



**Request for Information
#26012I
Benefits Administration Platform**

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 regarding a comprehensive Benefits Administration Platform. This RFI is intended to gather information to assist the District in understanding current market capabilities, best practices, and potential solutions that align with our operational and strategic goals.

1.02 Background

Anoka-Hennepin Schools serves over 38,000 students and employs approximately 8,000 staff members. The District offers a wide range of employee benefits, including medical, dental, vision, life insurance, disability, flexible spending accounts, and retirement plans. The current benefits administration process involves multiple systems and manual workflows, and the District is exploring options to streamline and modernize these processes. The District currently uses alight™ for their benefits administration functions.

1.03 Purpose of the RFI

The purpose of this RFI is to:

- Identify vendors with the capability to provide a robust, user-friendly, and secure benefits administration platform.
- Understand the features, functionality, and integration capabilities of available solutions.
- Inform the development of a potential future Request for Proposal (RFP).

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 Desired Capabilities

Vendors are requested to provide information on platforms that include, but are not limited to, the following capabilities:

- Online benefits enrollment and life event changes
- Employee self-service portal
- Integration with payroll and HRIS systems
- ACA compliance and reporting
- COBRA administration
- Carrier data exchange
- Decision support tools
- Mobile accessibility
- Security and data privacy compliance (e.g., HIPAA)
- Implementation and training support
- Ongoing customer service and technical support
- Retiree Insurance tracking and billing functionality

1.05 Vendor Response Requirements

Please include the following in your response:

1. Company overview and relevant experience, with emphasis on experience serving K-12 school districts
2. Description of the proposed platform and its features
3. System architecture and hosting model (e.g., cloud-based, on-premises)
4. Integration capabilities with existing systems (e.g., Skyward, SMART HR)
5. Implementation timeline and support model
6. Case studies or references from similar K-12 or public sector clients
7. Pricing model (if available)
8. Contact information for follow-up

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: "26012I – Benefits Administration Platform "
- 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 12, 2025
Deadline for vendor questions	August 22, 2025
RFI submission deadline	September 2, 2025 4:00pm LT