JACKSON
PUBLIC SCHOOLS
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RFP 2026-16-26

Cafeteria Plan Administration Services for School District Employees

Issue Date: Monday, April 6, 2026

Submission Deadline: Friday, April 24, 2026

Time: 10:00 a.m. (Central Standard Time)

Office at 601-973-8582 for assistance. Questions regarding proposal specifications are to be addressed to the Project Administrator listed in the proposal.

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I. Invitation

Jackson Public School District (JPSD) is soliciting proposals from qualified vendors for goods and/or services as described in this RFP. All products and services must meet the specifications or be approved equivalents.

The selected proposer shall provide the Services described below. Proposals must clearly explain how the proposer will meet each requirement.

II. Procurement Schedule (Tentative)

The District anticipates the following schedule. The District reserves the right to modify this schedule at any time.

RFP Issued	Monday, April 06, 2026
Prebid Meeting (virtual)	Wednesday, April 15, 2026
Deadline for Written Questions	Friday, April 17, 2026
District Issues Responses/Addenda	Tuesday, April 21, 2026
Proposal Submission Deadline	Friday, April 24, 2026, 10:00 A.M.
Evaluation Period	Monday, April 27, 2026 – Thursday, April 30, 2026
Optional Presentations/Demos	Monday, May 2, 2026 – Thursday, May 5, 2026
Notice of Intent to Award (anticipated)	Friday, May 8, 2026
Board Approval	Tuesday, June 16, 2026
Contract Start Date (anticipated)	Wednesday, July 1,2026

III.RFP Coordinator / Point of Contact

Communications regarding this RFP must be submitted in writing to the designated RFP coordinator designated below:

- Name: Michele Mays
- Title: Procurement Supervisor
- Email: rfp@jackson.k12.ms.us
- Phone: 601-973-8582

Proposers shall not contact other District employees, Board members, or representatives regarding this RFP during the procurement process.

All question and answers will be posted on the goggle document link: https://docs.google.com/document/d/1_BVN7K9nbCLxyC70-DcB4vMY6LhLzAIF-gD7ZTQA6LM/edit?usp=sharing

IV. Proposal Instructions and Requirements

Please be advised that Jackson Public Schools will accept electronic proposal submissions only for this solicitation. Printed, mailed, or hand-delivered proposals will not be accepted or considered.

Proposals must be submitted electronically through Central Bidding at the link below: www.centralbidding.com

Vendors are responsible for ensuring proposals are successfully uploaded and submitted prior to the deadline.

Important Submission Notes

- The Proposal Submission Deadline is Friday, April 24, 2026, at 10:00 a.m. Central time, as stated in Section II - Procurement Schedule.
- Late proposals will not be opened or considered.
- Faxed or emailed proposals will not be accepted.
- The District is not responsible for technical issues related to electronic submission.
- Vendors are encouraged to submit proposals early to ensure timely reception.

Proposal Format Requirements

- Proposal Cover Page must be the first page
- Proposal must be signed by an authorized official
- Incomplete proposals will not be evaluated

Pricing Requirements (if applicable)

- All prices must be net and include all applicable discounts
- Unit pricing prevails in case of discrepancies
- Prices must be rounded to two (2) decimal places
- Freight and shipping costs must be included, if applicable

Payment Terms (If applicable)

- Payment issued after satisfactory delivery or completion of services
- No partial payments unless specified
- Multi-year and open purchase orders follow contracted schedules

Insurance Requirements

The Contractor shall maintain the following insurance coverage for the duration of the contract:

- Commercial General Liability
  Contractors must maintain a minimum of $1,000,000 in General Liability coverage.
  Jackson Public Schools (JPS) must be listed as an Additional Insured on this policy. Coverage shall be primary and non-contributory.
- Workers' Compensation
  Any Contractor or subcontractor entering JPS school campuses, administrative buildings, or

project sites must maintain Workers' Compensation insurance with a minimum limit of $1,000,000.

- Certificate Holder Requirement
  Jackson Public Schools must be listed as the Certificate Holder on all Certificates of Insurance (COIs). COIs must be provided to JPS prior to commencing any work or entering District property.

Evaluation and Award

- Award will be made to the responsive and responsible proposer whose proposal is determined to be most advantageous to the District (best value), considering price and other evaluation factors stated in this RFP.
- Evaluation may include, as applicable: price, compliance with RFP requirements, responsiveness/completeness, references, and overall value.
- All awards are subject to approval by the Board of Trustees and availability of funds.
- The District reserves the right to reject any or all proposals, waive informalities and minor irregularities, and take any action in the District's best interest consistent with applicable Mississippi law.
- The District may request clarification, verify information, and contact references.
- Optional demonstrations/presentations:
  - The District may invite the highest-ranked proposers to participate in demonstrations, presentations, or clarification meetings.
  - Invitation is at the District's discretion and does not guarantee award.
  - Demonstrations must address the proposer's platform, enrollment tools, reporting, and other features relevant to this RFP. Failure to participate when requested may result in disqualification.
- The District may negotiate with one or more proposers, as permitted, to obtain the best value for the District.

Performance, Default, and Termination

Failure to perform in accordance with the contract may result in termination and the vendor being held responsible for any excess costs incurred by the District.

Guarantees and Warranties

All goods and services must meet the specifications outlined in this RFP. Non-conforming goods or services must be replaced at the vendor's expense.

Addenda

Vendors must acknowledge receipt of all addenda issued during the RFP process and submit any required additional information with their proposal.

Important Notices

- All proposal contents become public records after award/notice of intent, subject to the Mississippi Public Records Act and applicable exemptions.
- The District reserves the right to reject any and all proposals, waive informalities, and negotiate with the selected proposer in the District's best interest.

- Proposers are responsible for reviewing the entire RFP and submitting all required forms and attachments.

V. Scope of Services

Jackson Public School District ("JPSD" or the "District") is soliciting sealed proposals from qualified firms to provide consulting, enrollment, and third-party administrative (TPA) services for the District's employee Cafeteria Plan (IRC Section 125), employee voluntary benefit programs, and administration support for the District's 403(b) and 457 deferred compensation plans (collectively, the "Services").

This RFP is intended to identify a single prime contractor that can deliver the Services.
The District may award to one responsive and responsible proposer whose proposal is determined to be most advantageous to the District, considering price and other evaluation factors described herein

- **Cafeteria Plan (IRC Section 125) Administration**
  - Design, maintain, and administer the District's Section 125 plan(s), including medical and dependent care FSAs (if applicable).
  - Provide enrollment support for eligible employees across District sites and maintain required plan documentation.
  - Process claims (directly or through disclosed subcontractors) and provide customer support for claim issues.
  - Provide compliance support and updates for regulatory changes impacting Section 125 plan operation.
- **State Health Plan Integration**

- **403(b) / 457 Deferred Compensation Administration Support**
  - Provide consolidated billing and monthly reconciliation for payroll contributions.
  - Coordinate with vendors/carriers and the District on eligibility, remittance, and compliance workflows.
  - Support required forms (e.g., universal availability, plan loan or hardship distributions, etc., as applicable) and ensure administrative controls are documented.
  - Provide employee education sessions at least annually and additional sessions during open enrollment and/or as requested.
- **Other Voluntary Benefits Administration**
  - Administer voluntary benefit programs currently offered and support onboarding of new programs as directed by the District.
  - Provide consolidated monthly billing, disbursements, and reconciliation for all participating employees.
  - Act as liaison between carriers/vendors and the District for enrollment changes, terminations, and issue resolution.
- **Enrollment, Communication, and Consulting Services**

  - Provide a comprehensive open enrollment strategy with District-branded, multi-format communications (print/digital) and decision-support tools.
  - Provide enrollment services via in-person and remote methods (call center and online self-service) sufficient to meet District volume needs.
  - Provide consulting services to support benefit strategy, market checks (as requested), plan performance reporting, and issue escalation.
- **Billing, Reconciliation, and Remittance**
  - Provide monthly reconciliation reports identifying errors, recurring concerns, adjustments, and reimbursements.
  - Work directly with carriers/vendors to resolve discrepancies on behalf of the District.
  - Maintain audit-ready records and provide standard and ad hoc reports as requested.

VI. Technology, Data Exchange, and Integration Requirements

Proposals must include a detailed description of the proposer's technology platform and how it integrates with District systems.

- Payroll Integration: The proposer must support secure transmission of deductions and eligibility data to/from the District payroll system Tyler Enterprise Resource Planning. The proposer bears all integration costs.
- Identity & Access: Administrative access must support role-based access control (RBAC) and multi-factor authentication (MFA).
- Data Interfaces: All inbound/outbound interfaces must be documented (APIs, SFTP, file layouts). Hard-coded credentials and shared accounts are prohibited.
- Data Export: Upon request, proposer must provide data exports in usable formats with documented schemas at no additional cost at least once per contract term.

VII. Security, Privacy, and Compliance Requirements (Mandatory)

The District requires vendors to comply with District cybersecurity, privacy, and data governance standards. Proposals must include evidence of compliance and complete the Security Compliance Checklist in Appendix B.

- Encryption: Data must be encrypted in transit (TLS 1.2+) and at rest (AES-256 or equivalent).
- Incident Response: Vendor must notify the District of any confirmed security incident within 24 hours and provide a detailed report within 72 hours.
- Data Ownership: The District retains ownership of all District data. Vendor shall not use District data for analytics, product development, or AI training without written District approval.
- Data Residency Disclosure: Vendor must disclose where District data is stored, processed, and backed up, including whether any data is stored outside the United States.
- Insurance: Vendor must maintain cyber liability insurance of at least $5,000,000 and provide a certificate of insurance with the proposal or prior to contract execution.

VIII. Legal and Administrative Requirements

- **Public Records:** Proposals and related documents are subject to disclosure under the Mississippi Public Records Act (Miss. Code Ann. § 25-61-1 et seq.), except as exempted by law. Proposers must clearly mark any content they contend is exempt.
- **Ethics / Conflict of Interest :** Proposers must comply with Mississippi ethics and conflict-of-interest laws, including Miss. Code Ann. § 25-4-101 et seq. The District may disqualify any proposer with a prohibited conflict of interest.
- **C. E-Verify:** Vendors and subcontractors must comply with the Mississippi Employment Protection Act (Miss. Code Ann. § 71-11-3) by registering with and using E-Verify for newly hired employees, as applicable.
- **D. Availability of Funds / Non-Appropriation :** Any multi-year award is contingent upon the availability and appropriation of funds. The District may terminate the contract without penalty if funds are not appropriated or otherwise made available for any fiscal year.
- **F. Term and Termination :** The anticipated contract term is three (3) years with the District's option to renew for up to two (2) additional one-year terms. The District may terminate for cause with a cure period of thirty (30) days and may terminate for convenience with thirty (30) days prior written notice.

IX. Proposal Format and Required Contents : Proposals must be organized in the order below. Failure to submit required information may render a proposal non-responsive.

1. Cover Letter signed by an authorized representative.
2. Executive Summary (1–2 pages).
3. Firm Qualifications and Experience (including governmental/school district references).
4. Proposed Account Management Team (org chart and resumes).
5. Implementation Plan and Transition Timeline.
6. Enrollment and Communications Plan (samples included).
7. Administrative Services and Operating Model
    1. Section 125,
    2. Voluntary benefits,
    3. 403(b)/457 support).
8. Technology Platform Description and Integration Plan.
9. Security & Privacy Response and complete **Exhibit C** checklist with supporting documentation.
10. Completed Pricing Proposal **(Exhibit D)**
11. Required Forms and Certifications **(Exhibit E)**.

Exhibit A

Evaluation Citeria and Scoring

Proposals determined to be responsive and responsible will be evaluated by the District using a best-value evaluation methodology. Points will be awarded based on the degree to which each proposal meets or exceeds the requirements of this Request for Proposals (RFP), considering both quantitative and qualitative factors.

The District will evaluate proposals using the criteria and relative weights outlined below. The maximum possible score is 100 points.

Scoring Methodology
Price (15 points) Points will be awarded based on total cost as submitted in Exhibit C. Lower-priced, fully compliant proposals will receive higher scores. The District may consider overall cost reasonableness and value.
Technical / Scope Compliance (50 points) Points will be awarded based on the proposer's understanding of the Scope of Services and the extent to which the proposal meets all required service components.
Experience & References (15 points) Points will be awarded based on relevant experience, qualifications, references, and demonstrated success providing similar services to governmental entities or school districts.
Technology & Security (20 Points) Points will be awarded based on the proposer's technology capabilities, system functionality, integrations, and compliance with the District's security and data protection requirements, including Exhibit B.
Presentation / Demonstration (if applicable) If requested, points will be awarded based on the effectiveness of the presentation, demonstrated system capabilities, and the proposer's ability to meet the District's operational needs. Participation is by District invitation only; failure to participate when requested may result in disqualification.

Evaluation Category	Weight (%)
Price	**XX%**
Technical / Scope Compliance	**XX%**
Experience & References	**XX%**
Technology & Security	**XX%**
Presentation / Demonstration*	**-**
Total	**100%**

Exhibit B

District Facts & Plan Information

• Number of employees: **3512 approx.**
• Number of work sites/locations: **45**
• Current payroll system: **Tyler ERP**
• Current benefits administration platform: **SABC (Southern Administrators and Benefit Consultants, Inc.)**
• Current carriers/vendors and approximate participant counts: **Vendors (9) Carriers (20)**
• Open enrollment period dates and expected enrollment volume: **October 1-31 Expected Enrollment volume (approx. 3000)**

Exhibit C
Security Compliance Checklist

Item #	Security Requirement	Response (Yes/No)	Documentation Included (Yes/No)	Notes / Remediation Timeline
1	All District data encrypted in transit (TLS 1.2+) and at rest (AES-256 or equivalent).			
2	Role-Based Access Control (RBAC) implemented; least privilege enforced.			
3	Multi-Factor Authentication (MFA) required for administrators and support staff; SMS-based MFA prohibited.			
4	Centralized logging and monitoring implemented; logs retained for a defined period.			
5	Written incident response plan; breach notification to District within 24 hours; incident report within 72 hours.			
6	Written business continuity/disaster recovery plan; periodic testing; defined RTO/RPO.			
7	Data retention and deletion policies defined; secure data disposal; certification of destruction upon termination.			
8	Subprocessor list disclosed; material changes notified in advance; subcontractors held to equivalent standards.			
9	Data residency disclosed, including storage/processing/backup locations and any non-U.S. access.			
10	Cyber liability insurance minimum $5M maintained; certificate available.			
11	No use of District data for advertising, analytics, product development, or AI training without written District approval.			

Exhibit D
Pricing Proposal

Pricing Component	Amount	Description
Implementation / transition fees (one-time)		
Annual administrative fees (fixed)		
Per-employee / per-participant fees (if any)		
Enrollment support fees (if separate)		
Call center support fees (if separate)		
Pass-through or third-party fees (describe)		
Price escalation terms (describe)		
Guaranteed pricing period (describe)		

Exhibit E-1

Other Required Forms

Document 1: Proposal Form and Signature Page

The undersigned proposes to furnish and deliver all items and/or perform all services in accordance with all sections of this RFP, including the Proposal Form, Instructions and Conditions, Specifications, and any Addenda issued.

Company Name: _____

Address: _____

Phone: _____ Email: _____

Authorized Representative (Printed): _____

Signature: _____

Date: _____

Business Classification (circle one):

Woman-Owned Minority-Owned Woman & Minority-Owned Non-Minority

Addendum Acknowledgment:

Addendum No. ____ Date ____ Addendum No. ____ Date ____

Addendum No. ____ Date ____ Addendum No. ____ Date ____

Exhibit E-2

Document 2: Submission Cover Sheet and Configuration Summary

By signing below, the vendor certifies that they are authorized to bind the organization and that the proposal complies with all RFP requirements.

Vendor Name: _____
Authorized Signature: _____
Date: _____

Configuration Summary (100 words or less):
_____
_____
_____
_____
_____

Exhibit E-3

Document 3: Assurances and Signature Form

The vendor certifies compliance with all applicable federal, state, and local laws and regulations, including civil rights, health and safety, confidentiality, and background check requirements.

Organization Name: _____

Authorized Representative (Printed): _____

Signature: _____

Date: _____

Exhibit E-4

Document 4: Independent Contractor Debarment Verification

Registered in SAM.gov: ☐ Yes ☐ No

Registered with Mississippi Secretary of State: ☐ Yes ☐ No

The contractor certifies that neither the organization nor its partners or subcontractors are debarred from doing business with the **federal government or the State of Mississippi.**

Authorized Signature: _____

Date: _____

End of RFP Document