



MARIETTA CITY SCHOOLS
Grant Rivera, Ed.D, Superintendent
250 Howard Street
Marietta, GA 30060

REQUEST FOR PROPOSAL

Voluntary Benefits Services Section 125 Flexible Benefit Plans

REQUEST FOR PROPOSAL #: 91840-26-01

ISSUANCE DATE: January 21, 2025

MATERIAL OR SERVICE: **Voluntary Benefits Services / Section 125 Flexible Benefit Plans**

DUE DATE: **February 28, 2025, no later than 10:00 A.M. (Time/Date Stamp)**

OPENING LOCATION: Marietta City Schools Central Office
250 Howard Street
Marietta, GA 30060

This solicitation may be obtained by emailing a request to Dayton Hibbs at dhibbs@marietta-city.org. Any interested firms without internet access may obtain a copy of this solicitation during regular business hours at Marietta City Schools Central Office, 250 Howard Street, Marietta, GA 30060. If you experience any problems receiving this solicitation, please call (678) 695-7237.

SPECIAL NOTE TO PROPOSERS

Be sure your name, address, telephone number, email address, and fax number have been recorded with the School System so you will receive copies of any amendments or additions to these Proposal Specifications.

In addition, all requests for additional information must be made in writing, and emailed to Dayton Hibbs (Director of Employee Relations, Recruitment, and Retention) at dhibbs@marietta-city.org. In order to allow all vendors to use the same information, requests for information will not be honored after January 31, 2025.

Responses Due: February 28, 2025, not later than 10:00 A.M.

Proposals will be received at: Marietta City Schools
Central Office
250 Howard Street
Marietta, GA 30060

Proposals for the material or services specified will be received by ***Marietta City Schools***, at the above specified location, until the time and date cited.

All other information contained in the proposal shall remain confidential until award is made. If you need directions to the Central Office, please call (678) 695-7237.

Sealed proposals shall be in the actual possession of Marietta City Schools, at the location indicated, on or prior to the exact time and date indicated above. Late proposals may not be considered.

Proposals must be submitted with the Firm's name and address clearly indicated on the envelope or within the email including the following statement: Request for Proposal: Voluntary Benefits Services / Section 125 Flexible Benefit Plans RFP# 91840-26-01. All proposals must be written legibly in ink or typewritten. Additional instructions for preparing the proposal are provided herein.

Bidders are strongly encouraged to carefully read the entire Request for Proposal, instructions, and the terms and conditions on the attached sheets. Failure to adhere to these instructions may result in rejection of bid.

Table of Contents

A. Objective	4
B. Calendar of Events	5
C. Instructions	5
D. Submission Requirements	6
E. Service Expectations	6
F. Selection & Evaluation	8
G. Vendor Information Form	9
H. Certification	9
I. Vendor Reference Form	10

A. OBJECTIVE

The Marietta City Schools system (hereinafter “MCS” or “the District”) is requesting bids from brokerage firms capable of providing Employee Benefits Insurance Broker and Consulting Services for a full range of employee benefit offerings.

The proposed relationship with a Vendor is not intended to be project-based, but rather a partnership to build, maintain, and service a state-of-the-art employee benefits program that will attract and retain the applicants and employees of MCS.

In particular, the District is interested in a company’s ability to:

- Deliver superior customer service, both to the MCS Human Resources staff and to District employees.
- Guide MCS management in the development of a state-of-the-art benefits program that promotes recruitment and retention.
- Bring ‘value-added’ products and services to MCS and manage costs effectively.
- Serve as the designated insurance broker of record for MCS Benefits Program.

MCS currently offers a very comprehensive benefits program which includes:

- a. Basic Group Life Insurance
- b. Cafeteria/Section 125 Plan
- c. Cancer Insurance
- d. Critical Illness Insurance
- e. Dental Insurance
- f. Dependent Group Life Insurance (with AD&D)
- g. Employee Assistance Program (EAP)
- h. Individual Life Insurance
- i. Legal Insurance
- j. Long Term Care Insurance
- k. Long Term Disability Insurance
- l. Medical and Dependent Flexible Spending Accounts
- m. Short Term Disability Insurance
- n. Spouse & Dependent Child Group Life Insurance
- o. Supplemental Employee Life Insurance with Accidental Death and Disability
- p. Vision Insurance

Approximately 1,400 full-time employees and their dependents are enrolled in one or more District-sponsored benefit plans.

Premiums for each specific benefit offered are expected to be comparable to the premiums for each benefit currently available to our employees.

B. CALENDAR OF EVENTS

ACTION	DATE/DEADLINE
Announcement/Issuance of RFP	January 23, 2025
Bid Submission Deadline	February 28, 2025; 10:00 A.M.
Bid Opening/Start of Evaluation Period	February 28, 2025; 1:00 P.M.
Recommendation to BOE (projected)	April 22, 2025
Agreement Initiation	April 30, 2025
Benefit Year Start Date	January 1, 2026

C. INSTRUCTIONS

1. All proposals must be either typewritten or filled in with pen and must be signed in ink by an officer or employee having authority to bind the company or firm. The signatory of the bid must initial corrections or changes on any document. Bidders will not be allowed to modify their proposals after designated closing date and time.
2. Bidders should provide all of the information required on all forms and shall sign the RFP Certification.
3. The bid submitted by the vendor in response to this solicitation shall constitute an offer which shall remain open for acceptance by Marietta City Schools for a period of 90 days from the date of opening.
4. Sealed proposals shall be in the actual possession of Marietta City Schools, at the location indicated, on or prior to the exact time and date indicated above. Late proposals may not be considered. Proposals must be submitted with the Firm's name and address clearly indicated on the envelope or within the email including the following statement: **Voluntary Benefits Services / Section 125 Flexible Benefit Plans.**
5. MCS reserves the right to amend this RFP prior to the due date.
6. Any contract awarded pursuant to this RFP will be awarded to the most responsive and responsible bidder who meets the requirements and criteria set forth in this RFP.
7. Purchases of Marietta City Schools are not subject to sales taxes. If applicable, tax-exempt certificates will be furnished upon request.

D. SUBMISSION REQUIREMENTS

Responses should address each requirement outlined below. Responses must be clearly labeled with the corresponding RFP section name and number.

1. Indicate the number of years' experience your firm and lead consultant have in providing brokerage and consulting services. Provide a list of your current clients and include all K12 organizations (preferably one or more Georgia school districts, with respect to the design, implementation, and operation of basic, premium, self-funded, and/or fully insured group employee benefit programs).
2. Indicate if your brokerage firm and/or any subcontractors who may be used to provide services are licensed and bonded in the state of Georgia. Include a copy of all current related licensees with your response.
3. Attach, as an appendix, a sample insurance renewal proposal your firm prepared for a client of the size and complexity of the District. You may redact the client and otherwise exclude information deemed proprietary to the client.
4. List all the names of the insurance companies that underwrite 30% or more of your firm's book of business. Project whether you would approach the same markets on behalf of the District's account or source other markets.
5. Complete the Vendor Information Form (page 9).

E. SERVICE EXPECTATIONS

Responses should address each expectation outlined below. Responses must be clearly labeled with the corresponding RFP section name and number.

1. Negotiate employee benefit plans as directed by the MCS Human Resources Department.
2. Provide a comprehensive evaluation of current benefits and facilitate a process for benefits selection. Make recommendations regarding various benefit and insurance plans, plan designs, insurance carriers, administrators, and benefit service providers.
3. Review all insurance, benefit, and administrative service documents for accuracy and adherence to prior agreements (but not perform a legal review).
4. Provide open enrollment support including, but not limited to, developing timelines, training the benefits staff in product design and administration, producing and providing product videos and selection advice videos for employees, assisting with the development of open enrollment materials and health fair events, coordinating and participating in open enrollment meetings as reasonably requested, and/or providing enrollment teams to assist all District employees during the entire enrollment window.

5. Review contracts with providers for accuracy in rates, benefits, eligibility, and coverage definitions.
6. Assist with claims and billing issues as requested.
7. Assist with the implementation/transitioning of carriers/administrators.
8. Alert the District of legislative and regulatory mandates and assist with compliance.
9. Develop and maintain an understanding of the State Health Benefit Plan, Teachers Retirement System, Public School Employees Retirement System, and the MCS supplemental retirement plan, and assist in the communication of the plans and changes as they occur.
10. Assist in developing solicitations specifications, identify appropriate markets, analyze proposals submitted, make recommendations, and assist in negotiating (preferably multi-year) contracts, when employee benefits are solicited.
11. Develop, produce, and coordinate the printing and distribution of benefits communication materials including newsletters and annual highlights booklets detailing insurance plans offered and eligibility requirements.
12. Assist with annual benefits renewals for quality of benefits, cost effectiveness, competitiveness, and plan administration, including negotiation of changes in contracts in coordination with MCS.
13. Monitor ongoing contracts, including provider plan administration, provider compliance with contract terms, and incurred claims.
14. Provide information on employee benefit issues and trends.
15. Provide periodic reporting of benefit usage and participation including, but not limited to, enrollment gains, losses, product loss ratio, and all fees paid, etc.
16. Provide a full-time, in-house technology team and call center.
17. Provide accurate and timely data files for employee benefits (i.e., open enrollment files and weekly change files).
18. Perform other related consultation services, as needed or requested, such as those related to ACA reporting.
19. Establish and maintain a comprehensive benefits webpage to include online enrollment.
20. Provide claims processing and administrative services, either directly or through a third party, for Section 125 Flexible Spending Accounts.

21. Provide the required continuity critical to MCS's programs. (It is understood and required that if one of the service team members leaves the employment of the Vendor, MCS will be notified in writing within five (5) calendar days.)
22. Provide a consistent representative to attend onboarding meetings at least twice per month to discuss benefits and assist with onboarding with all new hires.

F. SELECTION & EVALUATION

During the evaluation process, MCS may, at its discretion, request any one or all brokerage firms to interview for the purpose of clarification or to amplify the materials presented in any part of the RFP.

Brokers are cautioned that the District is not required to hold interviews. All proposals should be complete and reflect the most favorable terms available from the broker. Not all brokers may be asked to interview.

The Board of Education of the City of Marietta reserves the right to make its vendor selection based on what it deems to be in the best interest of the school system. The proposal neither obligates the Board of Education of the City of Marietta to award a contract nor commits the Board to pay any cost which might be incurred by any company, entity, or individual in responding to this request.

The successful vendor will be approved and announced at a public meeting of Marietta City Schools.

G. VENDOR INFORMATION FORM

1. Company Name: _____
2. Street Address: _____
3. City, State, Zip Code: _____
4. Primary Contact: _____
5. Telephone: _____ Fax: _____
6. E-mail: _____
7. Website: _____

H. CERTIFICATION

I certify that I have read this Request For Proposal and have answered all questions on this questionnaire.

I certify that our brokerage firm will honor all commitments made in this Response.

I certify that our brokerage firm and all representatives are licensed and will be licensed to provide all services offered during the life of this contract.

Signature of Officer

Title of Officer

Date of Signature

I. Vendor Reference Form

Company		
Address		
City	State	Zip Code
Contact Name		
Telephone	Fax	E-mail

Company		
Address		
City	State	Zip Code
Contact Name		
Telephone	Fax	E-mail

Company		
Address		
City	State	Zip Code
Contact Name		
Telephone	Fax	E-mail