

**PROFESSIONAL SERVICES DESCRIPTION  
FOR THE POSITION OF:**

**Third Party Administrator**

**SUBMISSION DEADLINE:**

**2:00 P.M.**

**December 7, 2021**

**Contract Term**

**March 1, 2022 to February 28, 2023**

**FAIR AND OPEN PUBLIC SOLICITATION PROCESS  
FOR PROFESSIONAL SERVICES**

**FOR**

**GLOUCESTER COUNTY IMPROVEMENT AUTHORITY  
109 BUDD BOULEVARD  
WOODBURY, NEW JERSEY 08096**

Through this Request for Qualifications/Proposals, the Authority seeks to engage a vendor as **Third Party Administrator for the term March 1, 2022 to February 28, 2023**. This contract will be awarded through a fair and open process pursuant to *N.J.S.A.* 19:44A-20.4 et seq.

The proposal must be received and will be publicly opened and read aloud on **December 7, 2021** at 2:00 P.M. at the GCIA administrative office located at 109 Budd Boulevard, Woodbury, New Jersey. (see “Fair and Open Standardized Submission Requirements and Selection Criteria” for further information)

**The following is a description of the professional services needed including, where appropriate, a brief description of the tasks involved:**

#### THIRD PARTY ADMINISTRATOR

The Gloucester County Improvement Authority is seeking proposals for a Third Party Administrator for its Self Insured Health Benefits Plan.

#### QUALIFICATIONS

The Third Party Administrator must have the knowledge and experience handling day-to-day administrative tasks. This will include, employee claims, billing and customer service. Knowledge needed in State and Federal employee regulations. Third Party Administrator must be experienced and able to identify and control plan costs.

**Must contact Danae Ciociola for the rest of the proposal Packet at [dcociola@gcianj.com](mailto:dcociola@gcianj.com).**