



**GARLAND INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT**

**501 S. Jupiter
Garland, Texas 75042**

**REQUEST FOR PROPOSAL # 310-22-06
CONSULTING SERVICES – Health Care Plan Program**

The Garland Independent School District will be accepting proposals for the purchase of Consulting Services – Health Plans until 10:30 a.m., April 26, 2022 at 501 S. Jupiter Rd., Garland, Texas 75042, Purchasing Department.

Mark the sealed return envelope in the lower left hand corner with PROPOSAL#, time, and due date, as noted above. (Should the district close for unforeseen reasons (force majeure) on the date the solicitation is due, the above referenced date should be changed to 10:30 A.M. the first date the district is open to conduct business)

This Proposal includes Instructions to Vendors, Award/Evaluation of Proposals, Certifications, Terms and Conditions, Compliance Form, Specifications, and Supplier Questionnaire.

Company Name

Address

City State Zip

Authorized Representative Name Title

Signature

Printed Name Email Address

Telephone # Fax #

Mark A. Booker
Executive Director of Purchasing

PROCESS OVERVIEW: This section outlines the steps in the procurement process.

Pre-Bid Meeting:	Not applicable	
Deadline for Questions	April 13, 2022	4:00 p.m.
Deadline for Response to Questions/Addendum(s)	April 20, 2022	4:30 p.m.
Proposals Due Date	April 26, 2022	10:30 a.m.
Board of Trustees Meeting for approval	June 28, 2022	

The District Purchasing Department and proposers enter into discussions and revisions of proposal, as necessary. Discussions/negotiations may be conducted with proposers who are deemed to be within the final competitive range; however, GISD reserves the right to award a contract without discussions/ negotiations. The competitive range and responsiveness of the proposals submitted will be determined by GISD’s Executive Director of Purchasing. The evaluation will include only those initial proposals that the Executive Director determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, proposers will be required to submit a best and final proposal. The best and final proposal may be required as early as 24 hours after completion of negotiations/discussions.

DEFINITIONS

Throughout this RFP the following definitions should be understood.

- “The District” is defined throughout this document as The Garland Independent School District.
- “RFP” is a Request for Proposal, a document presented by the Garland Independent School District, to contract for the purpose of securing an agreement to provide services.
- The terms “consultant”, “proposer”, “organization” or “firm” is defined as the person(s) or organization(s) which are submitting submittals in response to this RFP or to the person(s) or organizations(s) who have been awarded the contract to execute their submittals.

INSTRUCTIONS TO PROPOSERS

1.1 SUBMISSION OF PROPOSALS

1.1.1. CLARIFICATION OF SPECIFICATIONS

For clarification of the specification(s) of this Request for Proposal, proposers may contact: Nancy Nunez at NRNunez@garlandisd.net. This individual listed may be contacted for clarification of specification(s) only. No authority is intended or implied that specification(s) may be amended or alternates accepted prior to opening without written approval of the Garland ISD Executive Director of Purchasing.

1.1.2. SUBMITTING QUESTIONS

Suppliers finding errors, requests for additional information, omissions, or corrections shall contact the Purchasing Department Questions by submitting an email to bids@garlandisd.net with a copy to NRNunez@garlandisd.net no later than **April 13, 2022 by 4:00 p.m. CDT**. Response will be given by addendum.

1.1.3. ADDENDA

All addenda will be issued as amendments to the Solicitation(s). All addenda will be posted by **April 20, 2022 by 4:30 p.m. CDT**. It is the supplier’s responsibility to check the district’s website (for addendums prior to submitting responses. See Exhibit III.
<https://garlandisd.net/connect/how-do-business-us/current-bidrfp-opportunities>

1.1.4. NUMBER OF COPIES

ONE (1) HARD COPY ORIGINAL PROPOSAL AND A COMPLETE COPY SUBMITTED ELECTRONICALLY ON EACH OF TWO (2) USB FLASH DRIVES. The complete electronic proposal must be submitted in a searchable PDF (or Word or Excel) format on the USB flash drives. CLEARLY LABEL THE SUBMISSION.

DELIVERY OF PROPOSAL: Delivery of proposal shall be in accordance with the procedures listed. Mark the sealed return envelope in the lower left hand corner with RFP#, time, and due date. If assistance is required for proposal submission, you may call Purchasing at 972.487.3009 during normal operating hours. Hand-carried submissions shall be delivered to Garland ISD Purchasing Department; 501 S. Jupiter Road; Garland, Texas 75042. An exterior Bid depository (Purchasing Drop Box) is available at the entrance to the Harris Hill Administrative offices located at the address provided above. The submission must be placed inside the depository at your convenience but no later than 10:30 a.m. on the prescribed due date listed in the solicitation. A submission is considered received when Purchasing retrieves the package from the Purchasing Drop Box and the submission is date/time stamped before the deadline.

Note: Submissions must be sealed and not exceed 14"x10"x5" to use the Purchasing Drop Box

Proposals submitted via the U. S. Postal Service are to be mailed to:

Garland ISD Purchasing Department
P. O. Box 469026
Garland, Texas 75046-9026

Clearly mark all Proposal envelopes as instructed on the front page. Allow sufficient transit time.

Delivery of submission to other Departments within the District is not considered as delivery to the Purchasing Department. The submission must be date/time stamped by Purchasing before the deadline.

1.1.5. SUBMITTAL

Once completed and signed proposal hard copy of your Proposal and two (2) flash drives (with complete duplicate proposals on each) to the Garland ISD Purchasing Department (as instructed above).

1.1.6. LATE SUBMISSIONS

Proposals received at the GISD Purchasing Department after the time and date specified above will not be considered and will be filed unopened. The Garland ISD shall not be held liable for late proposals.

1.1.7. OTHER FORMS OF SUBMISSION

Oral or telegraphic proposals transmitted via the District's facsimile machine are not acceptable. **DO NOT FAX OR EMAIL YOUR PROPOSALS. Only requested information and forms provided by the Garland ISD Purchasing Department may be submitted with this proposal unless written instructions permit additional pages.**

1.1.8. AUTHORIZED SIGNATURE

Proposals must be signed by an authorized individual to contractually bind their firm when submitting the Proposal. Failure to sign the Proposal will be considered as a "mistake in Proposal", and the Proposal will be rejected as "non-responsive" proposal. Proposer shall contact the Purchasing Department if discrepancies exist.

1.1.9. FORMAT FOR PRICING

Proposals written in pencil will not be accepted. Changes may be crossed through and corrections inserted adjacent and initialed by the person preparing the Proposal. Should errors in multiplication or addition of a unit price against a total price occur, the unit price shall govern. All pricing proposed for products and/or services shall constitute entire consideration due.

1.1.10. MINIMUM QUANTITIES

Quantities, services, or dollar expenditures listed herein reflect the GISD's estimated current requirements for one year (or time frame as otherwise specified).

1.1.11. WITHDRAWING PROPOSALS

No Proposal may be withdrawn prior to opening of proposals without written request (addressed to the Garland ISD Director of Purchasing) by an authorized agent of the proposing firm and upon written approval by the District. Proposals become the property of Garland ISD upon receipt.

1.1.12. PROPOSAL TABULATIONS

Proposers desiring a Proposal tabulation sheet resulting from this Request for Proposal may visit our web site at <https://garlandisd.net/connect/how-do-business-us/bid-tabulations> . The tabulations will be posted once the GISD Board of Trustees has approved the contract. If you are unable to download the information, please contact the Purchasing Department at 972-487-3009 and we will forward you a copy via email.

1.1.13. DEVIATIONS

Any and all deviations to this competitive solicitation in the Proposal must be listed on the Compliance Form, SEE ATTACHMENT A, not in a cover letter, catalog, etc.

1.1.14. PUBLIC INFORMATION

Garland Independent School District is a public entity subject to the provisions of the Texas Public Information Act (Texas Government Code Chapter 552). Responses to this invitation may be subject to release as public information unless the response or specific parts of the response are accepted from public disclosure under such Act. Proposers should consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other confidential or proprietary information before responding to this invitation. The District assumes no liability or responsibility for release of any information not properly identified and documented in accordance with the enclosed Confidential Information Declaration & Copyright Authorization Form. The District assumes no liability or responsibility for release of any information that the Texas Attorney General or a court of law determines to be subject to release.

1.1.15. COPYRIGHT PROTECTION

Proposals asserted to be copyright protected in their entirety may, in the District's sole discretion, be rejected as non-conforming. Proposers who submit copyrighted materials as part of their Proposal must review and complete the Confidential Information Declaration & Copyright Authorization Form. Proposers submitting copyrighted materials should consult with their legal counsel regarding copyright and disclosure issues. By submitting copyrighted materials and completing the Confidential Information Declaration and Copyright Authorization Form, proposers grant the District authorization to reproduce and provide copies of such information and agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited to, any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. In the event a proposer is unable to grant such authorization and waiver, copyrighted materials must not be included in the Proposal.

1.1.16. POST-SUBMISSION CHANGES

A proposal that has been opened may not be changed for the purpose of correcting an error in the proposed price. Proposers submitting an erroneous proposed price may be given the option of either honoring the price as proposed or withdrawing the (erroneous) proposal [Local Government Code Subchapter B, Sec. 271.026].

1.2 AWARD/EVALUATION OF PROPOSALS

1.2.1. WAIVING INFORMALITIES

The Garland Independent School District Board of Trustees reserves the right to accept or reject all or any part of any proposal, waive minor proposal formalities/technicalities and award the proposal deemed to be most advantageous to the District.

1.2.2. MULTIPLE AWARDS

The District reserves the right to award to a single vendor, multiple vendors, each line item separately or in any combination it determines to be in its best interest. Proposals shall cover the entire program as described herein. Proposers shall also include copies of any contracts/agreements required (by the proposing firm) and clearly identify/label it as such.

1.2.3. TIED PROPOSALS/EVALUATION FACTORS

Reference Table 5. Tied proposals, which are **equal in all respects**, shall be resolved and awarded in accordance with Local Government Code (Texas) Para. 271.901. Otherwise proposals, which reflect a tie in price, only may be awarded pursuant to the permissible factors listed in Texas Education Code, Subchapter B, Sec. 44.031(b) and set forth below:

- 1) the purchase price;
- 2) the reputation of the vendor and of the vendor's goods or services;
- 3) the quality of the vendor's goods or services;
- 4) the extent to which the goods or services meet the district's needs;
- 5) the vendor's past relationship with the district;
- 6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- 7) the total long-term cost to the district to acquire the vendor's goods or services; [and]
- 8) for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
 - a. has its principal place of business in this state; or
 - b. employs at least 500 persons in this state; and

Per Texas Education Code, Subchapter B, Sec. 44.031(b) *ALL CONTENTS PROVIDED IN THIS SOLICITATION, WILL BE CONSIDERED AS AN EVALUATION FACTOR!

In compliance with the provisions of Texas Government Code, Title 10, Subtitle D, Section 2155.074, Section 2155.075, Section 2156.007, Section 2157.003 and Section 2157.125, and Texas Administrative Code, Title 1, Chapter 113.6, information obtained from the Texas Building and Procurement Commission's Proposer Performance Tracking System may be used in evaluating responses to solicitations for goods and services to determine the best value for the Garland Independent School District.

www.window.state.tx.us/procurement/prog/vendor_performance

1.2.4. UNIT OF MEASURE

Each line item must be proposed using the same unit of measure as requested by this Request for Proposal. Any questions regarding unit of measure must be resolved between the prospective proposer and the Garland Independent School District Purchasing Department. Failure to propose specified unit of measure may be cause for rejection of proposal for the specific item(s) in question. Any packaging proposed which differs from that specified in the item description must be identified on the Deviation/Compliance Form.

1.2.5. FELONY CONVICTIONS

Upon notification of potential selections for award, the person or entity submitting this proposal must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).

1.2.6. ALTERNATE AWARDS

The District awards contracts to vendors as an alternate in case the primary vendor is unable to fulfill the contractual obligations as stated in the specifications/terms and conditions.

1.2.7. PRODUCT LITERATURE

Descriptive and illustrative literature covering the items you propose to furnish shall accompany your proposal when submitting “or equal” items. Literature provided must contain adequate information for district personnel to evaluate the proposal product as “or equal”. Failure to do so will result in the rejection of your proposal.

1.2.8. CONTRACT VALUE

The estimated annual value of this contract will be determined by the awarded consultants’ rate/lump sum.

1.2.9. PRICE ESCALATION PROVISIONS

The District may elect to place several orders during the term of this Request for Proposal. Proposers must specify minimum order quantities – if any – and are required to hold proposed prices for 90 days from date of award. After this time, proposed increases may be submitted in writing for approval. Proof of change in market conditions must accompany a request for price increase. Any price increase request is subject to Purchasing Department review and approval.

1.2.10. PROTEST PROCEDURE

Any proposer who is aggrieved in connection with a procurement, excepting right of rejection, may protest in accordance with Garland ISD Board of Trustees Policy CJ Local.

2. CERTIFICATIONS**2.1. CERTIFICATION AFFIRMATIONS**

By signing this Request for Proposal, the signed proposer affirms and certifies that its company, corporation, firm, partnership or individual’s response to this proposal is in all respects compliant with all provisions in this section.

2.1.1. ANTI-COLLUSION AND FRAUD

Proposer affirms that its company, corporation, firm, partnership or individuals response to this proposal is in all respects bona fide, fair and was not made with collusion or fraud with any person, joint venture, partnership, corporation or other legal entity engaged in this type of business prior to the official opening of this proposal.

2.1.2. DEBARMENT AND SUSPENSION (Executive Orders 12549 and 12689)

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Proposer certifies that the individual and/or firm on whose behalf this proposal is submitted is not listed on the Federal Government’s excluded parties list (SAM).

2.1.3. COPYRIGHT AND PATENT LAWS

Proposer hereby certifies that it (or its firm hereby represented) is legally authorized to conduct business in Texas and has complied with any and all federal, state, or other laws or regulations applicable to any purchase resulting from this Request for Proposal, including, but not limited to, copyright and/or patent laws and anti-collusion law.

2.1.4. SOLE SOURCE

If the proposer professes to be the exclusive source of the item(s) or service(s) requested herein, the proposer must provide with its proposal a written statement to the fact that the sole source is due to one or more of the following (as applicable): a patent, copyright, secret process, or monopoly; a film, manuscript, or book; a utility service (electricity, gas, or water); or a captive replacement part or component for equipment. Such statements must be signed by the owner or corporate official of the firm submitting this proposal and must be notarized. This declaration shall not exempt the proposer from signing and submitting a signed proposal.

2.1.5. PUBLIC INFORMATION

By submitting a response to this request, proposer represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code, Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information. A list of local government Officers may be obtained at <http://www.garlandisd.net/content/conflict-disclosure>. Failure to comply with this provision may result in the Solicitation being considered non-responsive.

2.1.6. RECORD RETENTION REQUIREMENTS

Proposer certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333 for a period of three years after grantees or sub-grantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other depending matters.

2.1.7. FOREIGN TERRORIST ORGANIZATION LIST

Pursuant to Texas Government Code Chapter 2252, Company certifies that it is not a company identified on the on a list prepared and maintained pursuant to Texas Government Code § 806.051, 807.051, or 2252.153 (“Foreign Terrorist Organization List”). In the event that Company is added to a Foreign Terrorist Organization List at any time during this Agreement, Company shall promptly provide notice to School. Garland ISD may terminate this Agreement immediately upon receipt and verification of information, by any means, that Company has been added to a Foreign Terrorist Organization List.

2.1.8. BOYCOTT ISRAEL

Pursuant to Texas Government Code Chapter 2271, Company certifies that it does not boycott (as defined in Texas Government Code Chapter 808) Israel and will not boycott Israel during the term of this Agreement with the Garland ISD.

2.1.9. PROHIBITED TRANSACTION

Pursuant to Texas Government Code Chapter 2272, the District is prohibited from contracting with any abortion provider or an affiliate of an abortion provider whereby the provider or affiliate receives something of value derived from state or local tax revenue. Any contract entered into by the District is void if the prospective vendor has such a prohibited affiliation or contractual relationship. By submitting a proposal in response to the Request for Proposal, you are certifying to the District that you do not have such an affiliation or contractual relationship.

2.1.10. LONE STAR INFRASTRUCTURE PROTECTION ACT

Pursuant to Texas Government Code Chapter 2274, with regard to contracts relating to critical infrastructure (including cybersecurity), Company certifies it is not owned or controlled by

citizens of China, Iran, North Korea, Russia, or any other country designated by the Governor as a threat to critical infrastructure, or by companies or governmental entity owned or controlled by citizens of or headquartered in China, Iran, North Korea, Russia, or any other country designated by the Governor as a threat to critical infrastructure.

2.1.11. FIREARM INDUSTRY

Pursuant to Texas Government Code Chapter 2274.002 (SB 19) , a governmental entity may not enter into a contract with a company for the purchase of goods or services unless the contract contains a written verification from the company that it: does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. This provision is only applicable to a company with at least 10 full-time employees and a contract value of \$100,000 or greater. Executing this agreement is considered written verification that your company is in compliance with the law.

2.1.12. ENERGY COMPANIES

Pursuant to Texas Government Code Chapter 2274.002 (SB13), a governmental entity may not enter into a contract with a company for the purchase of goods or services unless the contract contains a written verification from the company that it: does not boycott energy companies and will not boycott energy companies during the term of the contract. This provision is only applicable to a company with at least 10 full-time employees and a contract value of \$100,000 or greater. Executing this agreement is considered written verification that your company is in compliance with the law.

2.1.13. TEXAS HOUSE BILL 1295, CERTIFICATE OF INTERESTED PARTIES

If the individual contract/award exceeds \$1,000,000 or goes to the Board of Trustees, the person or entity submitting this proposal must comply with House Bill 1295 which is codified in the Texas Government Code §2252.908 effective January 1, 2016, by submitting a completed and signed Form 1295, Certificate of Interested Parties within 10 days after notification of intent to award. The appropriate form and additional information is available from the Texas Ethics commission at www.ethics.state.tx.us/index.html.

3. TERMS AND CONDITIONS

3.1. CASH PAYMENTS AND DISCOUNTS

Cash/prompt payment discounts offered will not be considered in determining the award but will be taken if earned.

3.2. PURCHASE ORDERS AND CONFIRMATION

The Garland Independent School District will email purchase orders in lieu of facsimile transmission. In addition to purchase orders, all solicitation notices, and award notifications will be communicated by email.

Purchase Orders will serve as the award instrument(s) against this Request for Proposal. Orders will be placed as services are approved for purchase and funds become available.

Proposers who require the use of a separate contract document, must incorporate the terms and conditions of this Request for Proposal into the document. **Proposer agrees to provide a copy of the contract document in word format upon request.**

3.3. CHANGE ORDERS

The District and District's representative, without invalidating the contract, may make changes by altering, adding to, or deducting from the Purchase Order; the contract sum being adjusted accordingly. No extra work or change shall be made unless in pursuance of a written order from the District and any claim for an addition to the contract sum will not be valid unless so ordered. Changes and amendments will be communicated by sending a copy of the purchase order.

IT IS THE PROPOSER'S RESPONSIBILITY TO TRACK PURCHASE ORDER NUMBER(S) & APPLICABLE REVISIONS.

3.4. PAYMENTS VIA ACH

Garland ISD will make payments via check or ACH. If the awarded supplier prefers ACH payments, the supplier will be required to submit a completed Vendor Direct Deposit Authorization form (contact this email to request the form), along with a bank verification letter to Finance@garlandisd.net Payment will be made within 30 days after the later of, receipt of goods/services and a properly submitted invoice. The district considers an invoice properly submitted with the following conditions:

- 3.4.1. Invoice is received at the address indicated on the purchase order
- 3.4.2. Pricing on the invoice matches the price on the purchase order.
- 3.4.3. Include a description of the goods or services furnished, the purchase order number, invoice number and any applicable cash discount.
- 3.4.4. Quantities on the invoice do not exceed those specified on the Purchase Order.
- 3.4.5. Unique invoice number used for each billing
- 3.4.6. Merchandise/services have been received.
- 3.4.7. Description of goods and services, and unit of measure, on the invoice, shall match the description on the Purchase Order.

NOTE: Awarded Company(ies) are expected to ship goods and/or perform services in the same week in which they are invoiced. Invoicing procedures for each awarded company will be incorporated into the proposer's performance rating.

3.5. CHANGING QUANTITIES

Quantities may be increased or decreased at the discretion of the District. Quantities listed herein are best estimates only and cannot be guaranteed.

3.6. NO SMOKING POLICY

No smoking or use of any tobacco products is permitted on school property.

3.7. CHOICE OF LAW/VENUE

This Request for Proposal and any resulting award(s) shall be interpreted within the laws of the State of Texas and the Uniform Commercial Code (UCC). In case of discrepancies between the laws of the state of Texas and the UCC, the laws of Texas will prevail. Venue for any legal action filed relative to this Request for Proposal or any resulting purchase orders shall be in Dallas County, Texas.

3.8. INVALID PROVISIONS

In the event that any one or more of the provisions contained in this Request for Proposal (or resulting purchase order) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this Request for Proposal (or any resulting purchase order) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.

3.9. QUALITY OF WORKMANSHIP

If problems with quality or workmanship arise on items received, the supplying vendor is responsible for replacing any/or all items at no cost to the Garland ISD. The supplying vendor will also be responsible for returning to the designated campus or department to pick up the items in question. Garland ISD will not be responsible for shipping items back to vendors.

Organization agrees that if The District is dissatisfied with the performance of any representative that the organization has assigned to The District, that individual shall be replaced with one acceptable to The District.

3.10. OVERCHARGE CLAIMS

Successful proposer(s) hereby assigns to purchaser any and all claims for overcharges associated with any contract resulting from this Request for Proposal which arise under the antitrust laws of the United States, 15 USCA Section 1 et. seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01 et. seq.

3.11. AVAILABILITY OF FUNDING

Garland ISD's fiscal year is July 1 through June 30. Funds are available for the current fiscal year only. Should the Garland ISD Board of Trustees not approve funds for this service, any contract resulting from this Request for Proposal will automatically terminate on the last day of the school fiscal year for which funds have been appropriated at no further cost or obligation to the District.

3.12. INDEPENDENT CONTRACTOR

It is understood that in the performance of any services herein provided, for Contractor shall be, and is, an independent contractor, and is not an agent or employee of the District and shall furnish such services in its own manner and method, except as required by this contract. Further, Contractor has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by Contractor in the performance of the services hereunder. Contractor shall be solely responsible for, and shall indemnify, defend, and save the District harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

3.13. CANCELLATION FOR CONVENIENCE

The Garland Independent School District reserves the right to cancel any contract (purchase order) resulting from this Request for Proposal at any time, for any reason (or for no reason) with a thirty (30) day written notice to the contractor(s). Contractor may cancel any resulting contract, at any time for any reason, or for no reason with a ninety (90) day written notice. Any notice required or permitted to be delivered to the contractor(s) shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the contractor's address appearing on the face of the Request for Proposal (or as subsequently revised or changed). Any compensation due the contractor(s) will be limited to items received and/or services performed and accepted by the District.

3.14. CANCELLATION FOR CAUSE

District shall have all remedies available at law or in equity. Where the Supplier is in default in delivery or otherwise, or has breached any terms or conditions of this contract. Garland ISD may terminate this contract in whole or in part without any adjustment, and in addition to any other remedy provided by law, may procure items or services, similar to those as to which this contract is terminated, and Supplier shall be liable to Garland ISD for any costs or such similar items or services in excess of the price or prices specified herein, provided, however, that Supplier shall continue the performance of this contract to the extent not terminated by the Garland ISD.

3.15. AGREEMENT BETWEEN PARTIES

The Contract Document consists of this Proposal which includes Certifications, Terms and Conditions, Compliance Form, Specifications, Supplier Questionnaire, the Supplier response, Clarifications and purchase order(s). These provisions shall be considered as part of any resulting legal and binding contract/purchase order as if thereto attached or therein repeated. All prior negotiation representation and agreements, with respect thereto not incorporated in such Contract Documents, are hereby cancelled. This Agreement can be modified or amended only by a document duly executed on behalf of the parties hereto.

3.16. HOLD HARMLESS

TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, SUPPLIER AND ITS AGENTS, PARTNERS, EMPLOYEES, AND CONSULTANTS (COLLECTIVELY "INDEMNITORS") SHALL AND DO AGREE TO INDEMNIFY, PROTECT, DEFEND WITH

COUNSEL APPROVED BY DISTRICT, AND HOLD HARMLESS THE DISTRICT, REPRESENTATIVES OF THE DISTRICT, AND ITS MEMBERS OF THE BOARD OF TRUSTEES, ADMINISTRATORS, OTHER EMPLOYEES AND AGENTS (COLLECTIVELY "INDEMNITEES") FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS AND EXPENSES, INCLUDING ATTORNEY FEES, OF ANY NATURE, KIND, OR DESCRIPTION (COLLECTIVELY "LIABILITIES") OF ANY PERSON OR ENTITY WHOMSOEVER ARISING OUT OF, CAUSED BY, OR RESULTING FROM THE PERFORMANCE OF SERVICES, OR PROVISION OF GOODS, BY VENDOR PURSUANT TO THIS CONTRACT, OR ANY PART THEREOF, OR ANYONE FOR WHOSE ACTS IT MAY BE LIABLE EVEN IF IT IS CAUSED IN PART BY THE NEGLIGENCE OR OMISSION OF ANY INDEMNITEE, SO LONG AS IT IS NOT CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY INDEMNITEE.

3.17. AUDITING CONTRACT

Upon request by Garland ISD or Comptroller General of the United States, any duly authorized representative of Garland ISD shall, until three (3) years after final payment under this Agreement, have access to and right to examine directly pertinent books, papers, documents, accounts, and records of Seller involving transactions related to this Agreement and to examine Seller's place of business as necessary to determine whether the terms of this Agreement are being carried out. This audit will be conducted at a location where those business documents are being held at the time of the audit request. Seller shall be required to maintain such records for three years after final payment.

3.18. LIMITATION OF LIABILITY

Garland ISD shall have all remedies available at law or in equity to include reimbursement of attorneys' fees and all costs incurred in enforcing such rights. No modification of limitation of remedy shall be a part of this contract unless specifically agreed to in writing by Garland ISD's Purchasing Department.

3.19. AUTHORIZED NEGOTIATORS

Designated GISD Purchasing Department personnel are the only individuals allowed to negotiate contract agreements/terms & conditions and/or pricing before an award is made as well as after an award has been made. Firms hereby agree that any negotiations regarding this RFP pertaining to agreements/terms & conditions and/or pricing shall be between proposing firm and the Purchasing Department ONLY throughout the term of the contract.

3.20. E-COMMERCE PARTNER

Garland ISD has implemented an Oracle iSupplier module and will require the successful supplier to utilize this application. iSupplier is a collaborative application that enables Garland ISD and the supplier to communicate. The system enables suppliers to have real-time access, through a standard internet browser, to information such as Solicitations, purchase orders, invoice status, payments, and respond to Garland ISD with order acknowledgments and change requests. Oracle also allows the supplier to input invoices through the portal if permitted by Garland ISD.

In addition to i-Supplier, Garland ISD has implemented iSourcing, which allows the supplier to receive and submit Solicitations and quotes electronically. iSupplier and iSourcing are provided free to suppliers. For purposes of this RFP, iSourcing is not being utilized. Additional information regarding this Oracle application can be obtained at

<http://www.oracle.com/us/products/applications/ebusiness/procurement/index.html>.

3.21. FORCE MAJEURE

Neither party shall be liable for delay in delivery or performance or for failure to give notice of delay when such delay is due to factors beyond its control, including, but not limited to, fires, strikes, explosions, governmental regulations, court orders or decrees, or acts of nature such as flood, wind, earthquake, tornado or hurricane. If the Proposer is unable to perform any of its obligations as a result of force majeure, proposer shall immediately give written notice to the District of the date of inception of the force majeure condition and the extent to which it will affect performance.

3.22. FINGERPRINTING REQUIREMENT

Suppliers who will only deliver but not enter a school building to perform services, will be required to complete and submit the **CERTIFICATION FOR CRIMINAL HISTORY CHECK FORM only**, prior to beginning services.

Suppliers who will deliver and enter a school building to perform services, will be required to complete the Criminal History Check process described below, prior to beginning services should be completed and returned after all personnel have been fingerprinted.

Criminal History Checks

During the term of this agreement, the firm's employees have the potential to have continuing duties and direct contact with students. Subsequently, the supplier is responsible for complying with Texas Education Code § 22.0834. Supplier may not commence work until all employees have been approved by the Purchasing Department.

At a minimum, the company recommended for award shall:

Obtain required criminal history record information, through the Department of Public Safety's Fingerprint-based Applicant Clearinghouse of Texas (FACT), regarding its employees assigned to work GISD premises. The following steps should be followed to complete the process:

All suppliers must: Follow instructions on the award letter provided by Purchasing to arrange an appointment for employees to be finger printed. Employers may select the most convenient location to their zip code.

After completion of fingerprinting, email Eva Gracia, Administrative Assistant to Director of Purchasing at Egracia@garlandisd.net and provide the following: RFP number, full name and date of birth for all personnel assigned to work on site during the contract term. If it is not possible to verify an employee based on the name and date of birth, it may be necessary to provide a driver's license number or state identification card.

If an employee is arrested while under contract, you must contact Dana Knox, GISD Human Resource Specialist of Fingerprinting/Investigations at 972-487-3213. The incident must be reported within 3 business days of the arrest.

Notify GISD Purchasing Department if employees leave employment with the firm during the contract term or cease responsibilities on GISD property.

3.23. TERM OF CONTRACT

Effective date is July 15, 2022 (or date of award) for one (1) year with four (4) optional one (1) year renewals.

4. INSURANCE REQUIREMENTS

4.1 The Firm shall purchase and maintain, in a company or companies licensed to do business in the State of Texas, such insurance as will protect the Firm and the District from claims set forth below, which may arise out of, or result from, the operations under the contract. The firm shall file with the Executive Director of Purchasing, before work is begun, certificates of such insurance which shall be subject to approval by the District as to the company providing insurance and the manner and adequacy of insurance protection. See Attachment A. The Firm shall, during the performance of this Agreement, keep in force the following insurance:

- a. General Liability \$1,000,000
- b. Professional Liability, \$500,000 each occurrence
- c. Employer's Liability, \$500,000
- d. Auto, \$500,000

- 4.2 All such policies of insurance shall contain a provision that they shall not be cancelled or altered nor the amount of coverage reduced until at least thirty (30) days after notice of such cancellation, alteration, or reduction has been delivered to the District.
- 4.3 Such policies of insurance shall be written by companies authorized by the Texas Department of Insurance to conduct business in the state and shall be satisfactory to the District. Firm shall not commence work under this Agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.
- 4.4 The Certificate of Insurance must be presented prior to start of service. The amount of deductibles and self-insurance retention must be shown on Certificate of Insurance.

5. SCOPE OF SERVICES AND EVALUATION CRITERIA

5.1 SCOPE OF SERVICES

5.1.1 Garland ISD

Garland ISD has an enrollment of over 54,000 students. It is the second largest district in Dallas County and considered one of the largest districts in the state of Texas. The District has 2 pre-kindergarten schools, 47 elementary schools, 12 middle schools, 7 high schools, 3 other educational centers, and 17 support facilities. Garland ISD employs approximately 7,300 staff and faculty. Employees include school staff (teachers, administrators, and support staff) and administrative staff (approximately 42 various departments). The District serves the cities of Garland, Rowlett, and Sachse. Visit our website for additional background information: <http://www.garlandisd.net/content/district-profile>.

The District is dedicated to providing competitive and comprehensive employee health care plan programs, including medical and pharmacy benefits, wellness programs and services, and an employee clinic, to its employees and their eligible family members.

5.1.2 SCOPE OF SERVICES

5.1.2.1 SCOPE OF ENGAGEMENT

Due to recent health care premium cost increases proposed by TRS, The District wishes to explore the possibility of opting out of the TRS ActiveCare Plan with the possibility of creating a fully-insured plan or self-funded program. To accomplish this, it is necessary to acquire the services of a consultant with documented knowledge and qualifications in analyzing the TRS ActiveCare medical plan offerings, current legislation and design or recommend alternative health care plan programs to offer to its employees that meet the requirements of the law.

The District is seeking proposals for a qualified, licensed consultant partner to provide health care plan program consulting services which include, but are not limited to, services relating to medical plans, (including prescription drug plans), employee wellness and employee clinic. The intent is to award this contract to a consultant that is independent, unbiased, not affiliated with any insurance company or provider network, and is not a direct provider of a health insurance program that is an alternative to TRS-ActiveCare.

Furthermore, to keep the consultation process independent, the chosen consultant will be precluded from being considered for award of any health-related service procured by the District, during the term of contract, or any such period after a contract has been awarded, that may be a direct result of the consultant's recommendations provided as a service under this contract.

The District is seeking a consultant that is experienced in the K-12 and/or municipality benefits market, preferably in Texas, and advising all levels of staff and management in public school districts. Services to The District should include compliance, cost analysis and savings,

strategic planning and any other services suggested to benefit The District and the future health care plan program offerings.

The consultant will analyze the cost, feasibility, and benefits then make recommendations to The District to either retain TRS ActiveCare or seek an alternative health care plan program for their employees which fully integrates with the current Employee Wellness Program and Employee Clinic. The District is seeking a strategic health care plan that will address rising healthcare costs and identify innovative approaches to managing employee health. The District seeks a consultant that is well versed in the benefits market, experienced in advising comparable public agencies and works well with various levels of staff and management.

Additionally, the successful consultant will need to demonstrate the ability to provide the evaluation of the District's current health care plan program and offer advice that assists its leadership and Board of Trustees in determining whether opting out of TRS ActiveCare and providing an alternative medical plan that is competitive with other plans currently on the market and if these plans provide quality offerings equal or superior to TRS ActiveCare. The consultant will work with and will receive direction from The District.

5.1.2.2. INITIAL SERVICES OVERVIEW

- Conduct planning meetings to establish The District's goals, priorities and identify areas of concern. Meet with District representatives on a regular basis.
- Provide education on benefits and risks for opting out of TRS ActiveCare including education on health plan funding options and how the employee wellness program and employee clinic can impact those options.
- Conduct employee benefit surveys) and analysis to gauge employee satisfaction with the current health care plan program and preferences for future programs to meet their needs.
- Financial underwriting and claims analysis, budget projections, funding levels and alternatives, large claims analysis and biannual reporting of financial performance of TRS ActiveCare, and any available alternatives to consider.
- Evaluate TRS ActiveCare, along with available alternatives, plan design in light of industry trends and labor market conditions, claims cost trends, alternative delivery systems and legal requirements. Evaluate eligibility, cost sharing, benefit structure and network savings. Provide ongoing projections and recommendations.
- Provide benchmarking review of similar sized districts in our region and bordering regions in relation to health care plan programs.
- Evaluate the current employee wellness program and employee clinic and propose a plan for incorporating them into the health care plan strategy for long term cost savings and management of health risk.
- Act as a technical resource and provide periodic updates on legislative developments and emerging trends related to health care plans, employee wellness programs, and employee clinics, including ongoing monitoring of SB1444 including education and compliance support.
- In addition to the initial consultation, The District may contract directly with the consultant for additional services. The additional services may include any items agreed upon by The District and consultant.

Please note that The District is not asking for, or authorizing solicitation of quotes from insurance carriers nor are we seeking a Third Party Administrator (TPA) relationship at this time.

5.1.2.3. CURRENT ENROLLMENT INFORMATION

The District's Current Programs in the Health Care Plan Program Scope:

- TRS-ActiveCare Health Care Plans
- Employee Wellness Program
- Employee Clinic

- 1) The health plans offered are through TRS-ActiveCare. Plan highlights and summaries can be viewed on the TRS website at:
https://www.trs.texas.gov/Pages/healthcare_trs_activecare.aspx.
- 2) Cost to district employee's net district contribution is in the following table:
<https://ffbenefits.ffga.com/garlandisd/wp-content/uploads/sites/15/2021/06/TRS-ActiveCare-Premiums-2021-v2.pdf>.
- 3) As of December 1, 2021 there are currently 7,034 employees who are benefit eligible of which 5,073 are health plan enrollees. As of December 1, 2021 we have 1,027 FSA participants and 501 HSA participants (these numbers are provided for forecasting and analysis purposes only).
- 4) The District's TRS ActiveCare Health Plan Enrollment As of December 1, 2021

	EMP	ESP	ECH	FAM	TOTAL
001 – HD	2141	43	444	73	2701
002 – Primary +	376	15	199	23	613
003 – AC2	91	4	46	4	145
004 – Primary	1013	13	263	37	1326
0603- HMO	187	6	77	18	288
TOTAL	3808	81	1029	155	5073

- 5) The District's Employee Wellness Department is run by our Coordinator of Employee Wellness and Nutrition who is a Registered and Licensed Dietitian, Certified Personal Trainer and Certified Wellness Program Coordinator. Our ongoing vision is to build a culture of health and well-being that benefits all district employees. Our offerings are currently divided into the following categories: GISD Wellness Program, programs offered by independent health care professionals, TRS ActiveCare Wellness, and Employee Assistance Program. The Department and Coordinator have received national and state recognition which includes awards from the American Heart Association, American Diabetes Association, Texas Department of State Health Services, and wellness certification programs. Additional information about the District's Employee Wellness Program can be found on our websites:
<https://www.garlandisd.net/node/541> and
<https://www.garlandisd.net/content/employee-wellness>
- 6) The District's Employee Clinic currently serves all benefits eligible employees and their dependents ages 2-27. The clinic currently is not designed to replace primary care providers and is not be able to authorize medication refills or address any chronic care/illnesses. The clinic treats minor illnesses such as sore throat, upper respiratory/ flu, ear aches, pink eye, congestion, cough, sinus infections, urinary tract infections, allergies, rashes, and insect bites. The clinic is currently staffed by a clinic manager, Physician Assistant, Nurse Practitioner, and medical assistants. It is overseen by medical doctors from a local clinic through a partnership with Baylor Scott & White. Employees

pay \$10 per visit. Additional information about our Employee Clinic can be found on our website: <https://www.garlandisd.net/content/employee-clinic>

5.1.2.4. SERVICES

5.1.2.4.1. Reviewing Existing Health Care Plan Program and Continued Participation in TRS ActiveCare

- 1) Conduct planning meetings to establish The District's goals, priorities and identify areas of concern. Meet with District representatives on a regular basis.
- 2) Evaluate The District's current employee benefit plans including plan design, utilization, access and cost
- 3) Evaluate TRS ActiveCare's, along with available alternatives, plan design in light of industry trends and labor market conditions, claims cost trends, alternative delivery systems and legal requirements. Evaluate eligibility, cost sharing, benefit structure and network savings. Provide ongoing projections and recommendations.
- 4.) Identify the proper employer and employee contribution amounts to match The District's current economic means
- 5) Identify methods to reduce risk and administrative costs for the District including, but not limited to claims analysis, plan design, training, cost distribution, funding options, wellness programs, employee clinic etc.
- 6) Provide education on the benefits and risks of opting out of TRS ActiveCare including education on health plan funding options and how the employee wellness program and employee clinic can impact those options.
- 7) Make recommendations for new or changes to current health care plan program based on local, state and national markets, expert knowledge and the financial constraints of the District
- 8) Deliver a report of recommendations in both a detailed, high level format for District staff and School Board members, as well as a less detailed, more easily understandable format for District employees and the public
- 9) As requested, make presentations to District leadership to present and explain the recommendations
- 10) Assist the District in obtaining its claims information from the Teacher Retirement System (TRS) of Texas, and performing analysis of this claims information
- 11) Financial underwriting and claims analysis, budget projections, funding levels and alternatives, large claims analysis and biannual reporting of financial performance of TRS ActiveCare, and any available alternatives to consider.

5.1.2.4.2. Analysis, Reporting, Strategy and Process Evaluation

- 1) Describe your process for healthcare plan program strategy development.
- 2) Establish both long-term (3-5 years) and short-term (annually) strategies for the District's health care plan program, including any multi-year plan rates, etc. Consider trends, prospective legislations, new delivery systems and geographic health-care practices to make long-term projections. Including making projections of potential savings.
- 3) Evaluate the current employee wellness program and employee clinic and propose a plan to integrate them into the health care plan strategy for short and long term cost savings, management of health risk, and improvement of employee health.

- 4) Provide actuarial analysis and recommendations based on utilization and performance reports, statistical and/or financial reports, and plan specific data while considering pending and enacted legislation for mandated benefit programs.
- 5) Conduct thorough market research and provide estimate of rates and cost trends to assist in budgetary considerations.
6. Analyze existing health care plan programs and coverage and identify or develop cost -saving alternative strategies and plans that include employee wellness and employee clinic as components of the program.
- 7) Consultant shall review benefit programs to determine whether employer/employee rate structure is consistent with previously established models and recommend alternatives as applicable.
- 8) Consultant shall provide financial and/or performance reviews of benefit plans.
- 9) Consultant shall evaluate cost and risk and compliance implications related to plan design changes.
- 10) Recommend appropriate plans to ensure that quality and cost-effective benefits are provided by the plans.
- 11) Develop and/or assist in developing and evaluating employee needs and satisfaction surveys.
- 12) Describe your firm's process around utilization review and trend analysis, including frequency of review, resources used and approach in regards to recommendations.
- 13) Describe analytic capabilities/tools your firm offers to assist with plan management. In addition please describe, in detail, the financial reporting you provide to clients.
- 14) Determine and recommend the most economical funding methods for the health care plan programs and strike a balance between cost and comprehensiveness of the health care plan programs. Assist in preparing overall employee insurance fund budget and projections.
- 15) Recommend alternative health care plan program designs, delivery systems, funding and communication methods as dictated by environmental/regulatory changes and emerging technologies
- 16) Analyze plan utilization through plan data and statistical or financial reports and provide recommendations for improvement.
- 17) Assist The District in monitoring and analyzing experience trends and providing timely alerts on changing patterns and appropriate recommendations.
- 18) Provide benchmarking of similar sized districts in our region and bordering regions in relation to health care plan programs to determine their competitiveness with The District's programs.
- 19) Be available to provide various types of reports as needed, such as costs analysis for benefit changes, and other statistical, financial, forecasting, trend, or experience reports.
- 20) Prepare and present reports on trends, new products and audits, as requested.
- 21) Maintain full and accurate records with respect to all matters and services provided on behalf of The District health care plans and programs. Provide documents

including spreadsheets, assumptions and calculations upon completion of any projects relating to The District's benefit plans and programs.

- 22) What resources do you use to analyze medical and pharmacy claims?
- 23) How do you determine if changes need to be made to a plan for higher effectiveness?
- 24) In addition to the initial consultation, The District may contract directly with the consultant for additional services. The additional services may include any items agreed upon by The District and consultant.
- 25) Provide benefits information to enable the District to make effective decisions in developing a health care plan program that is comprehensive and meets established objectives with respect to cost and competitiveness with the goal of attracting and retaining employees
- 26) Provide accurate and timely information on health care plan program issues, trends, possible new benefits, and proposed or new legislation
- 27) Evaluate appropriateness of alternative financing mechanisms such as employee contributions and conventional insurance
- 28) Recommend and assist in structuring employer/employee contribution levels, various retention levels, stop-loss limits, etc.
- 29) Explain your perspective on how a plan's structure (PPO/HMO, deductible/co-pay, etc.) relates to cost management/containment.
- 30) Discuss how an HSA and/or HRA can be integrated into plan structure, and corresponding plans to ensure employees across all levels of income can participate effectively.

5.1.2.4.3. Legislative and Compliance

- 1) Consultant shall work collaboratively with any other consulting and/or legal firm with which The District contracts, as well as with other District Departments, including the District's general counsel, finance, procurement and budget offices for matters related to The District's health care plan program administration, funding and planning
- 2) Describe your resources for staying abreast of legislative and regulatory developments and how you disseminate the information to clients.
- 3) Describe your process and resources for notifying districts of changes in federal and/or local laws that would affect them.
- 4) Do you have in-house legal advisors who provide counsel to your clients? Please describe their qualifications and access The District will have to those services.
- 5) Describe specific resources you have in place to assist clients with the compliance of health care reform.
- 6) Assist with data collection and informational requests for GASB valuations and provide strategic recommendations to mitigate liability.
- 7) Act as a technical resource and provide periodic updates on legislative 3 developments and emerging trends related to health care plans, employee wellness programs, and employee clinics, including ongoing monitoring of SB1444 including education and compliance support.

- 8) Provide consultation and guidance for federal, state and local governmental mandates such as FMLA, COBRA, GINA, ERISA, HIPAA, ADA, USERRA, ACA, etc.
- 9) Review the District's health care plan program on a continuing basis to ensure compliance with government regulations

5.1.2.4.4. Other and Special Services Requested – See Exhibit II

- 1) In-house expertise and ability to provide support related to employee wellness programs.
- 2) -in-house expertise and ability to provide support related to employee clinics and describe your experience, if any, with a shared clinic space such as between districts or district/municipality.
- 3) Methods to disseminate information about current trends, innovation, and emerging hot topics. Provide examples.
- 4) Consulting services outside of healthcare plan benefits.
- 5) Resources for technical or professional support available at no extra cost through the firm, such as legal counsel, communications, technology support or others.
- 6) Provide published benchmarking survey information as requested. Access to national database of clients across all major sectors and employee populations.
- 7) Assist and conduct presentation content for benefits meetings, School Board meetings and/or employee meetings.
- 8) Assist in development of innovative risk control programs to help avoid costly claims.

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EVALUATION CRITERIA: TABLE 5

Criteria Number	Criteria Description	Category Value
1.	Purchase Price	
	Proposal Price – This section is based on proposer’s total price in relation to ranking among other proposers prices.	40 points
2.	Quality and Reputation of Consultant	
	Category Total:	Points 58
2a	The reputation of the vendor and of the vendor’s goods or services. References and Past Experience –Proposer will provide three (3) references with current contact information. Responses from contacts is required for points.	5
2b	The quality of the vendor’s goods or services.	20
2c	The extent to which the goods or services meet the district’s needs.	31
2d	The Vendor’s past relationship with the district	0
2e	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses.	0
2f	For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:	2
	A. has its principle place of business in this state	
	B. employs at least 500 persons in this state	
Evaluation Criteria Step 2 -Based on ranking of the proposals after “Evaluation Criteria Step 1,” the financial strength will be evaluated for only the top ranked proposals or as many as deemed necessary by the district.		
4	Financial Strength	
	Category Total:	2 points
	Financial status of the vendor (as rated by Dun & Bradstreet)	
	Proposer must indicate number of years as a D&B member.	
	Proposer to provide current D&B rating.	
	Proposals must include the DUNS account number and location of office. Failure to provide the DUNS number will result in zero (0) points.	
Part 1	Total Maximum Evaluation Points :	100
Part 2	If Interviews/Demonstrations, otal Points for FINAL ranking:	10

5.1.2.5. INTERVIEWS/DEMONSTRATIONS (additional 10 points)

After the RFP responses are submitted, the District will assess the responses by each provider. Proposals submitted will be scored according to our Evaluation Criteria Form. The District may contact a select number of proposal providers to participate in an interview and/or demonstration. This provides an opportunity for The District to meet the Proposer and for the Proposer to elaborate on their proposal. This is a fact finding and explanation session only and does not include negotiation. The District will schedule the time and location of the interview and/or demonstrations. All interviews and/or demonstrations shall be held on site at a District location, and all costs involved shall be the responsibility of the Proposer. The District reserves the right to award without conducting Interviews and/or demonstrations.

Per Texas Education Code, Subchapter B, Sec. 44.031(b) ***ALL CONTENTS PROVIDED IN THIS SOLICITATION, WILL BE CONSIDERED AS AN EVALUATION FACTOR!**

5.1.2.6. PROPOSAL DOCUMENTS:REQUIRED EXHIBITS (TABLE 5), See EXHIBIT VI

Note: Proposing contractor(s) of this RFP shall submit with their proposal submission, ALL INFORMATION REQUESTED AND DOCUMENTS listed in EXHIBIT VI. Failure to submit the exhibits and requested information may be considered a non-responsive proposal without consideration of award by the district.

Clearly identify and mark your proposals with the specific Exhibit Number-Tabs I through V for the district to clearly identify and evaluate the information. The proposal should be submitted complete in both paper hard copy (marked original) and electronic (2 flash drives) formats, as instructed.

a. LETTER OF INTENT REQUIRED

Letter of intent shall be submitted and must be signed by an individual authorized to contractually bind the organization. Include:

- 1) Brief history of the organization, number of employees and years in existence. Describe your organization's vision, values, and the key differentiators for your organization.
- 2) General description of the organization's capabilities.
- 3) Introduction of the organization's partners and/or consultants, team members, and description of your organizational structure.
- 4) Description of your current outside partnerships.
- 5) Number of years of experience your organization has provided health care plan consulting services.
- 6) Provide information on previous clients for which your organization has performed the services described here within.
- 7) Experience handling municipal and/or K-12 educational institutions full insured or self-insured health plans. Provide the following:
 Total number of clients _____
 Total number of K-12 educational institution clients _____
 Number of municipal clients _____
- 8) Include the organization's address for local and home offices (headquarters), telephone numbers, and website/URL's, if applicable.
- 9) Provide the location from which our account will be serviced and description of services that will be provided through that office.

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EXHIBIT I
PRICING

5.1.2 Pricing (40 points): This section will be scored based on proposer's total price in relation to ranking among other proposers prices. Year 1 – 2022-2023 cost to the district to acquire the consultants' goods or services for years 2 through 5/2023 – 2027.

- 1) Describe your pricing structure proposed for The District. This should be a comprehensive, specific description indicating how the firm would price The District's account and any estimated annual costs of service. It shall be clearly identified how the pricing is determined. Any and all rates of fees in comparison to consultant rates that the firm would expect to receive for services requested herein, as well as recommended services must be included. The District reserves the right to review and/or audit any of its account related records of the selected proposer related compensation.
- 2) Please provide a detailed scope of services list indicating the services included in your proposed compensation. Add information, including pricing, for additional services you could provide related to employee health care plan programs.
- 3) **FIXED FEE LUMP SUM (evaluated factor): _____ FOR COMPLETE SCOPE OF SERVICES TO INCLUDE RECOMMENDATION/DELIVERABLES (FY 2022-2023).**
- 4) **ADDITIONAL RATES (FY 2023-2027 If additional scope is identified. This section does not include any costs for the initial scope of work identified in this RFP):**
 - a. CONSULTANT _____ per Hour
 - b. OTHER : _____ per _____

//////////////////////////////////////END OF EXHIBIT I//////////////////////////////////////

EXHIBIT II
QUALITY AND REPUTATION

5.1.3. Quality and Reputation of Contractor (58 points):

5.1.3.1 --2a The reputation of the vendor and of the vendor's goods or services. References and Past Experience – Designated evaluators will check information submitted to score this section.

5.1.3.1.1. Proposer will provide three (3) references with most updated contact information. See Supplier Questionnaire, item 2.

5.1.3.1.2. Proposer to provide evidence of past (within the past 5 years) and current experience with K-12 district or higher, municipality or public entity reviewing TRS and/or other medical plans and alternative options.

5.1.3.1.3. Attach a list of all school districts and/or municipalities your firm has consulted with for similar scope of services. Provide contact information to include entity name, date firm ceased providing services and reason, description of pertinent health care plan program consulting performed, number of covered individuals, total cost of the project, brief statement on adherence to schedule and budget for each project. Email and office/mobile phone numbers. Minimum of two (2) different K-12 district or higher, municipality or public entity clients in Texas. GISD reserves the right to evaluate references not included in the submittal proposal.

5.1.3.2. --2b the quality of the vendor's goods or services.

5.1.3.2.1 Provide information and supporting documentation of certifications/licenses.

5.1.3.2.2 Provide evidence of previous work products and results of the recommendations.

5.1.3.2.3. Provide supporting financial analysis processes for projected recommendations.

5.1.3.3. --2c the extent to which the goods or services meet the district's needs.

5.1.3.3.1. Provide the proposed process for consulting scope of services.

5.1.3.3.2. Proposed timeline for completing the consulting scope of services.

5.1.3.3.3. Provide documentation of services offered by your firm.

5.1.3.3.4. Provide your firm's current and proposed organizational structure with key personnel resumes for each administrative person who will have daily interaction with the district. Identify the individual who will initially serve as the single point of contact. Provide information regarding the capabilities and experience of personnel who will be directly assigned to The District that include the following:

- 1) Professional resumes with educational background for key personnel and their responsibilities.
- 2) Professional designations, degrees, certifications, licenses (including categories and expiration date).
- 3) Years of health care plan program-consulting experience.

- 4) Years of municipal and/or K-12 school district health care plan program-consulting experience.
- 5) Length of health care plan program consulting service with your firm.
- 6) Include a list of previous clients, including K-12 school districts and/or municipalities, similar in size and complexity, in which each team member has played a significant role.
- 7) Provide current client count (and size) for each team member providing support to capacity for service.
- 8) Provide an organizational chart that clearly describes your organization with supervisory reporting.
- 9) Provide a statement regarding your commitment to keeping the same personnel assigned to The District throughout the term of the contract, if awarded.

5.1.3.3.5. Other and Special Services Requested

- 1) Describe your firm's in-house expertise and ability to provide support related to employee wellness programs.
- 2) Describe your firm's in-house expertise and ability to provide support related to employee clinics and describe your experience, if any, with a shared clinic space such as between districts or district/municipality.
- 3) Describe the methods you employ to disseminate information about current trends, innovation, and emerging hot topics. Provide examples.
- 4) What types of consulting services does your firm offer outside of healthcare plan benefits?
- 5) What other resources does your firm provide? Description of technical or professional support available at no extra cost through the firm, such as legal counsel, communications, technology support or others.
- 6) Provide published benchmarking survey information as requested. What resources do you use for benchmarking? Do you maintain a national database of clients across all major sectors and employee populations?
- 7) Assist and conduct presentation content for benefits meetings, School Board meetings and/or employee meetings.
- 8) Assist in development of innovative risk control programs to help avoid costly claims.
- 9) Recommend other services not currently provided

5.1.3.3.6 Account Services

- 1) Provide resources to ensure legal compliance in making a recommendation as a consultant.
- 2) Provide a comprehensive list of all services provided by your organization.
- 3) What is your target size company?
- 4) What is your service philosophy? How does your firm measure service quality?
- 5) Has your firm established any limitation on the number of clients you intend to accept? What is the volume handled by the firm and by the specific office to which The District's account would be assigned?

- 6) Describe your ethical business practices.
- 7) How does your organization distinguish itself from competitors in the area of health care plan program consulting? What is distinctive about your firm and the services you offer?
- 8) What is your firm's policy/standard for returning phone calls, e-mails or other forms of communication?
- 9) Provide examples of when you have provided services that have gone beyond the expectations in the contract.
- 10) What is your firm's highest value when servicing their clients?
- 11) How many of your clients have approximately 5,000 benefits eligible employees?
- 12) What is your process for ensuring customer satisfaction?
- 13) What kind of training (industry, internal, computer, other) does your staff receive?
- 14) Describe how you approach project management and creation of timelines for implementation.

5.1.3.3.7. Provide any/all answers clearly explained and documented. If the response is unclear or documentation not provided, it may result in a non-responsive proposal submission and no award consideration granted.

- 1) Explain how your firm's unique business qualifications can benefit the Garland ISD?
 - a) Describe a brief history of your firm in regard to your healthcare consulting division.
 - b) Describe your firm's philosophy regarding customer service.
 - c) Identify those programs or philosophies that are unique to your firm.
- 2) How will your company ensure all recommendations will comply with legal requirements?
- 3) How will you accomplish the expectation to recommend the best options for Garland ISD?
- 4) How will you incorporate the current employee wellness program and employee clinic in the health care plan strategy?
- 5) Describe the impact to long-term costs savings.
- 6) Describe management of health risk.
- 7) Describe your services as an independent consultant not associated with or representative of any health care providers.
- 8) Describe program implementation by describing the lead time/transition process.
- 9) What is your philosophy regarding data privacy?

- 10) How will employee benefit surveys be addressed?
- 11) How will you schedule and conduct meetings? Provide timeline and milestone plan.
- 12) Does your firm have any conflicts of interest relating to the district? If yes, please explain.
- 13) Does your firm have any planned or current negotiations to add business partners? If yes, please describe and provide timelines.
- 14) How many K-12 school districts and/or municipalities are you currently in or planning to be in negotiations with to take on as clients within the next two years?

5.1.3.3.8. Supplier Questionnaire (1 – 10)

- 1) Is your company certified by the state of Texas or the North Central Texas Regional Certification Agency as a small, women-owned, or minority business? Yes No
If yes, provide a copy of the certification with the Request for Proposal/Bid response.
- 2) List three (3) references of current customers similar in size and scope of services in this RFP (preferably public schools). Additional sheets may be added for full descriptions.
 - a) Client-School/Company _____
 Address _____
 Contact Name _____
 Office & Mobile Phone # _____
 Email Address _____
 Dates of Services Started _____
 Dates of Services ended and why _____
 Budget/Schedule _____
 Total Cost of Project _____
 Number of covered individuals _____
 Describe plan/program _____
 - b) Client-School/Company _____
 Address _____
 Contact Name _____
 Office & Mobile Phone # _____
 Email Address _____
 Dates of Services Started _____
 Dates of Services ended and why _____
 Budget/Schedule _____
 Total Cost of Project _____
 Number of covered individuals _____
 Describe plan/program _____
 - c) Client-School/Company _____
 Address _____
 Contact Name _____
 Office & Mobile Phone # _____
 Email Address _____
 Dates of Services Started _____
 Dates of Services ended and why _____
 Budget/Schedule _____
 Total Cost of Project _____
 Number of covered individuals _____
 Describe plan/program _____

3) The Garland ISD has entered into Inter-Local Agreements for cooperative purchasing with the following public entities: City of Garland • Mesquite ISD • Plano ISD • Carrollton-Farmers Branch ISD . The Proposer agrees to honor services included herein, which may be placed by these Entities: Yes No

4) Several governmental entities (a membership list is available at the EPCNT Web site listed below) have indicated an interest in being included in this contract.

Should these governmental entities decide to participate in this contract, would you, (The proposer) agree that all terms, conditions, specifications, and pricing would apply? Yes No
For information regarding the Educational Purchasing Cooperative of North Texas, Please visit their website at the following address www.epcnt.com.

Several governmental entities (a membership list is available at the CTPA Web site listed below) have indicated an interest in being included in this contract. Yes
Should these governmental entities decide to participate in this contract, would you, (The proposer) agree that all terms, conditions, specification, and pricing would apply? No
For information regarding the Central Texas Purchasing Alliance, please visit their website At: www.txctpa.org .

If you (the Proposer) checked yes, the following will apply. Governmental entities utilizing Internal Governmental contracts with the Garland Independent School District will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by a governmental entity other than Garland Independent School District will be billed directly to that governmental entity and paid by that governmental entity. Garland Independent School District will not be responsible for another governmental entity’s debts. Each governmental entity will order their own material/service as needed.

5) The Garland ISD has authorized district employees to use a credit card (Bank of America Master Card) to make purchases for business purposes.

- a) Will your company accept these credit card purchases? Yes No
- b) Does your company utilize level 3 data card processing information? Yes No
- c) Proposer’s principal place of business (or main corporate office) is located in _____ (state).

• Proposer’s principal place of business is located within the boundaries of the Garland Independent School District? Yes No

• Does your firm employ at least 500 persons in the state of Texas? Yes No

d) Is your firm willing to honor the terms and conditions of this contract if awarded a contract as an alternate? Yes No

e) Has your company filed any written declaration for bankruptcy protection, a potential merger or acquisition, office closure, pending lawsuits, financial loss that might affect your ability to perform under this contract? Yes No
If your response is yes, please explain:

f) Person who should be contacted regarding the bid to answer any additional questions:

Name & Title _____

Phone _____ Cell Phone _____

Email address _____

g) ORACLE iSUPPLIER:

Garland ISD has implemented Oracle iSupplier and will require the successful supplier to utilize this application. iSupplier is a collaborative application that enables Garland ISD and the supplier to communicate with each other. It enables suppliers to have real-time access, through a standard internet browser, to information such as purchase orders, invoice status and payments, and respond to Garland ISD with order acknowledgements and change requests. It also allows the supplier to input invoices through the portal if permitted by Garland ISD.

Does your firm agree to this requirement? Yes No

////////////////////////////////////// END OF EXHIBIT II //

EXHIBIT III

ACKNOWLEDGEMENT OF ADDENDA

The offeror acknowledges receipt of ADDENDA to the solicitation and related documents numbered and dated:

Addendum No.			
Date			

All addenda shall be acknowledged on the solicitation/offer. Failure to do so may cause the proposal to be rejected. Any changes to the solicitation will be made by Addendum, delivered to all parties, which shows as having received a copy of the solicitation or posted on the District’s website at: <https://garlandisd.net/connect/how-do-business-us/current-bidrfp-opportunities> .

The consultant is responsible for checking the District’s website for addenda(s).

////////////////////////////////////// END OF EXHIBIT III //

EXHIBIT IV
FINANCIAL

5.1.4.4. Financial (2 points)-AFTER initial ranking of 98 points.

- Provide a Dunn & Bradstreet (D&B) number for bidder’s organization: _____
- Financial status of the vendor (as rated by D&B) _____
- Proposer must indicate number of years as a D&B member. _____
- Proposer to provide current D&B rating. _____

Proposals must include the DUNS account number and location of office. Failure to provide the DUNS number will result in zero (0) points.

////////////////////////////////////// END OF EXHIBIT IV //

EXHIBIT V
PROPOSER ACKNOWLEDGEMENT FORM

By submitting a signed proposal, a proposer agrees that it fully understands the requirements of this RFP and shall abide by the terms and conditions contained therein. This form is to be completed by someone authorized to commit the firm contractually.

Company Name

Address

City State Zip

Printed Name

Title

Signature

Office/Mobile Phone Numbers

Fax #

Email

EXHIBIT VI
PROPOSAL SUBMITTAL CHECKLIST

The requested information and forms for each exhibit must be completed, signed, and returned as part of the Original proposal hard copy and a complete duplicate on each of two (2) flash drives. Include an electronic Exhibit I in Excel format on each flash drive.

RESPONSE TO RFP

- 1. LETTER OF INTENT (REQUIRED)
- 2. EXHIBIT I – PRICING
- 3. EXHIBIT II – QUALITY AND REPUTATION
- 4. EXHIBIT III – ACKNOWLEDGE ADDENDA, IF ANY.
- 5. EXHIBIT IV - FINANCIAL
- 6. EXHIBIT V – PROPOSER ACKNOWLEDGEMENT FORM
- 7. ATTACHMENTS:
 - a. ATTACHMENT A, Deviation/Compliance Form
 - b. ATTACHMENT B, Certification for Criminal History Check
 - c. ATTACHMENT C, Confidential Information Declaration & Copyright Authorization
 - d. ATTACHMENT D, Insurance Requirements Certification

////////////////////////////////////// END OF EXHIBIT VI//////////////////////////////////////

ATTACHMENT A
Deviation/Compliance Form

An authorized company representative must sign this form to indicate compliance with the Sourcing Instruction Sheet, Instructions to Proposer, Award/Evaluation of Proposals, Certifications, Shipping and Delivery, Terms and Conditions and all other information contained in this solicitation. All **deviations** shall be listed on this page, with complete detailed conditions and information included or attached. The District will consider any deviations in its award decisions, and the District reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the bidder assures the District of their full compliance with the Sourcing Instruction Sheet, Instructions to Proposer, Award/Evaluation of Proposals, Certifications, Shipping and Delivery, Terms and Conditions and all other information contained in this solicitation.

Please list deviations below (attach additional sheets, if needed):

Company Name

Address

City

State

Zip

Printed Name

Title

Signature

Email Address

Telephone #

Fax #

ATTACHMENT B
Certification for Criminal History Check
(In Compliance With Texas Education Code § 22.0834(A))

“Covered employee” - A “covered employee” is a person who is an employee, applicant, agent or Subcontractor of the Contractor or of any Subcontractor of the Contractor, if (a) the person has or will have work duties related to the Project that will be performed on District property or at another location on a regular or repeated basis, (b) students are regularly present at such location, and (c) the person will have verbal or physical interaction with, or be in direct proximity to, one or more students.

“Direct contact with students”-The contact that results from activities that provide substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional district employee. Contact with students that results from services that do not provide substantial [the] opportunity for unsupervised interaction with a [an individual] student or students, such as addressing an assembly, officiating a sports contest, or judging an extracurricular event, is not, by itself, direct contact with students. However, direct contact with students does result from any activity that provides substantial [the] opportunity for unsupervised contact with students, which might include [such as], without limitation, the provision of [individualized] coaching, tutoring, or other services to students.

“Disqualifying conviction” - A “disqualifying conviction” is a conviction of (a) any felony under the Texas Penal Code, (b) any offense for which the person is required to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure, (c) any equivalent offense under the laws of the United States or any other state, (d) any offense against a child, (e) felony possession of a controlled substance within 10 years, (f) any weapon offense, (g) felony theft within 10 years, (h) felony forgery, altering official or government document, perjury, securing/executing of document of deception, or (i) Title 5 Offenses Against the Person-homicide, kidnapping, unlawful restraint, trafficking of persons, sexual offenses, assaultive offenses within 30 years.

On behalf of _____ (“Contractor”), I certify that [check one]:

None of Contractor’s employees are *covered employees*, as defined above. The service contractor shall also certify that it will take reasonable steps to ensure that the conditions or precautions that have resulted in a determination that any person is not a covered contract employee continue to exist throughout the time that the contracted services are provided.

Or

Some or all of Contractor’s employee are *covered employees*. If this box is selected, I further certify that:

- (1) Contractor has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction.
 - (2) If Contractor receives information that a covered employee has a disqualifying conviction, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days that it has done so. Noncompliance by Contractor with this certification may be grounds for contract termination.
-

Signature

Title

Date

ATTACHMENT C

Confidential Information Declaration & Copyright Authorization Form

The bidder must stamp in bold red letters the term "CONFIDENTIAL" or "PROPRIETARY" on every page of any part of a bid that the bidder claims is confidential or proprietary. *Furnishing confidential or proprietary information is discouraged.* The District cannot guarantee that the District will be allowed to keep the information submitted confidential. The District may reject as non-conforming any bid that contains confidentiality claims that the District in its sole discretion considers vague or unreasonable.

All Invitations to Proposal and parts of bids that are not marked as confidential or proprietary will generally be considered public information once the contract is awarded. The District assumes no liability or responsibility for release of any information not properly marked. The District assumes no liability or responsibility for release of any information that is properly marked but is determined by the Texas Attorney General or a court of law to be subject to release. In the event that the District receives a request for disclosure of material marked "confidential" or "proprietary", the District may request a ruling from the Texas Attorney General concerning whether such material must be disclosed.

Proposals asserted to be copyright protected in their entirety are unacceptable and may, in the District's sole discretion, be disqualified as non-responsive. By submitting copyrighted materials as part of your bid, you hereby grant the District authorization to reproduce and provide copies of such information in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. By submitting copyrighted materials, you are representing that you have the authority to grant such authorization for the reproduction and release of such information. You further agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited, to any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552.

- Contents of this document are NOT considered Confidential or Proprietary
- Contents of this document ARE considered Confidential or Proprietary. Please identify the pages and/or sections declared Confidential or Proprietary by properly marking the pages &/or sections as confidential or proprietary and listing them below:

The undersigned affirms that the District assumes no liability/responsibility for the release of any information if this form is not properly completed, signed and the appropriate pages clearly marked as directed. The undersigned further grants authorization for the reproduction and release of any information asserted to be copyright protected in response to a request for information under the Texas Public Information Act, and waives any and all claims regarding the release of such information.

Printed Name

Signature

Title

Date

ATTACHMENT D
INSURANCE REQUIREMENTS

The Vendor shall purchase and maintain, in a company or companies licensed to do business in the State of Texas. Such insurance as will protect the Vendor and the District from claims set forth below, which may arise out of, or result from, the operations under the contract. The Vendor shall be a subscriber to the Texas Workers' Compensation Act for Workers' Compensation Insurance. The vendor shall file with the Executive Director of Purchasing, before work is begun, certificates of such insurance which shall be subject to approval by the District as to the company providing insurance and the manner and adequacy of insurance protection. The Vendor shall, during the performance of this Agreement, keep in force the following insurance:

- a. Comprehensive General Liability*(CGL)
 - 1) Bodily Injury \$250,000 each person, \$500,000 each occurrence,
\$1,000,000 aggregate
 - 2) Personal Injury \$250,000 each person, \$500,000 each occurrence,
\$1,000,000 aggregate
 - 3) Property Damage \$500,000 each occurrence
- b. Professional Liability \$500,000 each occurrence
- c. Comprehensive Automobile Liability*(CAL)
 - 1) Bodily Injury \$500,000 each person, \$500,000 each occurrence,
\$500,000 aggregate
 - 2) Property \$100,000 each occurrence
- d. Workers' Comp. (as a subscriber to the Act) Statutory (per benefits of Texas Workers' Comp. Act)
- e. Employer's Liability
 - 1) Each accident \$500,000
 - 2) Disease \$500,000
 - 3) Disease for each employee \$500,000

*In the alternate, CGL and CAL insurance coverage a combined single limit policy of \$500,000 for both property damage and bodily injury may be provided with 1 million dollar aggregate. Vendors having unsupervised access to students must have a minimum of \$100,000 claim/\$500,000 aggregate coverage for sexual abuse and molestation endorsed to their General Liability.

The Vendor shall either: (1) require each of its sub-contractors to procure and to maintain during the life of the sub-contract, Sub-contractor's Workers' Compensation Insurance as a subscriber to the act, Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified above, or (2) insure the activity of its sub-contractors in its own policy(ies).

All such policies of insurance shall contain a provision that they shall not be cancelled or altered nor the amount of coverage reduced until at least thirty (30) days after notice of such cancellation, alteration, or reduction has been delivered to the District.

Such policies of insurance shall be written by companies authorized by the Texas Department of Insurance to conduct business in the state and shall be satisfactory to the District. Vendor shall not commence work under this Agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.

Self-Insurance: A vendor who self-insures for workers compensation must possess a Certificate of Authority to Self-insure issued by the Texas Workers Compensation Commission as a subscriber to the Workers' Compensation Act. By signing below, the bidder/prospective Vendor certifies that it possesses such certificate, and shall furnish a copy of the Certificate of Self Insurance with Bid Invitation.

The Certificate of Insurance must be presented prior to start of service. The policy must reflect Garland I.S.D. as "additional insured" or "co-insured". The amount of deductibles and self-insurance retention must be shown on Certificate of Insurance.

By initialing below, the bidder certifies that it is capable of providing the type(s) and coverage of insurance required. _____(Initials)

Company Name Insured By: Printed Name Certificate Number