

Glassboro Public Schools



MEMO

To: Al Lewis

From: Michael Sloan

Date: November 19, 2025

Re: COBRA Coverage Contract

Recommend Board approval of the attached contract between Glassboro Public Schools and Cobra Control Services (CCS) regarding COBRA coverage. (attachment)



C O S T E S T I M A T E

Glassboro BOE
c/o Courtney Adamonis
Account Executive
Allen Associates
Vineland, NJ 08361
(856)692-2250
Courtney@allenassoc.com

September 4, 2025
Proposal No. 2025.9.4.1
Prepared by Alina Fayerman AFayerman@BASusa.com
Valid for 60-Days
Implementation Start: As soon as contracted
Production Start: As soon as contracted
Payment Terms: No deposit required

Standard Implementation Service	Qty.	Fee	Estimated Annualized Fees
General Account Setup & Online Access	Requirements	\$125	\$125
Setup Employer Accounts/Divisions	1 EIN	Included	Included
Setup Employee Class Groupings	Up to 3 Classes	Included	Included
Setup Benefit Plans Monthly Premiums	Up to 3 Classes	Included	Included
Setup Client Administrators Setup (no fees for administrator users)	Unlimited Administrators	Included	Included
Setup General Rights Notice Template	1 Letter Template	Included	Included
Setup Qualifying Event Notice Template	1 Letter Template	Included	Included
Standard Current COBRA Continuant Conversion & Initial Billing			
Setup Continuant from BAS-Defined, Structured Excel or CSV File	BAS Standard File Layout	Included	Included
Setup Continuant Opening Balances from Prior Administrator	BAS Standard File Layout	Included	Included
Setup Continuant Change in Administrator Notice	BAS Standard Template	Included	Included
Standard EDI Services			
Setup Client-to-BAS File Import One-Time, Build & Setup Using BAS Standard File Format	1st Implementation	Included	Included
Setup SFTP Site for Data File Interchange between Client Payroll/HRIS	Per SFTP Site	Included	Included
Estimated Implementation Services Total			\$125

Standard Ongoing Transactional Services	Qty.	Fee	Estimated Annualized Fees
General Rights Notices Printed, Archived Online and Mailed via USPS 1st Class Mail & Copy Emailed to Employer	Per Letter	\$8	TBD
Qualifying Event Notices Printed, Archived Online and Mailed via USPS 1st Class Mail & Copy Emailed to Employer	Per Letter	\$34	TBD
Corrected General Rights Notices Printed, Archived Online and Mailed via USPS 1st Class Mail & Copy Emailed to Employer (Employer Directed, Non-BAS Error)	Per Letter	\$4	TBD
Corrected Qualifying Event Notices Printed, Archived Online and Mailed via USPS 1st Class Mail & Copy Emailed to Employer (Employer Directed, Non-BAS Error)	Per Letter	\$17	TBD
Estimated Ongoing Transactional Services Total			TBD

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All Available Services ^{1,2}	Qty.	Fees	Estimated Annualized Fees
All Standard Ongoing Administration Services			
ADMINISTRATION: Standard Services			
Conversion Continuant Print & Mail via USPS 1st Class Cover Letter and Monthly Premium Billing Coupons (one-time)	Fee Per Letter Mailed	\$20	TBD
Employer Manual Input of New Employees for General Rights Notices	Per Entry	Included	Included
Employer Manual Input of New Continuant for Qualifying Event Notices	Per Entry	Included	Included
Employer EDI File in BAS Standard Format Upload for New Hire and New Continuant Setup	Per File	Included	Included
Employer Contracted for Full Enrollment Services EDI Files will replace the need for COBRA-Specific EDI Files	Per File	Included	Included
General Rights Notices Printed, Archived Online and Mailed via USPS 1st Class Mail & Copy Emailed to Employer	Per Letter	\$8	TBD
Qualifying Event Notices Printed, Archived Online and Mailed via USPS 1st Class Mail & Copy Emailed to Employer	Per Letter	\$34	TBD
Corrected General Rights Notices Printed, Archived Online and Mailed via USPS 1st Class Mail & Copy Emailed to Employer (Employer Directed, Non-BAS Error)	Per Letter	\$4	TBD
Corrected Qualifying Event Notices Printed, Archived Online and Mailed via USPS 1st Class Mail & Copy Emailed to Employer (Employer Directed, Non-BAS Error)	Per Letter	\$17	TBD
Corrected General Rights Notice Printed, Archived Online and Mailed via USPS 1st Class Mail & Copy Emailed to Employer (Employer Directed, Non-BAS Error)	Per Letter	Included	Included
Corrected Qualifying Notices Printed, Archived Online and Mailed via USPS 1st Class Mail & Copy Emailed to Employer (Employer Directed, Non-BAS Error)	Per Letter	Included	Included
Continuant Short-Pay Notice	Per Letter	Included	Included
Continuant Termination for Non-Payment Notice	Per Letter	Included	Included
Continuant Change in COBRA Duration (due to qualifying events e.g., Medicare, Divorce, Death)	Per Letter	Included	Included
Client Manual Continuant Add, Change, Termination & Reporting Training	2 20-Minute Sessions	Included	Included
BAS to Employer Reporting Services			
Per new COBRA Continuant Enrollment - Email to Employee with Enrollment Details & Directions to Notify Carriers	Per New Enrollment	Included	Included
Per existing COBRA Continuant Enrollment Change - Email to Employer with Details & Directions to Notify Carriers	Per Modified Enrollment	Included	Included
Per COBRA Continuant Enrollment Termination - Email to Employer with Details & Directions to Notify Carriers	Per Continuant Termination	Included	Included
BAS-to-Client Bi-Weekly Continuant Activity Log	1 Report Template	Included	Included
BAS-to-Client Monthly Continuant Coverage and Premium Collection & Remittance	1 Report Template	Included	Included
BAS Premium Billing, Collection & Remittance Services			
COBRA Continuant Payment Options: (1) ACH Debit and (2) Check	Per Payment	Included	Included
Premium Check Collection: BAS Bank Secure lockbox	Per Check Payment	Included	Included
Premium ACH Debit Collection: BAS Banking Services	Per ACH Debit	Included	Included
Automatic ACH Debit Rejection Resubmission	Per Rejected ACH Debit	Included	Included
BAS Premium Processing & Continuant Account A/R Updating	1 Payment Date/Month	Included	Included
All Expanded Administration Services (Optional)			
ADMINISTRATION: Extended Services			
Support Call Center Extended Work Week Hours per Month over Eastern Time. Does not include Weekends nor Federal Holidays	Requires Written Quote	TBD	TBD
Support Call Center Extended Weekend Hours per Month over Eastern Time. Does not include Federal Holidays		TBD	TBD
Branded Toll-Free Telephone Number	Per Number, Month	TBD	TBD
Estimated Monthly Administration Services Total			TBD



Services Chart Notes

1. Continuant means a person eligible for, or enrolled in, COBRA benefits.
2. Implementation & Annual Renewal Services Fees are billed and payable annually. Unless otherwise provided by written notice. Annual Renewal Fees will be increased by a minimum of 2% annually after the first renewal year.
3. Short Pay Letter is mailed to Continuant who owe less than \$50 or 10% of the premium.
4. BAS has developed many severance formulas, based on years of client experience. If one of these severance formulas cannot support Client's severance formula, BAS may require a custom programming fee, which BAS will issue as a written Cost Estimate. Client should identify its severance requirements to BAS before contracting so BAS can assess those requirements and provide a Cost Estimate, if necessary.

ADDITIONAL INFORMATION

1. **Standard Services** shall mean the employer provides BAS complete, structured data and other information in the form BAS requires. Deviations from the Standard will be subject to the Non-Standard Fees.
2. **Expanded Services** shall mean additional services necessary, so BAS is able to prepare the client's current tax reporting year and/or a prior tax reporting year.
3. **On-Demand Services** shall include services client requests that are not otherwise listed in the Standard, Expanded, or Additional Services.
4. **Insurance Carrier Enrollment Forms** shall mean the employer group requires specific insurance carrier enrollment forms to be included with all Qualifying Event Notices. To support this requirement BAS must develop a client -specific Qualifying Event Notice to programmatically includes such forms and overrides the standard Qualifying Event Notice template

REQUIREMENTS

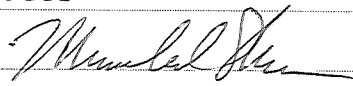
This is not a quote, but a preliminary cost estimate based on the information provided. Final pricing will be made available following a complete discovery of requested services and service levels. BAS reserves the right to make changes to pricing and services offered based on discovery meetings. This document is not a binding offer.

Engagement of services is contingent on receipt of a signed BAS Agreement.

Confidentiality Statement: This proposal includes service specifications, pricing and other information relating to the confidential business practices of Benefit Allocation Systems, LLC and its proprietary MyEnroll.com. This Cost Estimate and all information contained herein is proprietary to BAS and is being submitted to client in confidence. BAS expects that the client will maintain the confidentiality of this proposal and the client may not use, disclose, or reproduce it, in whole or in part, for any purpose other than for the client to evaluate the proposal. Title in and to this document remains at all times in BAS. Client acknowledges that some of the information provided to BAS through MyEnroll360 may be protected health information ("PHI") under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Client agrees that BAS may have access to PHI for purposes of performing services and BAS may electronically share data provided through MyEnroll360, including PHI, with third parties for purposes of performing services.

Terms: This Proposal and Cost Estimate must be followed by Client signing the BAS COBRA Services Agreement (the "Agreement") which sets forth additional terms and conditions of the relationship between the parties and services to be provided. In the event BAS begins performance of services prior to the execution of the Agreement by the parties, this Proposal and Cost Estimate shall be legally binding with respect to the fees for services and Client shall pay such fees upon receipt of an invoice for services. In the event that the Agreement is not executed by both parties on or before thirty (30) days after the date set forth above, Client acknowledges that the fees and service offerings set forth herein are subject to change, and the MyEnroll360 Agreement terms, including, but not limited to, license restrictions, warranty disclaimer, indemnification, Client responsibilities, termination, and limitation on liability govern the relationship between the parties. In addition, Client agrees that title to BAS technology, including all ownership rights connected therewith, is the exclusive property of BAS. Client also agrees that services and fees set forth in this Proposal may be subject to change if rules or regulations require BAS to perform services not identified as of the date set forth above. All recurring fees are subject to a minimum annual renewal increase of 2%. Other fee adjustments will be communicated in advance of billing.

Benefit Allocation Systems, LLC	
By	
Name	
Title	
Date	

Glassboro BOE	
By	
Name	Michael Sloan
Title	BA
Date	10/16/25