



Request for Proposal (RFP 35-23) for Benefits Broker

Introduction:

Fayette County Public Schools is seeking a new benefits broker to manage our employee paid benefits program. We currently offer medical, dental, vision, life & AD&D insurance, short-term disability, long-term disability, supplemental life insurance, critical care insurance, cancer insurance, and other benefits to our employees. We are looking for a Third-Party Administrator (TPA) who can manage all of our benefits offerings or individual benefits offerings depending on the right fit for the organization. We are also seeking a vendor who can effectively and timely enroll our employees, with an effective date of January 1st.

Scope of Services:

The selected vendor will be responsible for the following services:

- Providing guidance and advice on employee benefits program design and strategy
- Managing our employee benefits program, including administration and coordination of all benefits offerings.
- Providing timely and accurate enrollment services for all employees, including new hires and those experiencing qualifying life events.
- Delivering clear and accurate communication materials to employees regarding their benefits options, enrollment deadlines, and other relevant information.
- Providing ongoing support to employees and Benefits staff to address questions or issues related to benefits offerings.
- Ensuring compliance with all applicable regulations and laws related to employee benefits.

Proposal Requirements:

Interested vendors must provide a detailed proposal that includes the following information:

- Overview of the vendor's organization, including history, size, and experience managing benefits programs for organizations of similar size and complexity to ours
- Detailed description of the vendor's services and approach to managing employee benefits programs, including how they would manage our specific benefits offerings.
- Overview of costs and services if acting as a TPA overseeing all benefits offerings (medical, dental, vision, life & AD&D insurance, short-term disability, long-term disability,

AN EQUAL OPPORTUNITY SCHOOL DISTRICT

Board of Education: Tyler Murphy, Chair • Amy Green, Vice Chair • Tom Jones • Amanda Ferguson • Marilyn Clark

Superintendent Demetrus Liggins, PhD

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supplemental life insurance, critical care insurance, cancer insurance, and other benefits).

- Separate cost per product as if only overseeing a specific product such as medical, dental, vision, short-term disability etc.
- Detailed description of the vendor's enrollment process, including how they would ensure timely and accurate enrollment for our employees.
- Description of the vendor's customer service and support offerings, including how they would provide ongoing support to our employees and benefits staff.
- Overview of the vendor's compliance capabilities and approach to ensuring compliance with all applicable regulations and laws related to employee benefits.
- Your organizational philosophy on diversity, equity, inclusion, and belonging (DEIB).
 - Please include the internal staff demographics of your organization that demonstrate commitment to this philosophy.
- List of references from clients of similar size and complexity to ours, including contact information for those references.

Proposal Timeline:

Interested vendors must submit their proposals by May 31, 2023. The selected vendor will be notified by August 15, 2023, with services potentially expected to begin in August 2023 or soon thereafter for the 2024 calendar benefit year open enrollment planning and execution.

Submission Instructions:

Proposals shall be submitted online at [Vendor Registry](#). It is recommended if submitting proposals through Vendor Registry that time is allowed for the upload of the document. Electronic submissions that are late due to poor internet connection or technical difficulties related to the Vendor Registry portal shall not be considered. It is recommended that digital responses be submitted early enough to avoid these type of issues. **It is the company's responsibility** to ensure the proposal has been received by the date and time of the closing of proposals.

Proposals must be received no later than 5:00 PM EST on May 31st, 2023. Based on proposals Brokers will be asked to present to FCPS in person in addition to their written RFP.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- The vendor's experience managing employee benefits programs for organizations of similar size and complexity to ours.
- The vendor's approach to managing our specific benefits offerings.
- The vendor's enrollment process and ability to ensure timely and accurate enrollment for our employees.
- The vendor's customer service and support offerings.

- The vendor's compliance capabilities and approach to ensuring compliance with all applicable regulations and laws related to employee benefits.
- The cost per product for each benefit offering.
- The vendor's references and client feedback.

Pricing subject to **Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries (KAR 200 5:410)**. In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror.

Note: We reserve the right to accept or reject any proposal, to waive any formalities or irregularities in any proposal, and to make an award in the best interest of our organization.