Request for Information
#26014I - FMLA Software

Due: September 12, 2025, at 4:00 p.m. Local Time

Issued by:
Anoka-Hennepin School District
Tiffany Audette, Director of Purchasing
Purchasing Department
2727 North Ferry Street
Anoka, Minnesota 55303

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 software programs that electronically track Family and Medical Leave Act (FMLA) and leaves of absence for school districts. This RFI is intended to identify potential partners, understand available solutions, and inform the development of a possible future Request for Bid (RFB) or Request for Proposal (RFP).

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. This RFI is part of the District's ongoing effort to evaluate potential solutions related to electronic tracking software for FMLA and leaves of absence beyond 12 weeks.

1.03   Purpose of the RFI

The purpose of this RFI is to:
- Understand the capabilities of vendors in software development and programs to help assist in electronically tracking FMLA and leaves of absence.
- Better understand industry capabilities and limitations.
- Identify best practices
- Explore available tools, technologies, or solutions
- Assess vendor experience with K–12 public school systems.
- Inform the development of technical specifications for a future RFP or RFB.

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   Definitions

For the purpose of this RFI:
- RFI (Request for Information): A non-binding method used to gather information from vendors for planning purposes. It does not result in a contract.
- RFP (Request for Proposal):A formal solicitation that results in a contract award based on multiple evaluation criteria.
- RFB (Request for Bid): A formal solicitation where award is based primarily on lowest responsible price.

1.05   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

1.06   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. System Specifications

    Software to help manage leaves of absence for school district employees. This software should:

    a. **FMLA Compliance & Automation:** Ensures compliance with FMLA regulations and automates the leave request and management process.
    b. **Electronic Employee Request Portal:** An electronic system for employees to submit FMLA leave requests.
    c. **Customizable Forms & Reduced Paperwork:** How your solution handles FMLA forms, including customization options (where permissible) and the extent to which it reduces or eliminates paper-based processes.
    d. **Real-time Tracking & Reporting:** Outline the system's ability to track FMLA eligibility, due dates, leave balances, and provide real-time reporting with data download capabilities.
    e. **Time Savings & Efficiency:** Quantify or describe the time savings and efficiency gains achieved through your electronic management of FMLA.
    f. **Concurrent Leave Tracking & Reminders:** Address how your system tracks concurrent leave types and provides automated reminders for employees regarding key FMLA dates.
    g. **Documentation & Communication Tools:** Specify any features for documenting conversations and managing communications related to FMLA leave.
    h. **Support & Expertise:** Describe the level of technical and expert support provided for FMLA-related issues.
    i. **Exportable Audit Logs**: Describe what activities are logged (e.g., login attempts, data changes, approvals), how long logs are retained, and whether logs are tamper-resistant. Confirm whether administrators can export logs showing key actions (e.g., approvals, communications, leave status changes). Include sample formats (PDF, CSV, etc.).
    j. **Data Retention & Deletion**: Describe your data retention policies and ability to delete or archive records per District requirements.
    k. **User Access Controls**: Detail how the system restricts access to authorized users based on roles/permissions. Include any multi-factor authentication (MFA) options.

3. Client Support

    a. Description of the account management model
    b. Overview of participant support (e.g., call center, online resources)
    c. Overview of implementation and training plan
        i. Provide sample deployment schedule
        ii. Outline implementation and training plans/materials

4. Pricing Structure

    a. Description of your general pricing model (e.g., per participant, flat fee, etc.)
    b. COST IS OPTIONAL.
    Respondents are asked to provide estimated costs to help the district understand acquisition and on-going costs.

    Any cost estimates requested are for budgeting purposes only. Responders will not be held to price estimates provided as part of the RFI should the district later decide to issue a competitive solicitation.

5. References
    a. Contact information for at least five current clients, preferably including Minnesota-based K-12 school districts.

6. District Technical /System Details
    a. General Solution & Compatibility
        ● Is your product primarily browser-based and scalable?
        ● Which major web browsers and operating systems (Windows, macOS, ChromeOS, iPadOS) does your solution fully support?
    b. Device & OS Requirements
        ● What are the general minimum technical specifications for devices (hardware, OS, RAM) to run your solution effectively?
        ● How quickly do you typically certify support for new major OS releases?
    c. Installation and Updates
        ● Can your software, apps, or extensions be installed silently and managed via common enterprise management systems (e.g., SCCM, Jamf, Google Admin Console)?
        ● For applicable software/apps, can a standard user (without administrative rights) perform updates?
    d. Deployment Model (Hosted vs. On-Premise)
        ● Is your solution typically cloud-hosted or deployed on-premise?
        ● If hosted, are there special requirements or expected bandwidth usage?
        ● If on-premise, what are the general hardware/VMware requirements?
    e. Data & User Management
        ● What are your primary methods for single sign-on (e.g., SAML, AD/LDAP integration)?
        ● Do you offer an API for data integration (e.g., REST/JSON)?
        ● Please provide a brief overview of your data privacy and security policies.

1.07   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: "26014I – FMLA Software"
● Be received by the district no later than 4:00 p.m. local time, Friday, September 12, 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.

1.08 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.

2.05 Right to Modify or Cancel

Anoka-Hennepin Schools reserves the right to modify or cancel this RFI at any time without notice. The District may issue clarifications or addenda to this RFI if deemed necessary. Respondents are responsible for monitoring for any updates.

Part 3 - TIMELINE

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

Milestone	Date
RFI issued	August 1, 2025
Deadline for vendor questions	August 22, 2025
RFI submission deadline	September 12, 2025