



Melissa Bassanelli
*Superintendent of
Schools*

Business Support
Services
Purchasing
Department

RFQ MUST BE SUBMITTED BY:
November 03, 2025
TIME: 2:00 P.M.

SUBMIT RESPONSE TO:
San Juan Unified School District
Business Support Services
Attention:
Purchasing Department 5133
Engle Road
Carmichael, CA 95608
Phone: (916) 971-7168

ADDRESS
5133 Engle Road
Carmichael, CA
95608

P.O. Box 4001
Carmichael, CA
95609

PHONE
(916) 971-5340

WEBSITE
www.sanjuan.edu

Notice to Responders

Notice to Responders

NOTICE IS HEREBY GIVEN that San Juan Unified School District, acting by and through its Board of Education, hereinafter referred to as the "District" will receive up to, but no later than **November 03, 2025, at 2:00 p.m.** sealed RFQs from qualified Responders for the award of contracts for the following:

RFQ# 26-101 Benefits Consulting Services

Questions

All questions regarding this RFQ are due on or before **October 27, 2025**, at 2:00 p.m. via email to: RFQ26-101@sanjuan.edu with the subject line of "RFQ 26-101 questions". Only questions submitted through this process will be accepted. All responses to questions regarding this RFQ will be posted on our website on or before **October 29, 2025**, at or before 4:00 p.m. It is the responsibility of the prospective Responder to check the website www.sanjuan.edu/RFPs for updates or addenda.

Due Date

RFQs are due at the Purchasing Department for time and date stamping at or before 2:00 p.m., November 03, 2025. One original proposal, five copies, and one digital copy (PDF format: flash drive preferred) of the RFQ must be submitted in a sealed envelope, clearly marked RFQ 26-101 to San Juan Unified School District, Purchasing Office, 5133 Engle Road, Carmichael, CA 95608. Please allow at least 2 days for delivery of USPS Priority and Express Mail. All RFQs must be received, and time/date stamped in the Purchasing Department by the above due date and time. Sole responsibility rests with the Responder to see that their RFQ is received on time at the stated location. Any RFQ received after the due date and time will be returned unopened to the Responder. No exceptions will be made. Faxed or emailed RFQs will not be accepted.

Request for Statement of Qualifications for Employee Benefits Insurance Broker and Consulting Services

I. INTRODUCTION

The San Juan Unified School District (SJUSD) is seeking statements of qualifications from qualified firms who can provide employee benefit programs that best meet the needs of employees, retirees, their dependents and SJUSD, and to assist participants in utilizing their plans effectively.

There are approximately 5,400 beneficiaries and 400 retirees (excluding their qualified dependents) participating in the SJUSD Health Insurance Program. Eligibility for benefits is determined by resolution or labor agreement with the representative employee bargaining units. There are five bargaining units representing the majority of employee classifications within the SJUSD: the San Juan Teachers Association (SJTA), the California School Employees Association (CSEA), the Teamsters, the San Juan Professional Educators Coalition (SJPEC), the San Juan Supervisors Association (SJSA), San Juan Administrators Association (SJAA) and an Unrepresented group (Confidential).

II. GENERAL INSTRUCTIONS

Insurance brokers licensed in the State of California are invited to submit five (5) hard copies and one (1) electronic proposal copy of the RFQ on a portable thumb drive in write protected PDF format, outlining their qualifications, competence and capability to provide access to group health insurance products and related services for SJUSD. Statements of Qualifications are limited to 30 pages, excluding cover and index tabs. The purpose of this process is to choose a Broker of Record to represent the SJUSD in matters concerning medical (including prescription coverage), dental, vision, life and accidental death and dismemberment for a minimum period of twelve (12) months, with an annual renewal clause, subject to the subsequent mutual agreement of SJUSD and the selected consultant at a date mutually agreed on, or after November 24, 2025

The response shall be made in the format provided and the complete response, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than **2:00 p.m., November 03, 2025** to the following address:

**San Juan Unified School District Business Support Services
Attn: Purchasing Department
5133 Engle Road
Carmichael, CA95608
Phone: 916-971-7168**

The sealed envelope shall be marked on the outside lower left corner with the words "RFQ for Employee Benefits Insurance Broker & Consulting Services". It is the firm's sole responsibility to ensure that their response is received prior to the scheduled closing time for receipt of Statement of Qualifications. No corrected or resubmitted Statements will be accepted after the deadline. Faxed responses are not appropriate for submission and will not be accepted or considered.

This Request for Statement of Qualifications does not commit the San Juan Unified School District to award a contract or pay any costs incurred in the preparation of a response to this request. SJUSD reserves the right to accept all or part of any responses or to cancel in part or in its entirety this Request for Statement of Qualifications. SJUSD further reserves the right to accept the response that it considers to

be in its best interest.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All responses, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFQ.

The RFQ is not an authorization to approach the insurance marketplace on SJUSD's behalf. SJUSD specifically requests that no contract, survey or solicitation of insurance markets be made on behalf of SJUSD, and that no insurance market reservation be made by or for any bidder with respect to insurance or related services to be provided by SJUSD. Failure to comply with this request will be grounds for disqualification.

Your Company Name] acknowledges the critical importance of protecting sensitive data in the K–12 education environment. We are committed to maintaining the highest standards of data security and confidentiality when providing employee benefits consulting services to school districts and educational institutions.

1. Commitment to Confidentiality

All data shared including employee demographic, benefits, compensation, and health information, will be treated as strictly confidential. Access to this information is limited to designated personnel bound by signed confidentiality agreements and trained in secure data handling procedures.

2. Data Security Controls

We implement a multi-layered information security framework designed to safeguard data throughout its lifecycle. Key measures include:

- **Encryption** of data at rest and in transit using secure protocols (e.g., AES-256, TLS 1.2 or higher)
- **Role-based access controls** and least-privilege principles to limit data exposure
- **Secure data transfer mechanisms**, including encrypted portals and SFTP
- **Endpoint and infrastructure protection**, including firewalls, antivirus, and intrusion detection

3. Regulatory and Policy Compliance

We understand and adhere to the legal and policy requirements that apply to public education institutions, including:

- **FERPA** (Family Educational Rights and Privacy Act) – when applicable to staff/student data intersections
- **HIPAA** (Health Insurance Portability and Accountability Act) – for health-related employee data
- **State-specific data privacy laws and procurement regulations** affecting public school systems

4. Alignment with Public Sector Standards

As a vendor working with public K–12 clients, [Your Company Name] aligns our internal processes with applicable state IT and security standards, and we are prepared to cooperate with district-level data governance, procurement, or legal teams to meet any specific compliance needs.

5. Vendor and Subcontractor Oversight

If subcontractors or third-party platforms are involved in service delivery, we require them to adhere to the same strict confidentiality and security requirements, including:

- Written confidentiality agreements
- Vetting for FERPA and HIPAA compliance (as applicable)
- Documentation of cybersecurity policies upon request

6. Breach Notification and Incident Response

We have a formal incident response plan that includes immediate threat containment, investigation, and timely communication with client stakeholders. Any security incidents are addressed in accordance with applicable federal and state breach notification laws.

7. Continuous Monitoring and Training

We conduct ongoing staff training on data privacy and security, regular risk assessments, and internal audits to ensure continuous improvement of our security posture.

Requests for Information

Questions related to this RFQ must be submitted in writing to RFQ26-101@sanjuan.edu, no later than October 27, 2025. Specify “RFQ for Employee Benefits Insurance Broker” in the subject line. Responses to all questions received will be posted on the district's website. To the extent that a question causes a change to any part of this RFQ, an addendum shall be issued addressing such.

III. OVERVIEW

SJUSD is seeking statements of qualifications from qualified licensed brokers to provide consulting and insurance brokerage services for SJUSD's current and future employee benefits, including group medical (includes prescription coverage), dental, vision, and life. The SJUSD seeks a consultant and broker that is well versed in the benefits market, experienced in advising comparable schools and public agencies and works well with various levels of staff and management. Submitted proposals must meet all requirements set forth in this Request for Statement of Qualifications (RFQ).

Benefitted employees and qualified dependents are eligible to receive some level of each of the aforementioned benefits. Eligible retirees and qualified dependents can participate in SJUSD's Retirees Health Insurance Program, which provides or offers medical insurance (dependents included), dental coverage (Retiree Only). Benefits vary by bargaining units. Medical Insurance—Eligible benefitted employees and eligible early retirees (pre-65) may select from one of the following plans:

SJTA, SJPEC & Adult Education

- a) Kaiser and Western Health Medicare-eligible retirees may select from one of the following Medicare

coordinated plans: Kaiser Senior Advantage and United Healthcare.

- b) SJUSD pays the full cost (pro-rated based on FTE) for active employees and 75% of dependent coverage for Medical.
- c) SJUSD pays 100% of dental for active employees only.
- d) SJUSD pays 100% of the BASIC VSP plan for employees only.

All other groups:

- e) SJUSD pays 100% of Retiree medical and dental until the age of 65.
- f) Kaiser and Western Health Medicare-eligible retirees may select from one of the following Medicare coordinated plans: Kaiser Senior Advantage and United Healthcare.
- g) SJUSD pays the full cost for active employees working four or more hours per day and 75% of dependent coverage for Medical.
- h) SJUSD pays 100% of dental for active employees only.
- i) SJUSD pays 100% of the BASIC VSP plan for employees only.

A. Dental Insurance—SJUSD provides Self funded and fully insured Delta Dental insurance through SISC pool.

B. Vision Insurance—SJUSD provides self-funded and a fully insured vision through VSP.

C. Life Insurance—SJUSD provides life and accidental death and dismemberment insurance through Reliance Standard.

IV. SCOPE OF SERVICES

SJUSD is seeking to name a Broker of Record for employee insurance benefits and is looking for continuity of services in the rapidly changing area of employee benefits. SJUSD is particularly interested in a broker who can offer creative, innovative approaches, with a proven track record, that allows SJUSD to maintain quality programs and contain or reduce costs.

The selected broker will perform a full range of benefit program services related to the acquisition, implementation, maintenance, communication and improvement of SJUSD's employee insurance benefits. The selected broker shall provide services, including, but not limited to, the following:

A. Analysis and Reporting

1. Conduct comprehensive analysis of existing coverage and develop data-driven, innovative strategies to optimize benefits and contain costs.
2. Assist in the development of long-range goals and strategies, including making projections of potential savings.
3. Provide analysis and recommendations based on utilization and performance reports, statistical and/or financial reports, and plan specific data.
4. Provide proactive, ongoing analysis of claims experience and utilization trends, with timely alerts and evidence-based recommendations for plan adjustments.
5. Provide, maintain and update comparison reports of other public and private companies' benefit plan offerings and costs to determine their competitiveness with SJUSD's programs.

6. Provide a cost benefit analysis to SJUSD for insourcing / outsourcing COBRA administration.
7. Provide financial and/or performance reviews of self-funded and fully insured plans and programs.
8. Be available to provide various types of reports as needed, such as cost analysis for benefit changes, and other statistical, financial, forecasting, trend, labor negotiations or experience reports.
9. Prepare and present reports on trends, new products and audits, as requested.
10. Regularly monitor and evaluate performance measures and guarantees for providers.
11. Maintain full and accurate records with respect to all matters and services provided on behalf of SJUSD's benefit plans and programs. Provide SJUSD staff or officials all spreadsheets, assumptions and calculations upon completion of any project performed on behalf of SJUSD's benefit plans and programs.

B. Liaison and Problem Intervention

1. Serve as a strategic partner and advocate for SJUSD in all interactions with insurance providers, including issue resolution and contract negotiations.
2. Provide day-to-day consultation on plan interpretation and problem resolution, including, but not limited to, explanation of plans, assisting employees/retirees with selecting plans that meet their needs and geographic location, and transitioning retirees from early retiree plans to Medicare-coordinated plans.
3. Provide timely customer service and assistance to staff, employees and retirees with issues involving provider billing, claims, vendor service issues/problems, advocacy for services, disputes, interpretation of contracts and services, changes and general troubleshooting.
4. Attendance as needed at meetings with SJUSD staff, employees and/or retirees to facilitate and assist in the management of SJUSD's employee benefit plans.
5. Act as an advocate or ombudsman in appeal, arbitration or court process between SJUSD and the providers on unresolved issues if needed; provide advice when needed to enforce SJUSD, employee, retiree or their dependents' rights.
6. Assist SJUSD in proactive mitigation of negative impacts or disruption of services to employees and retirees from benefit and/or provider network changes.

C. Compliance

1. Assist with ongoing plan administration and ensure that programs are in compliance with State and Federal legislation.
2. Provide on-site training to SJUSD staff, as needed, regarding regulatory updates and/or Best Practice seminars for the effective administration of benefits plan.
3. Review and disseminate information to staff on new or revised State and Federal legislation that impacts benefits programs.

4. Assist SJUSD staff with annual audit to ensure compliance with all mandated reporting and posting/notice requirements for benefit plans.
5. Develop and/or assist in developing communication materials and tools for conducting dependent verification audits.

D. Annual Renewal Process and Evaluation

1. Establish a strategy for benefits, both annually and three to five years in the future. Consider trends, union negotiations, prospective legislations, new delivery systems and geographic health-care practices to make long-term projections.
2. Review and make cost-saving recommendations regarding the modification of plan design, benefit levels, premiums, communications and quality of current employee and retiree benefit plans.
3. Recommend appropriate premium rates and reserves to maintain the viability of the plans to ensure that quality and cost-effective benefits are provided by the plans.
4. Annual (March) estimates of renewal rates and cost trends and assist SJUSD staff in preparation of budget figures.
5. Conduct thorough and applicable market research in preparation for contract renewals.
6. Representation in all negotiations when requested with providers on various topics, including, but not limited to, premiums, benefit levels and plan design, performance measures and guarantees, contractual terms and conditions, and quality assurance standards.
7. Make recommendations for items of negotiation with providers, including, but not limited to, benefit levels and plan design, premiums, quality of service, performance measures and guarantees, and return on investment, where applicable.
8. Prepare specifications and compile data, obtain quotes and proposals, negotiate rates and analyze and compare proposals.
9. Review rate proposals to ensure underlying assumptions are appropriate and accurate to SJUSD.
10. Provide communication development and support for the annual open enrollment period, new benefit offerings and/or changes to the existing benefits offerings.
11. Attendance at, and assistance with, coordination of the annual Benefits Fair and Open Enrollment meetings.

E. Other Service Requirements

1. Assist in the development and implementation of an employee wellness program to improve employee health and reduce employee and retiree health-care costs, both in the short-term and in the long-term.
2. Assist in the development and/or purchasing of web site technologies to support on-line enrollments, changes and employee education to assist employees/retirees in self-management of benefits, and to reduce the related administrative demands on SJUSD staff.
3. Recommend and help develop enhancements and improvements for communications specific to the needs of SJUSD's employees and retirees, including, but not limited to, portals, brochures, pamphlets, matrices, comparison charts, summaries, electronic communications, forms, employee handbooks and employee orientation.
4. Provide timely research and responses to technical questions posed by SJUSD staff.
5. Provide regular and timely communications needed for the effective administration of benefit plans.
6. Provide guidance and recommendations on items such as, but not limited to, trends in benefits plans, methods for improving cost containment, financial arrangements and administration.
7. Assist with the presentation content for labor and management benefits meetings, the Affordable Care Act, and/or SJUSD Board meetings.
8. Provide access to published benefit-related survey information.
9. Develop additional benefits communications specific to the needs of SJUSD's employees and retirees.
10. Attendance at, and assistance with, meetings with the SJUSD Counsel, SJUSD staff and labor groups.
11. Identify broker-sponsored seminars, benefit events and educational forums that would be beneficial to SJUSD staff.
12. Develop and/or assist in developing and evaluating employee/retiree needs and satisfaction surveys.
13. Work collaboratively with other consultants and SJUSD staff.
14. Manage plan transitions as necessary.
15. Review and evaluate current administrative processes related to enrollment and billing. Recommend and assist with implementation of administrative process enhancements.

F. Contract Type

It is anticipated that the agreement resulting from this solicitation, if awarded, will be a firm, fixed contract.

Bidders shall be prepared to accept the terms and conditions of the SJUSD Services Agreement, including insurance and indemnification language (attached). If a bidder desires to take exception to the Agreement, bidder shall provide the following information as a section of the proposal identified as Exceptions to the Agreement:

1. Bidder shall clearly identify each proposed change to the Agreement, including all relevant attachments.
2. Bidder shall furnish the reasons for exception, as well as specific recommendations for alternative language.

The above factors will be taken into account in evaluating proposals. Proposals that take substantial exceptions to the Agreement or proposed compensation terms may be determined by SJUSD, at its sole discretion, to be unacceptable and no longer considered for award.

V. PROPOSAL FORMAT AND CONTENT

- A. **Profile of Firm**: This section shall include the firm name, date established and the address of the office that would be assigned to the SJUSD account. Include a brief description of the firm's history, size, growth, philosophy and culture, number of employees, and number of years in business under the same name, including specific experience with K-12 school districts. Include the firm's financial stability, capacity and resources. Identify who is authorized to sign agreements and represent your firm in matters related to this Statement of Qualifications.
- B. **Qualifications of the Firm**: This section shall include a brief description of the firm's and any sub consultant's qualifications and summary of previous experience on similar or related engagements. Provide a firm and account team client list from the past five (5) years, including any and all K-12 school district client accounts, and a description of pertinent insurance programs negotiated for those entities; the number of covered employees/retirees for each client; the time period services have been provided to each account; the total project cost; and a brief statement of the firm's adherence to the schedule and budget for each project. Include account individuals who may be contacted for references. Be sure to list contact name, organization, title, e-mail address and telephone number for each account.
 - The firm shall have at least five (5) consecutive years of experience in California providing brokerage and benefits consulting services to K-12 school districts. The firm shall have provided such services to jurisdictions whose service populations are similar in size and complexity to SJUSD.
 - The firm must be legally authorized to do business in the State of California and shall meet all licensing and other requirements imposed by State and Federal laws and regulations.
 - The firm shall have experienced management staff, possessing comprehensive knowledge of benefit administration pertaining to public employers.
 - The firm shall have experience working with labor unions, benefit committees, and advisory committees.
 - The firm shall possess knowledge of applicable laws, regulations and codes and shall be familiar with local conditions and trends relating to group insurance in California.

C. **Project Staffing:** List the key individuals who will be assigned to the account, their qualifications and disciplines, including their resumés. The firm's staff member who will be handling SJUSD's account will be an important factor considered by the Selection Advisory Committee. This section shall discuss how the firm proposes to staff this project. Include the following:

- a. Identify the names and office locations of key personnel who will be assigned to SJUSD's account. Describe their areas of responsibility and their education, experience and professional qualifications in those areas with emphasis on K-12 school district unionized work forces.
- b. List the experience and education requirements standards for Account Manager (five (5) years of benefit administration and client management experience is preferred.) Please provide credentials documenting professional experience, employment history and education.
- c. Provide a complete description of the organizational structure of the company and the method by which work is accomplished. Include an organizational work flow chart with description of duties of the proposed account team members, as well as the size or total number of accounts or clients each individual handles.
- d. Describe the staff retention program to assure continuity of service to SJUSD.

D. **Services:** Describe the following:

- a. A complete description of services to be provided. Include both services outlined in this written request, as well as additional recommended services, including a description of any and all unique brokerage, technical, or consulting services the firm will offer SJUSD. Please specify if these services are to be provided by the firm's staff or through an affiliate of the firm.
- b. A description of the group medical, dental, vision, life, accidental death and dismemberment premium volume handled by the firm and by the specific office to which SJUSD's account would be assigned.
- c. A list of the principal insurance markets utilized by the firm in the order of premium volume placed with each market. This listing should be categorized by line of coverage: medical, dental, vision and life.
- d. A description of technical or professional support available at no extra cost through the firm, such as legal counsel, communications, technology support or others.
- e. A sample work plan for insurance renewal and negotiations.
- f. Complete and submit Attachment A, Consultant Questionnaire, with your Statement of Qualifications.

E. **Cost/Pricing Information:**

This section shall include the firm's price for performing the services discussed in the scope of services. Include a comprehensive, specific description indicating how the firm would price SJUSD's account and the estimated annual cost of the services. Indicate whether pricing is based on an annual fee, fee for service, commission, or a combination of two or more. Include any and all commissions and fees that the firm

would expect to receive from the existing programs for services requested herein, as well as additional services that are being recommended. Identify any split commission or joint marketing arrangements with other agents, brokers, firms or associations. With this description, please include an explanation as to how the firm would provide SJUSD with the best price at the time of negotiations.

SJUSD reserves the right to review and/or audit any records of the selected broker related to commissions, fees, etc. related to SJUSD's account.

Proposals in which the costs do not reflect a reasonable relationship to the work to be conducted may be viewed as failing to comprehend the requirements of the scope of work and, therefore, cause the proposal to be rejected as being nonresponsive.

Additionally, prior to award of a contract, the successful firm may be required to submit two (2) years of their most recently completed financial statements, including footnotes and auditor's opinion, or other financial instrument that would establish the firm's ability to complete the obligations of the contract resulting from this solicitation.

F. **Legal.** Please respond to the following questions:

- a) Is there now any pending legal action alleging violation of the law that your firm is involved with? If so, please describe such pending action.
- b) Have there been any settlements or judgments involving such actions within the last five (5) years? Please describe each settlement or judgment, including the nature of the action and amount of recovery.

G. **Insurance.** Firms awarded a contract must provide Certificates of Insurance showing evidence of general and professional liability insurance coverage carried by your firm.

H. **References.** Please provide references on your last three (3) K-12 school clients for whom your firm provided services similar to what is being requested in this RFQ. Include the name of the school district, and the name and telephone number of the person to contact at the school district.

I. **RFQ/RFP Protest:** A responder may file a protest against the award of the Contract to any Responder by following District bid protest procedures. The protest must be in writing, filed within three (3) business days after the RFQ/RFP award notification, and must set forth all grounds for the protest. These requirements are to be strictly construed. Untimely protests and/or grounds not set forth in the protests will not be considered. Further, the failure to comply with these protests requirements will constitute a waiver of the right to challenge and forever bar the Responder from challenging, whether before the District or any administrative or judicial tribunal, any RFQ/RFP, the RFQ/RFP process or any ground not set forth in the protest. The District will provide a written response within 30 working days to any timely RFQ/RFP protest.

J. **Statement of Non-Conflict of Interest:** The Responder hereby warrants that he or she has no business or financial interests that are in conflict with his or her obligations to the District and further agrees to disclose any such interest which may be acquired during the life of an agreement with the District. The Responder also certifies that it and its members are not, officers, agents, or employees of the District, nor have they been since January 1, 2001.

K. **Other:** Proposals shall also include:

- Descriptions of any affiliations or business relationships with any employee, officer, contractor or official of SJUSD.
- Details of any changes in ownership that have occurred in the last three (3) years. Details of any anticipated mergers, transfers of organization or ownership, management or departure of key staff members within the next twelve (12) months.
- Identify and describe any parent or affiliated companies and/or joint ventures. Please discuss any potential conflict of interest with consulting/management that may occur as a result of your firm's relationship with such affiliates and/or joint ventures.

VI. EVALUATION AND SELECTION

A. Evaluation Criteria

In addition to the degree to which the firm responds to the specifications of this Request for Statement of Qualifications, the following criteria will be used to, but may not be limited to, evaluate proposals:

1. **Qualification of the Firm:** Technical experience in performing work of a closely similar nature; experience working with K-12 school districts or other public agencies; experience with creative cost containment methods; experience, reputation and ability to reach a wide array of insurance markets and provide innovative services; record of completing work on schedule; strength and stability of the firm; technical experience and strength and stability of proposed subcontractors; client references.
2. **Staffing and Project Organization:** Qualifications of project staff, particularly key personnel, especially the project manager; key personnel's level of involvement in performing related work; logic of project organization; evidence of the ability to provide service in a prompt, thorough, innovative and professional manner; and adequacy of labor commitment.
3. **Project Requirements:** Demonstrated understanding of the scope of services and potential problem areas; project approach; work plan; and quality assurance program.
4. **Cost and Price:** Reasonableness of the total price and competitiveness of this amount with other offers received; adequacy of data in support of figures quoted; reasonableness of individual task budgets; and basis on which prices are quoted.

B. Evaluation/Selection Procedure

A Selection Advisory Committee will evaluate the proposals submitted and establish a list of finalists based on pre-established criteria. The names of the committee members will not be revealed prior to the interviews (if held). The individual or composite rating and evaluation forms will not be revealed.

As a part of the finalist evaluation, the Selection Advisory Committee may require firms to make an oral presentation. The presentation shall serve to confirm proposal representations, provide supplemental information and provide SJUSD the opportunity to meet and assess the proposed account team members.

Additionally, the Selection Advisory Committee may visit the firm's office to meet with key proposed staff members and tour the facility.

The SJUSD reserves the right to select the firm which, in SJUSD's opinion, will provide the most responsive and responsible services. SJUSD is not bound to award the contract based solely on the lowest bid submitted.

EVALUATION CRITERIA	POSSIBLE POINTS
Experience – The District will evaluate the proposer's relevant experience in performing Bond Auditing services of comparable nature, size and scope.	35 Points Maximum
Qualifications of the Assigned Staff - The District will consider and rate stability, qualification, and depth of knowledge of proposer's assigned staff.	25 Points Maximum
Cost/Pricing – The District will consider and rate all costs submitted in the proposal.	20 Points Maximum
Proposer's Rationale for Selection – The District will consider and rate the proposer's written narrative.	10 Points Maximum
Responsiveness of the Proposal – The District will consider how clearly the proposal has stated an understanding of the work to be performed.	10 Points Maximum
Possible Proposal Points	100 Points

C. Award

When the Selection Advisory Committee has completed its work, negotiations may be conducted for the extent of services to be rendered and for the method of compensation. Because SJUSD may award without conducting negotiations, the proposal submitted shall contain the firm's most favorable terms and conditions.

Award will be contingent upon completion of a satisfactory contractual arrangement between the selected firm and SJUSD. If satisfactory contract terms cannot be agreed upon, another firm will be contacted. Unsuccessful candidates will be notified following successful completion of contract negotiations and approval of contract by the SJUSD Board of Education.

In the performance of the terms of any agreement resulting from this proposal, firm agrees that he/she will not engage in, nor permit, such subcontractors, where applicable, as he/she may employ, from engaging in discrimination in employment or persons because of race, color, religion, national origin or ancestry, age, sex, familial status, sexual orientation or disability of such persons.

No assignment by a selected broker of a resultant agreement, or any part thereof, or of funds to be received therefrom, will be recognized by SJUSD unless such assignment has had prior written approval and consent of SJUSD. The SJUSD will specifically be contracting for the services of the individuals in the firm making the proposal and the qualifications of those individuals will be a material inducement for the award of contract.

ATTACHMENT A - CONSULTANT QUESTIONNAIRE

Please submit answers to ALL questions. Use additional sheets if necessary

1. Has your firm established any limitation on the number of clients you intend to accept? What is your client to consultant ratio?
2. Give an example that demonstrates your firm's ability to be proactive in finding opportunities to enhance services to SJUSD.
3. If you are the successful new consultant, outline your transition plan with dates, tasks and responsible parties.
4. How do you track and communicate legislative updates to your clients? Provide a sample of legislative updates.
5. How do you track and communicate industry trends to your clients? Provide a sample of industry trend updates.
6. Provide an example that demonstrates your firm's ability to be proactive in finding opportunities to enhance benefits and services.
7. Provide examples that demonstrate your firm's negotiation skills to bring down costs.
8. Tell us how you monitor and report on provider performance. Provide a sample of provider performance reports your firm has completed for current clients.
9. Do you have access to a benefits attorney who could render opinions to SJUSD? If so, please provide the cost for this service.
10. What services does your firm provide for developing Open Enrollment and New Employee Orientation materials? Please provide a separate cost for each program (open enrollment and new employee orientations).

11. Describe your experience where you have successfully consolidated and/or moved plan years in the past.
12. Provide examples of past/current engagements where you have successfully started a school district benefits committee with all parties involved (labor management included). Describe how you keep such a committee effective and indicate the length of time you've sustained the operation of such a committee.
13. Describe your experience in providing services to retirees as part of a post-employment benefit plan. List how you have been able to assist other districts in managing the costs and administration of the plans.
14. Please list and describe any other products or services that you feel are a market differentiator for your firm.

Statement of Non-Conflict of Interest
RFQ 26-101

The Responder hereby warrants that he or she has no business or financial interests that are in conflict with his or her obligations to the District and further agrees to disclose any such interest which may be acquired during the life of an agreement with the

Signature

Printed Name

Title

Responder

Date

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	-----------------------------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

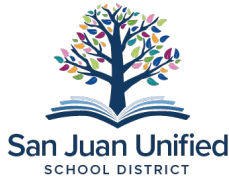
What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



CONTRACTOR FINGERPRINT CERTIFICATION

I, _____, am an authorized representative of/doing business as (Name of Bidder) _____, and hereby certify that, pursuant to Education Code Section 45125.1, this business entity has conducted the required criminal background check(s) of all persons who will be providing services to the **San Juan Unified School District** on behalf of this business entity, and that none of those persons have been reported by the Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code Sections 667.5(c) and/or 1192.7(c).

Failure to comply with these terms, or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by the Contractor shall constitute grounds for termination of this Agreement.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 20____, in _____ County,
California.

Name of Contractor/Consultant (*printed*)

Name/Title of Authorized Representative (*printed*)

(*Signature*)



San Juan Unified School District
Business Support Services
3738 Walnut Avenue, PO Box 477
Carmichael, California 95609-0477

For purchasing use only:
Contract# _____
Vendor# _____
PR# _____

Service Agreement

Choose One: ☐ Board of Education ☐ Student Body

This Agreement is made between SAN JUAN UNIFIED SCHOOL DISTRICT, hereinafter referred to as "District," and _____, hereinafter referred to as "Vendor."

I. Recitals

- A. District is a school district in the County of Sacramento, State of California, and has its principal place of business at 3738 Walnut Avenue, Carmichael, California.
- B. District desires to engage the services of Vendor and to have said Vendor render services on the terms and conditions provided in this Agreement.
- C. California Government Code section 53060 authorizes a school district to contract with and employ any persons for the furnishing to the District special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained, experienced and competent to perform the special services required.
- D. This section further authorizes the District to pay from any available funds, the agreed upon compensation, to persons as it deems proper for the services rendered.
- E. District hereby engages the services of Vendor, and in consideration of the mutual promises contained herein, the parties agree as follows:

Vendor shall perform the following services: (if separate proposal document sets forth proposal, proposal document must be attached). This should be a summary of all services offered by Vendor:

II. Fee

- A. Vendor shall be compensated for work accomplished as follows:

- 1. Amount: _____
- 2. Site: _____
- 3. Other: _____

III. Invoicing

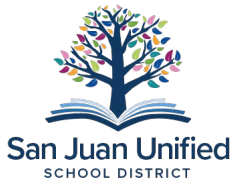
- A. Invoices should be submitted to: San Juan Unified School District, P. O. Box 477, Carmichael, CA 95609-0477. Please make sure the invoice references the School and Administrator that obtained the services to avoid delay in payment.
- B. District Net Terms are NET 45 unless otherwise negotiated.
- C. Accounts Payable does not process pre-payment for services.

IV. Term

- A. This Agreement shall be established for the time frame of: _____.
- B. All services under this Agreement are to be performed in a satisfactory manner. The determination of a satisfactory performance shall be in the sound and reasonable judgment and discretion of the District.
- C. This Agreement may be terminated for (a) failure to provide satisfactory performance by giving a ten (10) calendar day written notice, (b) upon the mutual written agreement of the parties, (c) "for cause" based on the discretion of the District by giving a ten (10) calendar day written notice, or (d) upon 30 calendar days written notice by the District.

V. Use of Agents and Assistants

- A. To the extent necessary to enable Vendor to perform duties hereunder, Vendor may engage the services of any agent or assistant which Vendor may deem proper, and may further employ, engage, or retain the services of such other persons deemed necessary to aid and assist Vendor in the proper performance of the duties.
- B. The cost for such agents or assistants shall be paid by Vendor and any expenses incurred by Vendor in engaging such agents or assistants shall be paid by Vendor.
- C. It is agreed that any consultant, agent, or assistant (hired by Vendor) will explicitly not be employed by the District.



VI. Equipment and Facilities

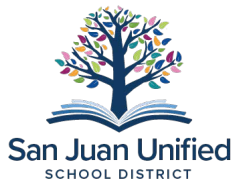
- A. District will provide the Vendor with access to all needed records and materials, unless such material is confidential and not subject to disclosure.
- B. Vendor will provide all other necessary equipment and facilities to render the services pursuant to this Agreement.

VII. Devotion of time

- A. Vendor shall devote such time and energy to the performance of its duties under this Agreement as is reasonably necessary for a satisfactory performance.
- B. Should the District require services not included in this Agreement, Vendor shall make a reasonable effort to fit such additional services into its time schedule without decreasing the effectiveness of the performance of the duties hereunder.

VIII. Insurance, Indemnity and Taxes

- A. Vendor shall be an independent contractor and not an agent or employee of District under this Agreement.
- B. Vendor shall be responsible for any damage, loss, or other claim arising out of the performance of its services under this Agreement.
- C. Prior to commencement of services and during the life of this Agreement, Vendor shall provide to the District a current Certificate of Insurance and an Additional Insured Endorsement.
- D. The Insurance Certificate shall provide evidence of professional and/or general liability insurance coverage in a sum not less than \$2,000,000 per occurrence, and list San Juan Unified School District as the Certificate Holder. The Certificate and Additional Insured Endorsement shall name the District as an additional insured. **Undersigned's general liability policies shall be primary and shall not seek contribution from the District's coverage, and be endorsed to provide that District and its officers, officials, employees, and agents shall be additional insureds under such policies.**
☐ Sexual Abuse and Misconduct \$ _____ (Limits are dependent upon services.)
☐ Cyber Coverage \$ _____ (Limits are dependent upon services.)
Any changes to limits or coverages must be approved by the District's risk management dept.
- E. To the fullest extent allowed by law, Vendor shall defend, indemnify, and hold harmless District, its directors, officers, agents, employees, and guests against any claim or demand arising from any actual or alleged act, error, or omission by Vendor or its directors, officers, agents, employees, volunteers, or guests arising from Vendor's duties and obligations described in this agreement or imposed by law.
- F. To the fullest extent allowed by law, District shall defend, indemnify, and hold harmless Vendor, its directors, officers, agents, employees, and guests against any claim or demand arising from any actual or alleged act, error, or omission by District or its directors, officers, agents, employees, volunteers, or guests arising from District's duties and obligations described in this Agreement or imposed by law.
- G. Vendor is not an employee of the District and District shall not indemnify Vendor in any such claim.
- H. Vendor shall be responsible for carrying its own workers' compensation insurance and health and welfare insurance.
- I. District shall not withhold or set aside income tax, Federal Insurance Contributions Act (FICA) tax, unemployment insurance, disability insurance, or any other federal or state funds whatsoever. It shall be the sole responsibility of the Vendor to account for all of the above and Vendor agrees to hold District harmless from all liability for these taxes.



IX. Fingerprinting

- A. Pursuant to Education Code Section 45125.1, Vendor has conducted the required criminal background check(s) of all persons who will be providing services to the San Juan Unified School District on behalf of this business entity and certifies that none of those persons have been reported by the Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code Sections 667.5(c) and/or 1192.7(c).
- B. Failure to comply with these terms or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by the Vendor shall constitute grounds for termination of this Agreement.

X. Business Licenses and Certificate Permits

As an independent contractor, it shall be the sole responsibility of Vendor to obtain any needed business licenses, certificates, and/or permits to conduct business to meet the terms of this Agreement.

XI. Assignment

- A. This Agreement is for personal services to be performed by Vendor
- B. Neither this Agreement nor any duties or obligations hereunder shall be assignable, sublet, or performed by any person or persons who are not parties hereto, except by employees of Vendor whose names and qualifications have been approved in writing by District.
- C. In the event of an assignment by Vendor to which District has consented, the assignee or his legal representative shall agree in writing with District to personally assume, perform, and be bound by the covenants, obligations, and agreements contained herein.

XII. District's Right of Retention

District shall become the owner of and entitled to exclusive possession of all records, documents, graphs, and photographic or other reproductions of any kind produced in the scope of services performed under this Agreement and no other uses thereof will be permitted except by permission of District.

The parties agree that any and all pre-existing records, documents, graphs and photographic material or other reproductions of any kind provided by Vendor which will be used in connection with the services hereunder, shall remain the sole property of Vendor and Vendor shall retain all right, title and interest therein.

XIII. Extension of Term

By mutual consent of the parties hereto, the term of service described herein may be extended by reformation of this Agreement and the attachment hereto of an addendum mutually executed setting forth the extended term.

XIV. Entire Contract

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.

XV. Successors and Assigns

Subject to the provisions regarding assignment, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the representative parties.

XVI. Attorney's Fees

If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which it may be entitled.



San Juan Unified School District
Business Support Services
3738 Walnut Avenue, PO Box 477
Carmichael, California 95609-0477

XVII. Severability

In the event that any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, no other provision of this Agreement will be affected by such holding, and all of the remaining provisions of this Agreement will continue in full force and effect, unless to do so would vitiate the intent of the parties in entering into this Agreement.

XVIII. Debarment and Suspension

As required by Executive Order 12549, Debarment and Suspension, and implemented at 48 CFR Part 3409:

A. The applicant certifies that it and its principles:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.

XIX. Venue/Jurisdiction

The terms and conditions of this Agreement shall be governed by the laws of the State of California.

XX. Confidentiality of District Records

- A. Vendor shall ensure that all District pupil information remains confidential.
- B. In the scope of its duties under this Agreement, Vendor may have access to confidential data, including confidential District student information, and will ensure the confidentiality of such data and information.
- C. Vendor hereby agrees no unauthorized data or information obtained during the term of this Agreement or at any time after completion of the Agreement will be divulged to any individual unless the Vendor is required by law to release, or the pupil's parent/guardian has provided written consent.
- D. Vendor agrees to forward all requests for release of any data or information received to the District.
- E. Vendor shall not use any information in a pupil record for any purpose, including but not limited to advertising, other than those required or specifically permitted by this Agreement, or as required by law.

☐ If Vendor will have access to identifiable pupil data, a completed Student Data Privacy Agreement is required. Vendor may complete a District Student Privacy Data Agreement, or may attach a fully executed CA-NDPA with Exhibit E from the California Student Privacy Alliance (https://sdpc.a4l.org/view_alliance.php?state=CA).



San Juan Unified School District
Business Support Services
3738 Walnut Avenue, PO Box 477
Carmichael, California 95609-0477

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day and year first written below:

San Juan Unified School District:

Budget Code:	
Fingerprint Form: (If not attached, what is the exception?)	

SJUSD Administrator:	
Department or Site Location:	
Telephone:	
Date:	
Administrator Signature:	

Cabinet Member Signature: (Required for amounts over \$10,001)	
Date:	

Board Approval Date: (Required for amounts over \$114,800)	
---	--

Vendor:

Vendor Name:	
Vendor Contact:	
SSN# or EIN#:	
Address:	
Telephone:	
Email:	
Signature:	
Date:	

In addition to the acceptance of this agreement, I also certify that original copies of this signature page will be attached to all other exact copies of this agreement and provided to the Purchasing Department.

NOTE: No changes to this form are authorized unless specifically approved by the General Counsel. (Board Policy 3312) Selection of Vendors will be on the basis of qualifications regardless of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression.