



Instructional Planning Center

201 East Thirty-eighth Street
Sioux Falls, South Dakota 57105-5898

(605) 367-7900 Relay Services for Hearing Impaired: Dial 711, then the desired number

Kent Albery, President
Darin Daby, Vice President
Debbie D. Hoffman, Member
Kate Parker, Member
Julie A. Westra, Member

Dr. Pamela J. Homan, Superintendent

December 17, 2010

SUBJECT: Request for Proposal – Benefits Integration Services

Purpose and Objective

Sioux Falls School District 49-5 is in the process of evaluating potential Employee Benefits services relationships, under an integrated service platform. The selected vendor will be awarded an exclusive contract as Agent of Record for all health and welfare benefit programs (medical, dental, vision, life, long term disability and short term disability).

Qualified respondents will be able to bring each of the following qualities to the relationship:

- Extensive expertise in managing an integrated employee benefits program that encompasses all health and welfare benefits;
- Experience in development, implementation and management of a benefits philosophy and long-term overall strategy, including marketing, carrier/vendor negotiations, vendor and plan performance evaluation and communication;
- Ability to assist in problem resolution and provide ongoing administrative support to the District's Human Resources, Finance and Employee Benefits staff;
- Objective and unbiased advice, without conflicts of interest.

Current Benefits Platform

The District provides a comprehensive core employee benefits package that includes medical, dental, vision, and group term life/AD&D coverage, as well as voluntary long and short term disability and voluntary worksite benefits with AFLAC.

The District's medical plan is self-insured, with specific stop loss only and covers approximately 2,320 employees (and retirees), and a total of nearly 5,700 members. The District's dental and other lines of coverage are fully insured.

Scope of Services

The candidate awarded services contract for Sioux Falls School District 49-5 will be expected to provide the following services:

- Advise the District in long and short-term strategic planning for health and welfare benefits, as well as development of a health improvement program;
- Advise the District of proper benefits design;
- Identify insurance risks;

- Evaluate current and potential vendors relative to our benefits philosophy, budget, financial strength and contractual benefits;
- Negotiate competitive program costs and contractual terms;
- Review and provide detailed analysis of plan performance (reporting) that will assist in the ongoing development of our long-term strategy;
- Advise the District on appropriate cost-control measures, budgeting/funding for benefits, and compliance with Federal and State laws affecting employee benefits;
- Review policies, contracts, SPDs and other benefit documents to ensure that they accurately reflect the intent of the benefit plan; and
- Act as a liaison with our carriers/administrators as needed, to help negotiate resolution to issues in a timely and appropriate manner.

Process and Timeline

Respondents should fully complete and return three copies of the enclosed "Request for Proposal" with detailed answers, by January 14, 2011, to:

Todd Vik, Business Manager
Sioux Falls School District 49-5
201 E. 38th St.
Sioux Falls, SD 57105-5898

No extensions will be permitted. Only responses received by the deadline will be considered.

Most benefits contracts renew on July 1, 2011. The District anticipates completing its review, and awarding the contract for all lines of coverage, by February 1, 2011.

All inquiries concerning this RFP should be directed in writing, by FAX, or by email so that they are received no later than 4:00 p.m. CST on January 3, 2011. Inquiries should be directed to:

Todd Vik, Business Manager
Sioux Falls School District
201 East 38th Street
Sioux Falls, SD 57105-5898
Fax: 605.367.7906
todd.vik@k12.sd.us

Written addendum to all pertinent questions will be provided on the District website at [www.sf.k12.sd.us/Community/Purchasing/Request for Proposals](http://www.sf.k12.sd.us/Community/Purchasing/Request%20for%20Proposals) by January 5, 2011. In all cases, no verbal communication shall override information presented in this RFP or written addendum on the website.