

Request For Proposal for Section 125 Services

The Board of Education for the Sand Springs Public Schools (District) requests proposals from qualified institutions with a full service office, which offers various Section 125 products for the employees of Sand Springs Public Schools:

1. Provide a facility to maintain the Section 125 accounts for the employees.
2. Ensure prompt and accurate accounting of all employees accounts.
3. Provide monthly reconciliations of the accounts to ensure all amounts are recorded timely and accurately.
4. Provide a full suite of products to ensure employees have adequate coverage.
5. Provide a system that will ensure ease of use for staff and employees.

The District will respond to any reasonable request for information that would be useful in responding to this RFP. Contact Greg Morris at 918.246.1410 or greg.morris@sandites.org.

Deliverables:

1. Engagement letter with description of services and fees for both the employee and the school district. (30%)
2. List of Oklahoma school district and other active clients with reference contact information. (30%)
3. List of all products to be offered to the employees with current prices and comparisons to similar products. (40%)

Deliverables are due June 14, 2017 to the attention of Kimberlee Clenney, Clerk for Board of Education, 11 West Broadway, Sand Springs, OK 74063, or kim.clenney@sandites.org.

Criteria for Award of Contract: Ratings based on Deliverables by weightings (%) listed.