



**Request for Information
#26011I
Third-Party Administration Services for 403(b)
Supplemental Retirement Plans**

Due: Tuesday, September 2, 2025 at 4:00 p.m. Local Time

Issued by:

Anoka-Hennepin School District
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PART 1 - GENERAL INSTRUCTIONS

1.01 Introduction

Anoka-Hennepin Schools is issuing this Request for Information (RFI) to gather information from qualified vendors who provide third-party administration (TPA) services for 403(b) supplemental retirement plans. The District currently uses Planwithease™ and is evaluating future options. This RFI is intended to identify potential partners, understand available services, and inform a future Request for Proposal (RFP) process. The district currently is using Planwithease.

1.02 Background

Anoka-Hennepin Schools is Minnesota's largest school district, serving approximately 38,000 students across 34 elementary schools, 9 middle schools, and 5 high schools. The district currently offers a 403(b) supplemental retirement plan to eligible employees and is seeking to enhance plan compliance, operational efficiency, and participant experience through enhanced third-party administration services.

1.03 Purpose of the RFI

The purpose of this RFI is to:

- Understand the capabilities of TPA service providers.
- Identify best practices in 403(b) plan administration.
- Explore technology platforms and compliance support.
- Assess vendor experience with K–12 public school systems.

This RFI is **not a solicitation for bids or proposals** and does not obligate Anoka-Hennepin Schools to issue a solicitation or award a contract.

1.04 Scope

Vendors are requested to provide information on the following services:

- Plan document preparation and maintenance
- Compliance monitoring (universal availability, contribution limits, etc.)
- Transaction approval (loans, hardships, distributions)
- Remittance processing, and vendor coordination
- Participant communication and education
- IRS and DOL audit support
- Technology platform and reporting capabilities
- Experience with multiple investment providers

1.05 Vendor Response Requirements

Please include the following in your response:

1. Company Overview
 - a. Company name, address, and contact information
 - b. Years in business
 - c. Number of K–12 clients, and number of MN specific K-12 clients
 - d. Overview of services offered
 - e. Executive summary, up to one-page cover letter or summary highlighting their relevant experience, unique features, and points of differentiation.
2. Service Model
 - a. Description of your third-party administration (TPA) service model
 - b. Overview of your technology platform and user interface
 - c. Capabilities for integration with district payroll systems
3. Compliance and Regulatory Support
 - a. Description of how your firm ensures 403(b) plan compliance

- b. Summary of experience supporting clients during IRS or Department of Labor audits
- 4. Client Support
 - a. Description of account management model
 - b. Overview of participant support (e.g., call center, online resources)
- 5. Pricing Structure
 - a. Description of your general pricing model (e.g., per participant, flat fee, etc.)
- 6. References
 - a. Contact information for at least five current K–12 school district clients, preferably including Minnesota-based districts

1.06 Instructions for Submission

A. Response Preparation

Vendors must submit their proposals via email to: PurchQuotes@ahschools.us

All submissions must:

- Be in PDF format (combined into a single file, if possible),
- Include the subject line: "26011I – Third-Party Administration Services for 403(b) Supplemental Retirement Plans "
- Be received by the district no later than 4:00 p.m. local time, Tuesday, September 2, 2025.

B. Delivery Response

To ensure successful delivery, vendors are required to request confirmation of receipt. The district will acknowledge receipt of all submissions via return email within one business day. If confirmation is not received, it is the vendor's responsibility to follow up prior to the deadline.

To protect against technical issues:

- Avoid sending large attachments that may be blocked by email servers (keep under 25MB).
- If your file is too large, contact PurchQuotes@ahschools.us for alternate submission instructions.

1.07 Vendor Questions

If vendors have clarifying questions related to this RFI, they may be submitted via email to PurchQuotes@ahschools.us. Responses, may be shared with all known respondents to ensure fairness and transparency.

Part 2 - TERMS, CONDITIONS AND DISCLOSURES

2.01 Incurring Costs

The District is not responsible for any costs incurred in the preparation or submission of responses to this RFI. This includes, but is not limited to: bonding, legal fees, travel, printing, or mailing costs.

2.02 Disclosure of Data

All information submitted in response to this Request for Information (RFI) will be handled in accordance with the Minnesota Government Data Practices Act (Minn. Stat. Chapter 13). This RFI is not a solicitation and does not request or require pricing, formal bids, or offers to contract.

Please note that, under Minn. Stat. §13.37, subd. 1(b), data that a respondent believes constitutes trade secret information may be classified as nonpublic or confidential. If your submission includes such information, it must be clearly marked as "Trade Secret – Confidential" and accompanied by a written explanation identifying the specific statutory basis under §13.37.

The District is not responsible for protecting any data that is not clearly marked and justified as protected. Do not label an entire response as "confidential." Unmarked data will be treated as public once received, and the District will not review each submission to determine which parts should be protected.

If a public data request is made after the RFI process, the District will notify any respondent whose information has been marked as nonpublic or confidential. The respondent will be given the opportunity to take legal action to prevent disclosure, as provided under Minn. Stat. Chapter 13. However, the final decision on data classification will be made in accordance with applicable law.

By submitting information in response to this RFI, you acknowledge that much or all of the data submitted will likely be considered public after the District has completed its review of the RFI responses.

2.03 Compliance with Laws and Debarment

Respondents affirm that, to the best of their knowledge, their organization is not currently debarred or suspended from doing business with any federal or state agency. Should a respondent become debarred or suspended, they agree to notify the District. The District will consider such information in any future procurement processes.

2.04 Disclaimer

This RFI is issued solely for information-gathering purposes. It does not constitute a solicitation or a promise to issue a solicitation in the future. Responses to this RFI will not be returned and will not be treated as confidential.

Part 3 - TIMELINE

The following timeline is subject to change. Updates will be communicated to all respondents if necessary.

Milestone	Date
RFI issued	August 15, 2025
Deadline for vendor questions	August 22, 2025
RFI submission deadline	September 2, 2025 4:00pm LT