA administration support services: evaluation, placement & monitoring
- ◆ Annual Health Fair services support (local only)

## Service Deliverables

### *Reporting*

- ◆ For Self-Funded plans:
  - Periodic Medical Premium versus Claims Reporting
  - Periodic Medical Financial Analysis of plan performance
  - Annual Health Plan Intelligence Management Report ( Plan IT ) with access to HPI-Dashboard
- ◆ Historical Medical Premium versus Claims Reporting
- ◆ Historical Medical Financial Analysis of plan performance
- ◆ Claims experience analysis, if applicable
- ◆ Annual Stewardship Report of Accountability
- ◆ Special projects

### *Meetings*

- ◆ Facilitate insurance committee meetings
- ◆ Host administrative meetings
- ◆ Host open enrollment meetings
- ◆ Attend Board meetings

### *Tools and Resources*

- ◆ Provide Benefits Communication Website: Touchpoints, Ben IQ
- ◆ Develop customized Employee Benefit Guides (electronic only)
- ◆ Provide Legislative Bulletins and Compliance Alerts
- ◆ Access to certified Human Resources support: ThinkHR & HR 360
- ◆ Access to Alliant / Mesirow Client Webinars / Seminars