



## SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

### Agenda Item Summary

Meeting Date: May 19, 2025

Agenda Section: Discussion and possible action

Agenda Item Title: Approval of RFP 2025-07 Third Party Administrator for South San Antonio ISD

From: Tony Kingman, Chief Financial Officer

Additional Presenters if Applicable: N/A

Description: The South San Antonio Independent School District (District) has requested proposals from qualified firms that are capable of providing administrative services for employee benefits plans, handling tasks like claims processing, record keeping and enrollment. The recommended Third-Party Administrator will act as an outsourced service to help manage the complexities of employee benefits programs.

Historical Data: n/a

Recommendation: Recommend the Board of Managers to approve Rusty Freeman & Associates as the Third-Party Administrator for South San Antonio ISD.

Purchasing Director and Approval Date: Victoria Cantu, May 8, 2025

Funding Budget Code and Amount:

Goals: 3. SSAISD will implement program initiatives and activities that reflect a commitment to preparing 100% of students for post-secondary educational or career paths.

# RFP 2025-07

Third Party Administrator for South San Antonio ISD



**May 19, 2025**

# SSAISD Third Party Administrator

## RFP 2025-07

### Background Information



The Benefits department focuses on the design, management, and delivery of employee benefit programs that support the well-being, financial security, and job satisfaction of district staff, while ensuring compliance with laws and maintaining fiscal responsibility.

RFP 2025-07 proposes to award a Third Party Administrator (TPA).

A Third Party Administrator (TPA) is an organization that consults and handles the administrative tasks related to employee benefits, such as plan administration for ancillary products and TRS Active Care health plans, COBRA, claim processing, billing management, enrollment, customer service, etc., while ensuring compliance and efficient benefits delivery.

- ❖ Our current TPA is Bay Bridge Administrators.
- ❖ The District's Plan Year runs from September 1 through August 31 each year.
- ❖ The District currently employs approximately 1175 employees.

# SSAISD Third Party Administrator

## RFP 2025-07

### Timeline



April 4, 2025	April 11, 2025	April 14, 2025	April 21, 2025	April 23, 2025	April 30, 2025	May 1, 2025	May 5, 2025
<b>1st Advertisement</b>  <b>Express Newspaper</b>  Per Texas Education Code, bidding opportunities are to be posted on the local newspaper at a minimum of 2 days, in a two week period.	<b>2nd Advertisement</b>  <b>Express Newspaper</b>  Per Texas Education Code, bidding opportunities are to be posted on the local newspaper at a minimum of 2 days, in a two week period.	<b>Formation of the RFP Committee</b>  Voluntary participation in RFP 2025-07 Committee requested from SSAISD Health Committee. Randomly selected Scoring Committee members.	<b>Vendor Questions Due On lonwave</b>  Interested vendors have the opportunity to ask questions as it pertains to bid details. All questions are to be submitted on lonwave for public view.	<b>Addendum Due</b>  Vendor questions are to be answered by this given date. All responses are posted on lonwave for public view.	<b>Bid Opening</b>  Virtual meeting to disclose the names of the proposals received. Interested vendors must submit proposals by this given date.	<b>Vendor Demos</b>  Per vendor: 30-minute virtual presentation of vendor platforms and Q&As. Committee members to attend.	<b>Evaluation Meeting</b>  Scoring Committee members will meet to discuss and score proposals received.

# SSAISD Third Party Administrator

## RFP 2025-07

### Participating Vendors



The following vendors submitted proposals:

1. First Financial Group of America
2. The Baldwin Group
3. Bay Bridge Administrators
4. Gallagher
5. TEB Benefits Group
6. Rusty Freeman & Associates, LLC/USEBSG
7. Financial Benefits Group

# SSAISD Third Party Administrator

## RFP 2025-07

### Award Proposal



South San Antonio ISD proposes to award the Third Party Administrator (TPA) services to the firm that scored the highest during the evaluation period:

**Rusty Freeman & Associates, LLC/USEBSG**

Through the adoption of this service agreement, South San Antonio ISD will achieve:

- Eliminate annual ACA filing and reporting costs - average of \$27,000 annually.
- Significantly reducing internal Accounting and Benefits department man-hour costs by streamlining the monthly billing reconciliation process.
- Shifting to a same month payroll deduction schedule to align all benefits deductions.
- Enhancing the employee enrollment experience through a robust enrollment program.

# SSAISD Third Party Administrator RFP 2025-07



Thank you