

Renewal Timeline

Target Date	Action Items	Responsible Party
120 days	Collect census / claims information	Client
	Send Request for Proposal to carriers	NFG
90 days	Collect quotes from carriers	NFG
	Prepare Presentation	NFG
60 days	Meet to discuss plan options	Client / NFG
	Plan decision from Executive Staff	Client
	Schedule Open Enrollment meetings & announce to employees	Client / NFG
	Collect Employer application, binder checks, & other documentation	Client / NFG
	Finalize details & obtain firm rates	NFG
30 days	Collect employee enrollment forms	Client
	Obtain final documentation & client signature	Client / NFG
	Receive employee ID cards prior to Renewal date	Client