

EXHIBIT A

EXHIBIT "A"

SCOPE OF SERVICES AND SCHEDULE OF PERFORMANCE

1.0 SCOPE OF SERVICES. Consultant will perform the Services described in this Exhibit "A," in accordance with the terms of the Agreement.

Project Work Plan				
Area of Focus	Project Task	Key Personnel	Labor-Hour Allocation	Start Date
Benefits Strategy Development	1. Comparable Agency Evaluation - Research and evaluate the overall employment packages that are offered to the employees of agencies that are in similar in size with a similar economic and employee demographic.	Patrick Bracken	130	3 – 4 month to from start to finish
	2. Geographical Comparative Data - Provide industry and geographical benefits comparative data to assist in plan development.			
	3. Current Benefits Plan Evaluation - Evaluate all aspects of the benefits being offered to the employees of the City of Napa compared to the plans being offered by similar public agencies and to that of plans being offered by employers in the same geographical area.			
	4. Wellness Plans - Development of a supplemental long-term wellness plan to aid in minimizing future benefits cost and expense.	Joanna Balogh-Reynolds Jennifer Schuster	40	Week 1 - ongoing
	5. Cost Forecasting – Provide cost projections for the next 5 years as well as corresponding analysis of changing employee benefits trends.	Johnny Wu Paul Sadro	5	Week 1
	6. Alternative benefits options - Analyze alternative/additional health care and benefits service options that would improve the overall benefits package while managing cost (e.g. expansion of HRA, Flex Spending account alternatives).	Johnny Wu Robert Mitchell	5	Week 1
	7. RFP Preparation/Analysis - Develop Request for Proposals as needed to competitively select potential carriers and service providers. Provide analysis to the City's benefits committee on the responding proposers.	Johnny Wu Jessica Kuhlman Paul Sadro	100	Dec. through Apr.

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Plan Management Services	1. Preliminary Report- Preparation of a preliminary, pre-negotiated report of annual and per employee costs for all benefits programs.	Johnny Wu Paul Sadro Wesley Clare	10	Jan. through Apr.
	2. Renewal Request- Facilitation of any and all aspects to annual plan renewal processes; ensuring the process adheres to all Local, State and Federal laws and regulations as well as compliance with bargaining group MOUs.	Paul Sadro Wesley Clare	5	
	3. Vendors Negotiations- effectively negotiate with selected carriers and providers to secure the best possible pricing, terms and conditions.	Johnny Wu Paul Sadro Wesley Clare	20	
	4. Renewal Estimates- Secure estimates from all carriers and providers for the upcoming plan year and provide a breakdown of all cost increases compared to market trends.	Johnny Wu Paul Sadro Wesley Clare	10	
	5. Cost Benchmarking – Benchmark costs and trends against local, state and nationwide data for comparable services.	Johnny Wu Paul Sadro Wesley Clare	10	
	6. Provider Review- Regularly review current providers/carriers, alternative providers/carriers and provider/carrier options for cost saving opportunities and make implementation recommendations to the City.	Johnny Wu Paul Sadro Wesley Clare	20	
Benefits Plan Administrative Services	1. Benefit Strategy Communication- Effectively communicate with City staff regarding the benefit strategies, and plan design changes.	Johnny Wu Jennifer Schuster	10	Ongoing
	2. Information Assistance- Assist the City staff with the answering of questions and issues with employee generated questions, providing a Liaison between the City of Napa, City Employees and benefits providers.	Johnny Wu	As Needed	
	3. Plan Benefit Communication- Provide the City's staff with all needed and requested informational documents regarding plan/coverage changes, develop an effective method of accurately and efficiently communicating benefit changes to all affected employees.	Johnny Wu Jennifer Schuster	40	

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Employee Benefits Compliance	1. Interpretation- Provide interpretation of all Local, State and Federal regulation and laws and provide consultation on an as needed basis.	Amanda Swanson Kathryn Bakich	15	Ongoing
	2.Communication- Provide regular communication on compliance issues and developments and changes to laws and regulations pertaining to employee benefits.	Amanda Swanson	5	
	3. HIPAA Compliance- Provide the city with assistance with vendor related issues with respect to the vendor performed functions and as provided under HIPAA and State regulation with respect to privacy and health care reform; coordinate with the city staff as needed. a. Reports b. Eligibility c. Billing d. Claims	Johnny Wu Amanda Swanson	5	
	4. Affordable Care Act Compliance- Assist the City on any and all compliance related issues pertaining to changes in laws/regulations regarding employee benefits, as a result of the implementation of the Affordable Care Act. a. Assist the City in procuring the necessary documents for employee information from health care providers under the Federal requirements of the Affordable Care Act. b. Provide updates and recommendations related to Health Care Reform Act implications on City offered benefits. c. Policy Review, review current policies and procedures relating to employee benefits	Amanda Swanson	5	
Additional Services	1. Policy Development- Assist the City with policy development as it applies to employee benefits.	Johnny Wu Robert Mitchell	As Needed	As Needed
	2. Presentations- Prepare for and present as requested by the City of Napa on issues relating to employee benefits.	Johnny Wu Robert Mitchell	As Needed	

1.1. REQUESTS FOR SERVICES. Upon request by City, Consultant will provide the Services described above, beginning on , 20 , and ending on , 20 . The Services will be provided for a variety of individual matters, as required by the City. Upon request by the City's Authorized Representative for Consultant to perform Services for a particular matter, Consultant

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will provide a written estimate of the time within which Services for the matter will be completed, and the estimated cost for providing the requested Services. Following written authorization from the City's Authorized Representative, Consultant will perform and complete the Services as specified in the written authorization. Consultant is not entitled to payment for any Services performed without a written authorization, or for Services that exceed the scope of a written authorization. For purposes of this Section, the written estimate and written authorization may be provided on paper or in an electronic form.