

RESOLUTION NO. 13-26

**BURLINGTON COUNTY INSURANCE COMMISSION
APPOINTING CERTAIN PROFESSIONALS FOR FUND YEAR 2026**

WHEREAS, the Burlington County Insurance Commission places the public trust above all else and remains steadfast in its commitment to the highest ethical standards in the conduct of its business on behalf of the taxpayers of Burlington County; and

WHEREAS, the Board adopted Bylaws which establish the procedures for obtaining qualifications and/or proposals for professional services contracts; and

WHEREAS, said Bylaws further provide that, the Commissioners shall meet and select persons to serve in certain professional positions, including an Executive Director, Actuary, Auditor, Specialized Legal Services, (Commission Attorney) and Third-Party Administrator; and

WHEREAS, Request for Qualifications/Request for Proposals from qualified firms were solicited and received and reviewed as provided for by statute; and

WHEREAS, the BCIC desires to retain the services and enter into the agreements attached hereto for the respective services and the amounts as designated for the Fund Year 2026 as summarized below;

- 1) **PERMA, LLC as Executive Director for Property & Casualty** Engagement for an annual fee of \$245,850 for fund year 2026. It is agreed that new members shall be charged a fee in proportion to the fee charged to current members of the Insurance Commission based on the net annual property & casualty budget of the Insurance Commission. The net annual property & casualty budget is the total billed budget less amounts for insurance policies listed in the budget as XS JIF Ancillary Coverage.

PERMA, LLC as Executive Director for Administrative Health Insurance Services provided for Burlington County and Burlington County Bridge Commission and any members that join the commission hereafter.

Plan Year 2026: \$7.88 per employee, per month for administration
\$4 per employee, per month for enrollment system

Should the COMMISSION join the Municipal Reinsurance Health Insurance Fund for stop loss coverage, the \$4 enrollment fee will be removed as it will be an included service.

- 2) **The Actuarial Advantage, Inc. as Actuary** for a flat fee not to exceed \$12,240 plus an amount not to exceed \$600 for each public entity above the current public entity members.
- 3) **Bowman & Company, LLP as Auditor** for a fee of \$25,638, (\$7,986 for Property & Casualty and \$17,652 for Health) to perform the 2026 audit.
- 4) **Lenox Law Firm as Specialized Legal Services, (Commission Attorney)** for a hourly rate of \$200 and not to exceed \$17,000 per year without prior consent of commission.
- 5) **Qual-Lynx as Third-Party Administrator** for an annual fee of \$267,900. Refer to attached page for Manage Care Fee and other Services

WHEREAS, the designated professional has offered to provide the needed specialized services, which constitute "professional services" as defined in the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. (the "Law") for amount as set forth above; and

WHEREAS, funds are anticipated to be available in 2026 temporary and permanent budgets and these contracts are further subject to certification of funds; and

WHEREAS, the proper accounts will be charged and funds encumbered prior to services being provided, contingent upon appropriation of sufficient funds for this purpose; now, therefore, be it

RESOLVED, by the Burlington County Insurance Commission that the attached Agreements are hereby authorized for the period January 1, 2026 through December 31, 2026; and, be it

FURTHER RESOLVED, that all Agreements approved hereunder have been awarded pursuant to a fair and open process and as professional services under N.J.S.A. 40A:11-5(1) (a); and, be it

FURTHER RESOLVED, that the Chairperson is hereby authorized to execute and deliver the attached Agreements in accordance with the Rules and Regulations of the Burlington County Insurance Commission; and, be it

FURTHER RESOLVED, that a copy of this action shall be printed once in the Burlington County Times within ten (10) days of its passage as required by law.

ADOPTED by THE BURLINGTON COUNTY INSURANCE COMMISSION at a properly noticed meeting held on January 13, 2026.

BY: _____

EVE CULLINAN, VICE CHAIRPERSON

ATTEST: _____

BY: _____

DINA ROCCO, ESQ., COMMISSIONER



MANAGEMENT FEES

Burlington County Insurance Commission

October 22, 2025

FEE DESCRIPTION FOR THIRD PARTY CLAIMS ADMINISTRATION AND MANAGED CARE		FEE
TPA Services		
Flat Annual Fee		\$267,900.00
Annual Administration Fee		No Charge
Claims Data Conversion and Takeover Claims		Incumbent; No Charge
Managed Care		
Provider Network Access		22% of Savings from Provider Charges
Medical Bill Review		Included in Provider Access Charge
Out of Network Negotiations		22% of Savings from Provider Charges
Telephonic Case Management		\$85 per hour
Field Case Management		\$95 per hour plus expenses

CHARGES FOR OTHER SERVICES:	
Account Management	Included
Ad Hoc Reporting	Included
On-Line Claim Reporting	Included
Medicare/CMS Reporting	Included
Internet Access to Claims and RMIS Systems	Included
Month End Loss Run Reports (Claim Experience Summary, Claims Activity Analysis, Payment Registers)	Included
Excess and Reinsurance Full Captioned Reporting as Required, With Monthly Loss Runs and Other Data Reports	Included
Litigation Management (Including Attendance at Court, Conferences and Depositions)	Included
Participation in and Attendance at Quarterly Claims Reviews, if Required	Included
Ad Hoc Client Meeting Attendance, as Needed	Included
Participation in Client Educational and Risk Management/Safety Forums/Seminars	Included
Full Financial and Loss Fund Bank Management and Reporting, Check Issuance, Treasurer Support and Reporting, Payment Register	Included
OFAC Compliance	Included
1099 Reporting	Included
Subrogation and Third Party Recovery Services	15% of recovery to be paid on the claims file
Catastrophic Claims Handling, Ten (10) or More Claimants	\$85.00 per hour

The ANNUAL FEE QUOTE does not include Allocated Loss Expenses which include but are not limited to the following:		
Central Index Bureau Fees	Legal Fees	Copy Fees
Surveillance and Activity Checks	Professional Fees	State and Federal Reporting Fees
NJ EDI Portal Fees	Official Reports	Managed Care Fees
Bank Fees	Carrier Fees, if charged	IME Fees