



VALLEY PARK SCHOOL DISTRICT

Business Office
One Main Street Valley Park, MO 63088

Tanja Boyet
Executive Director of Finance and
Operations
tboyet@vpschools.org
Lindsey Ford
Administrative Assistant
lford@vpschools.org

Request for Proposals: Section 125 and Ancillary Products

Date: 9/25/2026

Proposal Deadline: 10/19/2026 at 3:00 p.m.

The Valley Park School District is accepting proposals for the administration and management of its Section 125 plan, along with ancillary insurance products for district staff. Valley Park currently provides staff with board-paid medical, dental, and life insurance, as well as optional vision coverage, through our current medical provider. The district also offers a high-deductible health plan with a district-funded Health Savings Account; currently, five employees are enrolled in this plan. The comparative pricing will be shared with the Board of Education at the regular meeting on October 28, 2026.

Products Requested

1. Section 125 FSA (Health and Dependent Care)
2. Health Savings Account (HSA)
3. Employee Voluntary Life and AD&D
4. Employee Voluntary Universal Life
5. Spouse Voluntary Life
6. Child Voluntary Life
7. Short-Term Disability
8. Long-Term Disability
9. Hospital Indemnity
10. Cancer

Proposal Requirements

The district understands that pricing and coverage may vary between providers. We ask that you submit your best pricing for each of the products listed above, along with a description of any additional services you would provide to the district. Please complete the attached questionnaire and include your bid sheet with your proposal.

The Valley Park Board of Education and Central Office reserve the right to accept or reject any or all proposals.

Submission Instructions

All proposals must be received by Central Office no later than October 19th, 2026, at 3:00 p.m. Proposals may also be emailed to Tanja Boyet at tboyet@vpschools.org. For questions, please contact Tanja Boyet at 636-923-3507 or at tboyet@vpschools.org.



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Please briefly respond to the following prompt and then answer the additional questions below.

PROMPT:

Briefly describe why you are interested in working with the Valley Park School District to support the health and wellness of our educational community and tell us why your organization is the ideal partner for our school district.

Section 125

Describe your process and role in managing the Valley Park Section 125. Please address the following questions in your answer.

1. Will the district have any associated costs in your administration of the plan?
2. Will your company administer the plan or a TPA?
3. What risks will the Valley Park District assume?
4. What is your process for billing?
5. Who will be the point person for your company?
6. How will you educate our staff?
7. How will the district know of coverage changes?

Ancillary Products

Describe your process in enrollment of staff members for ancillary products. Please make sure to address the following questions in your answer.

1. How will you educate our staff?
2. Who will be the point person for the district?
3. What is your billing process?
4. How will the district know when there are coverage changes?
5. Will there be any district associated costs?
6. Are the products portable?
7. Who will handle claims for employees?

Please provide the name, title, phone number and email address of three (3) active professional references (preferably other k-12 institutions) we can contact about the services you provide to their employees.

- 1.
- 2.
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