

**REQUEST FOR PROPOSAL**  
For  
**Special Pay Plan for Separation Pay**

**#MCSD10162023SPP**

**Murray City School District Purchasing Department**  
**5102 South Commerce Drive, Utah 84107**

## Murray City School District Special Pay Plan for Separation 2023-2028

### Intent of Request for Proposal

Murray City School District (MCSD) is conducting a Request for Proposal to select a new Special Pay Plan service provider for the District Separation Pay Plan. The goal is to implement services with the new service provider effective December 4, 2023.

### Overview

MCSD participates in a Separation Pay agreement with retirees based on MCSD Policy. The retiree currently has the option to use the Separation Pay to buy years in the Utah Retirement System (URS) or to have the funds deposited into a Special Pay Plan (403(b) plan or a Medical Trust Account). The initial payment into the plan for the retiree typically occurs the month after their final paycheck and in January. The retiree must be able to withdraw their funds from the Special Pay Plan after the deposit is made. Sometimes, when the maximum payment allowed is less than the retirement benefit, a payment is made the month after the retiree's final paycheck, with remaining payments made each January after that until the amount is paid in full.

MCSD desires to evaluate the market and determine the program with the best value for its employees. This includes:

1. Commitment to the Retiree and Retiree Plan
  - a. MCSD is looking for a service provider committed to providing quality services to the retiree regarding the plan and the District regarding the best plan for both parties.
  - b. Demonstrated innovation and services that show an investment in MCSD retirement services and a strong dedication to all employees and retirees.
2. Administrative Services – MCSD would like to outsource the following services related to this retirement benefit. These services include, but may not be limited to the following:
  - a. Enrollment processing
  - b. Loan processing
  - c. Beneficiary designations
  - d. Withdrawal processing
  - e. Termination processing
  - f. QDRO processing
  - g. Plan transition services
  - h. Provider transition services
3. Retiree/District Communication
  - a. One-on-one services are made available to each retiree at a location convenient for the retiree
  - b. A trained overview of the technology services available to the District and the retiree
  - c. Communication with designated MCSD staff verifying appropriate and quality services are provided to all retirees

4. Plan Expenses and Revenues to Retiree
  - a. The retiree will be able to see a detail of any plan expenses and any plan revenue that will affect the retiree's account
  - b. Retirees can see any information related to their account on a requested basis, preferably in an electronic fashion
  - c. MCSD requires an expense plan/fees guaranteed for 3-5 years
  - d. An actual fee schedule will be included in the response to the RFP
  
5. Expenses to MCSD
  - a. **There will be no costs to MCSD due to the proposed Special Pay Plan.**
  - b. MCSD will incur the labor necessary to process the necessary retiree amounts and deposit to the provider by either check or electronic transfer
  
6. Other Plan Available
  - a. The provider should list, as part of the response to this RFP, other options available as a benefit to the retiree while maintaining a zero cost to MCSD

The service provider that MCSD selects will be able to demonstrate a long-term vision. The provider will also be able to demonstrate their commitment to MCSD retirees. At MCSD, our #1 asset is our employees, who inspire learning for the students, families, and communities we serve. As employees retire, the provider must demonstrate excellence in service to our employees and the organization as the key indicator for success. For MCSD, any commission or gain of the service provider must be a distant second for the organization and the provider.

The final selection of the service provider will be based on the provider's responses to the items in this RFP and a final presentation by the provider to the MCSD selection committee.

**On average 5 to 15 employees retire each year that qualify for the special pay plan. Their average separation pay is ~\$ 73,580 each.**

#### **Invitation to Submit Proposal**

Proposals must conform to the published pass/fail criteria (**see attached**) and be submitted on time. Any proposals received after the specified due date and time shall be rejected and receive no further consideration. A committee shall evaluate timely proposals submitted.

Proposals shall be accepted unconditionally, without alteration or correction. The procurement officer shall reject a bid that is not responsive or responsible. A bid that is not responsive includes a bid that: is conditional, attempts to modify the bid requirements, contains additional terms or conditions, and fails to conform to the requirements or specifications of the invitation for bid. A bid that is not responsible includes a bid where the procurement officer reasonably concludes that the bidder or an employee, agent, or subcontractor of the bidder, at any tier, is unable to satisfactorily fulfill the bid requirements.

#### **Additional/Alternative Services**

The District welcomes any additional related services the bidder wishes to provide. Such services should be clearly identified and the benefits and associated costs described. Alternative services may also be offered for consideration provided they are clearly described and an explanation of how the alternative services will better meet the District's needs and objectives are included.

**Selection of Services**

The District, at its sole discretion, shall determine the successful bidder(s) based on the scoring results from pre-established evaluation criteria. The District reserves the right to waive any irregularities and informalities or to reject any or all bids submitted to the District. The District further reserves the right to make a contract award deemed to be in the best interest of the District. An award shall generally be made to the highest-scoring bidder(s) whose acceptable bid was first determined to be responsible and responsive.

Considerations for responsiveness may also include such factors as local presence, experience, performance ratings, and financial stability.

Stage 1 –Pass/Fail: Vendors must indicate that no cost for these services will be incurred by the Murray City School District and provide a financial statement indicating the amount of dollars currently under management, a copy of your Federal SEC License as well as your licensing from the State of Utah. (Schedule B)

Stage 2 – All proposals meeting basic pass/fail criteria shall be evaluated according to pre-established weighted criteria.

Stage 3 – Interview with companies who have passed stage 2. (If in the opinion of MCSD, interviews are needed)

**Period of Agreement**

A contract award shall be effective for up to five years unless terminated early by the breach of either party or by mutual agreement of the parties. The District reserves the right to cancel the contract at any time with cause upon 60 days written notice. Either party may terminate the contract without cause upon 90 days written notice. In the event of early termination, the District reserves the right to enter into negotiations with the next highest bidder to fulfill the original term of the contract without the need to re-issue and conduct a formal bid process.

**Proposal Submission Deadline**

Proposals are due to the Murray City School District office by 4:00 p.m. on October 30, 2023. Proposals received after the deadline will be late and ineligible for consideration.

**Project Start Date**

Successful vendors will be required to be able to begin services on December 4, 2023.

## EVALUATION CRITERIA

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in the proposal. (The Murray City School District reserves the right to reject any proposal based upon past performance to the Murray City School District)

### EVALUATION CRITERIA

|           |   |
|-----------|---|
| Pass/Fail | Schedule A-B                                |
| 0 Points  | Schedule A – Certification of Proposal      |
| 0 Points  | Schedule B – Financial Statement            |
| 20 Points | Schedule C – Fee Structure                  |
| 10 Points | Schedule D – Optional Services              |
| 30 Points | Schedule E – References                     |
| 40 Points | Schedule F – Experience with Public Schools |

**CERTIFICATION OF PROPOSAL**

I have read the Murray City School District Request for Proposal, RFP, and fully understand the intent. I certify that I have adequate personnel and resources to fulfill the RFP requirements. I further understand that my ability to meet the criteria and provide the required services shall be judged solely by The District.

I further certify that, since the receipt of this RFP, no contact, discussion, or negotiations have been made nor will be made regarding this proposal with any District contact. I understand that any such contact could disqualify this RFP.

I further certify that I am properly licensed by the SEC (copy of license attached) to conduct business within the scope of this RFP, in the State of Utah (copy of license attached).

I further certify that no cost will be incurred by the Murray City School District for the proposed services.

I certify that all Schedules contained herein shall be considered part of the entire RFP response and that the complete RFP document submitted shall be considered a legally binding document.

Submitted by:

Supplier Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

**Financial Statement**

**Vendors must indicate that no cost for these services will be incurred by the Murray City School District and provide a financial statement indicating the amount of dollars currently under management for public entities, a copy of your Federal SEC License as well as your licensing from the State of Utah.**

Fee Structure

Provide a detailed fee structure.



**Optional Services**

List any optional services for our consideration.

**REFERENCES**

Provide a minimum of three (3) Client References (public entities) from the past two (2) years.

**Experience with Public Schools**

Provide a detailed summary of your experience with public schools as it relates to this RFP.