SPBA

spbatpa.org

Two Wisconsin Circle, Suite 670
Chevy Chase, MD 20815

Dear Prospective SPBA Service Partner,

The SPBA Board of Directors has created a category of Service Partners to enhance the SPBA community. We are seeking business organizations whose primary business activity is the provision of technology, software, or advisory services that are necessary for TPAs to function. If your company provides products/services as described below under the Service Partner Eligibility section, we welcome you to complete an application.

Service Partner Eligibility

Business organizations whose primary business activity is the provision of technology, staffing, software, advisory, or liability insurance services, on a stand-alone basis, that are required by Third Party Administrators for the professional performance of the following Plan management functions:

1. Enrollment
2. Claims Adjudication
3. Participant Portal
4. Payment processing and mailing or electronic transmittal (routing)
5. Data archiving
6. Data system security
7. Plan Document/SPD Drafting and Production
8. Data analytics
9. ID card production and distribution
10. E&O Insurance
11. Cyber Liability Insurance
12. Wellness and Health Management

Background on SPBA

SPBA is a national association of Third Party Administration (TPA) firms that are hired by employers and employee benefit plans to provide contract-based management of their employee benefit plans. It is estimated that 55% of US workers and their dependents in nonfederal health coverage are in plans administered by a TPA. SPBA member TPA firms operate much like independent CPA or law firms, providing professional claims and benefit plan administration for several client employers and benefit plans. Many of the plans include some degree of self-funding.

Clients of TPA firms include every size and form of employment, including large and small employers, non- federal governmental plans, union, non-union, collectively bargained multiemployer plans, as well as plans representing religious entities. The majority of these clients are ERISA self-funded plans and sponsors; our TPA members also provide services to other types of plans, such as insured and HMO.

SPBA works closely with the relevant federal agencies to understand the constant flow of regulations and interpretations. This knowledge is used to give perspective and education to plan sponsors, including trustees. The agencies have appreciated the insights from SPBA and have shared with us that this interaction helps the agencies in understanding potential issues.

Educational Focus

SPBA focuses on providing our members with the education they need to excel in assisting client benefit plans with regulatory compliance knowledge. SPBA's publications (SPBA UPDATE, email alerts, website articles) and offerings (webinars and meetings) are all designed for educational purposes. Many of the speakers for our Spring Meetings are government regulation writers. Those speakers who have products/services for TPAs are invited based upon their ability to address an educational need of the audience.

In 1995 a new Service Partner category was created called "Stop-Loss Service Partner" to ensure that Stop- Loss entities working with SPBA member TPAs had access to the same high level insights, compliance requirements and market trends as well as a forum for candid brainstorming with TPAs to avoid misunderstandings. TPAs and Stop-Loss have been able to collaborate on new challenges for a smoother delivery of plan services to clients.

SPBA Culture

TPAs think of SPBA as their "family," and consequently there is a strong tradition against commercialism. The Board's decision to permit a few limited meeting sponsorships will not alter SPBA's tradition, as the sponsorships are not to be viewed as a sales bazaar, but rather as an opportunity to educate TPAs about a valuable service.

The SPBA Board is confident that your company will honor SPBA's customs and respect the professional atmosphere of SPBA meetings. We look forward to your participation at our meetings as we interact with the government regulation writers and policymakers to ensure that emerging rules are workable for employer- sponsored plans (Taft-Hartley, and other arrangements) and preserve the flexibility of plan design.

What do Service Partners receive from SPBA?

>> SPBA focuses on providing our partners and members with the education they need to excel in assisting client benefit plans with regulatory compliance knowledge to create compliant plans, products and services. SPBA's publications (SPBA UPDATE, email alerts, website articles) and offerings (webinars and meetings) are all designed for educational purposes. Many of the speakers at our Spring Meetings are government regulation writers. Service Partners have the opportunity to shape regulatory guidance to reflect real world realities.

>> As a partner in the SPBA community, you will have the ability to network with TPAs and other service partners to brainstorm on ways to grow the market for TPAs and TPA service partner services.

>> You have the opportunity to present educational sessions at our meetings to highlight an area where your products and services are beneficial. This **must** be done in a non-commercial style and will be most effective with the SPBA audience in this manner.

>> Service Partners have the opportunity to serve as sponsors of SPBA events according to the guidelines set forth by the Board of Directors. SPBA has a variety of sponsorships available. Please request our sponsorship brochure for details.

>> Each of the contact individuals you designate in your firm will receive access to the SPBA member website, an in-depth research resource, including high-level explanations, technical analyses and templates (e.g., HIPAA Privacy Notice). The contacts will receive relevant emails when time-sensitive issues arise. The emails will have candid insights and marketplace trends as well as governmental actions and regulatory interpretations affecting plans.

>> Each "contact" will have access to the annual "Directory of TPAs, Stop-Loss Service Partners, and Service Partners." This is a respected resource for seeing the industry as a whole as well as seeing what specific TPA firms and Service Partners are offering. Your firm will have what is usually a full page describing aspects of your business. Please note: This page is not an ad. It provides an explanation of the product/service you offer and your firm's preferences on size and type of clients, as well as company contact information.

>> Your firm will be invited to attend the Spring and Fall SPBA Meetings each year (any direct employee of your firm may attend). Only enrolled Service Partners may attend and pay the same meeting registration fees as TPA members. This is the face-to-face time when much of the interaction and mutual learning takes place with TPAs.

Are Service Partners members of SPBA?

In the technical sense no, as the By-Laws, membership, and founding Objectives and Purposes of SPBA were intended to be specifically for TPAs. However, we view our Service Partners as an important part of the SPBA family.

How does the system work? Each Service Partner is allowed contact individuals to be designated within the firm. The "contacts" will play a key role for your firm, so please choose them wisely. These named "contacts" are the only people allowed to call SPBA to discuss technical and other issues.

What is the cost of a Service Partnership?

The fee is $5,750. This fee does not include the cost to attend SPBA Meetings. Service Partners pay the same meeting registration fees as TPA members.

How do you sign up? Attached is a simple application form. Please complete the application form and return it to us. Then, we send the application to the SPBA Board of Directors. After the Board reviews the application to see if the firm meets the Service Partner definition, we send you an invoice. For questions about the application, or to change designated "contacts," addresses, phone number or email addresses, contact SPBA's Director of Member Services Kathy Strauss at kathy@spbatpa.org or 301 718-7722.

Thank you for your interest in SPBA. We look forward to having you in the SPBA family! If you have any questions, you may contact me at Anne@spbatpa.org or Kathy Strauss, Kathy@spbatpa.org.

Anne Lennan
SPBA President

SERVICE PARTNER APPLICATION FORM

Please print or type clearly. Send no money now. SPBA will send you an invoice for $5,750 payable to SPBA at the above address once your firm has been deemed eligible.

Additional contacts or extended answers may be added at the end of this form.

Name of Firm ____

Please describe the services and/or products of the company. (On a separate sheet)

Company website address:_______________________

Service Partner Eligibility

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10. E&O Insurance
11. Cyber Liability Insurance
12. Wellness and Health Management

Explain how your firm meets the eligibility criteria

____
____
____
____
____
____

What percent of the firm's revenue is derived from the primary business activity listed in the Service Partner Eligibility definition?______________

How many people employed by the firm perform duties related to the functions mentioned above?_____________ This is about_______% of the staff. What do the remaining staff do?

How did you hear about SPBA?____

What do you want most from your partnership in SPBA? ______________

____

<u>All Listed Contacts Must Be Certified Actual Employees of the Service Partner Firm</u>.
No outside advisors, investors, attorneys, brokers etc., are allowed as "contacts" or to attend SPBA meetings.

Contact Person #1 name:
(Will receive renewal forms etc.): ____

Title: ____

Job Role of #1 Contact: Management ___ Sales ___ Other ______

Address of #1 Contact: ____

____

Contact #1 phone: (_____)____

Contact #1 E-mail: ____

Contact Person #2 name: ____

Title: ____

Job Role of #2 Contact: Management ___ Sales ___ Other ______

Address of #2 Contact: ____

____

Contact #2 phone: (_____) ____

Contact #2 E-mail: ____

Contact Person #3 name: ____

Title: _______________________________________

Job Role of #3 Contact: Management ___ Sales ___ Other ______

Address of #3 Contact: ____

____

Contact #3 phone: (_____) ____

Contact #3 E-mail: ____

Contact Person #4 name: ____

Title: _______________________________________

Job Role of #4 Contact: Management ___ Sales ___ Other ______

Address of #4 Contact: ____

Contact #4 phone: (_____) ____

Contact #4 E-mail: ____

Contact Person #5 name: ____

Title: _______________________________________

Job Role of #5 Contact: Management ___ Sales ___ Other ______

Address of #5 Contact: ____

____

Contact #5 phone: (_____)____

Contact #5 E-mail: ____

Extra contacts may be added below or enclosed on a separate sheet if needed.

Society of Professional Benefit Administrators
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301-718-7722