



GOODWIN BENEFITS GROUP LLC SCOPE OF SERVICES CHECKLIST

| | <u>YOUR FIRM</u> | <u>GBG</u> |
|---|--------------------------|------------|
| I. AUDIT AND REVIEW CURRENT PLANS | | |
| A. Prepare report analyzing current plan(s) | <input type="checkbox"/> | ✓ |
| 1. Review current plan | <input type="checkbox"/> | ✓ |
| 2. Recommendations | <input type="checkbox"/> | ✓ |
| B. Develop long-range plans and objectives | <input type="checkbox"/> | ✓ |
| II. PLAN DESIGN AND RATE NEGOTIATION | | |
| A. Discuss strategy for renewal 180 - 150 days in advance | <input type="checkbox"/> | ✓ |
| B. Request renewal rates from carrier at least 90 days in advance of anniversary date | <input type="checkbox"/> | ✓ |
| C. Negotiate renewal rates with carrier | <input type="checkbox"/> | ✓ |
| D. Evaluate alternative plan design options | <input type="checkbox"/> | ✓ |
| III. COMPETITIVE BIDDING | | |
| A. When feasible, draft bid specifications | <input type="checkbox"/> | ✓ |
| B. Analyze bid responses | <input type="checkbox"/> | ✓ |
| C. Evaluate alternative funding options | <input type="checkbox"/> | ✓ |
| IV. IMPLEMENTATION | | |
| A. Implementation meeting | <input type="checkbox"/> | ✓ |
| B. Complete all documents and contracts | <input type="checkbox"/> | ✓ |
| C. Order Certificates of Coverage and ID cards | <input type="checkbox"/> | ✓ |
| V. EMPLOYEE COMMUNICATIONS | | |
| A. Coordinate open enrollment meetings | <input type="checkbox"/> | ✓ |
| B. Design announcement letters and benefit outline summaries | <input type="checkbox"/> | ✓ |
| C. Answer employee questions | <input type="checkbox"/> | ✓ |
| VI. ONGOING MANAGEMENT SERVICE | | |
| A. Assist employees with claim questions and problems | <input type="checkbox"/> | ✓ |
| B. Assist with billing, enrollment card, ID cards, etc. | <input type="checkbox"/> | ✓ |
| C. Develop and coordinate enrollment materials for new employees | <input type="checkbox"/> | ✓ |
| D. Assist and service 401(k) & 125 Cafeteria Plan management needs | <input type="checkbox"/> | ✓ |
| VII. LEGISLATIVE ISSUES | | |
| A. Provide easy to use reference relating to compliance obligations | <input type="checkbox"/> | ✓ |
| B. Assist with federal and state requirements (ERISA, COBRA, HIPAA) | <input type="checkbox"/> | ✓ |
| C. Provide updates on pending legislative issues | <input type="checkbox"/> | ✓ |
| D. Review summary plan descriptions and annual filings | <input type="checkbox"/> | ✓ |
| VIII. PLAN MANAGEMENT | | |
| A. Review quarterly claims experience reports (if available) | <input type="checkbox"/> | ✓ |
| B. Evaluate and recommend future welfare plan options | <input type="checkbox"/> | ✓ |
| C. Evaluate and recommend future retirement plan options | <input type="checkbox"/> | ✓ |
| D. Coordinate Section 125 (Cafeteria Plan), Section 105 (Health Reimbursement Arrangement) and Section 223 (Health Savings Account) options | <input type="checkbox"/> | ✓ |
| E. Coordinate all benefit plans into a comprehensive package | <input type="checkbox"/> | ✓ |