

# Comprehending, Purchasing & Management of Employee Health Insurance for Your Municipality and School Districts

June 17, 2026 Webinar

Approved by DCA - CMFO 2 CEUs - Financial & Debt Management

Approved by DCA - CCFO 2 CEUs - Financial & Debt Management

Approved by DCA - CTC - 2 CEUs - General/Secondary

Approved by DCA - RMC - 2 CEUs - Financing

Approved by DCA - CPWM - 2 CEUs - Management

Approved by DCA - QPA - 2 CEUs - Procurement Procedures

Approved - CPA, RMA, PA - 2 CPEs - Finance

Approved by NJ Supreme Court for Attorney CLEs 2 Municipal Law

10:00am–12:00 pm Webinar Timetable - Fee \$50 per person

In New Jersey, municipalities are responsible for obtaining insurance coverage for themselves and their employees. The Local Public Contracts Law (LPCL) exempts the purchase of insurance coverage and insurance consulting services from public bidding. However, if a competitive process like a sealed bid or competitive contracting is not used, the municipality must follow the Extraordinary Unspecifiable Services (EUS) process, as outlined in Local Finance Notice AU-2002-2.

Insurance, including, the purchase of insurance coverage and consultant services, is a limited exception to the public advertising and bidding requirements by virtue of N.J.S.A. 40A:11-5(1)(a)(ii) and 40A:11-5(1)(m), in that it is considered an EUS. The statutory language means that procedural requirements of an EUS must be met to document the governing body's action.

One of the recent changes to Local Public Contracts Law rules amended the requirements for compliance with the extraordinary unspecifiable services (EUS) bidding exemption pursuant to N.J.S.A. 40A:11-5(1)(a)(ii). Those amendments eliminated the previous listing of services considered to be qualified or not qualified as EUS's. At the time of the changes, the Division stated that it preferred and intended to provide EUS examples through the issuance of a Local Finance Notice, rather than through the promulgation of rules. This Notice provides those examples and additional guidance on the use of the EUS process.

This webinar will review the purchasing and management of employee health insurance.

#### Presenters:

Former Mayor of Old Tappan, Raymond Wiss Esquire, Wiss Law P.C.

Timothy Wiss, Esquire, Wiss Law P.C.

#### CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Just send your check with the application form!  
You do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirements of the statutes for this type of expenditure.



Michael F. Conti, Program Coordinator