

# SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Scott R. Muri, Ed.D., Superintendent of Schools

## PURCHASING DEPARTMENT

1031 Witte Road, Building T-1A, Houston, Texas 77055-6016

Phone 713.251.1100 Fax 713.251.1115

Date: 1/12/2018

# NOTICE TO PROPOSERS

The SPRING BRANCH INDEPENDENT SCHOOL DISTRICT, hereinafter referred to as SBISD, is accepting sealed proposals as specified in this document. Sealed proposals will be received at the office of the Director of Purchasing, SBISD, 1031 Witte Road, Building T-1A, Houston, Texas 77055-6016 until:

FEBRUARY 8, 2018 @ 2:00 P.M.

for ANNUAL CONTRACT FOR VOLUNTARY GROUP  
LONG TERM DISABILITY INSURANCE & EAP

Proposals will be publicly opened and read immediately following the deadline for receiving the proposals at 1031 Witte Road, Building T-1A. Any questions pertaining to the proposal procedure should be addressed to the Bid Specialist at (713) 251-1107. Any questions pertaining to the proposal specifications should be directed to Lillian Villarreal, at (713) 625-1168.

## PROPOSAL ENVELOPES SHALL BE PLAINLY MARKED

SEALED PROPOSAL FOR:

PROPOSAL NO. 12326

ANNUAL CONTRACT FOR VOLUNTARY GROUP LONG TERM DISABILITY INSURANCE &  
EAP

DO NOT OPEN UNTIL: FEBRUARY 8, 2018 @ 2:00 P.M.

**Any proposal received later than the specified time, whether delivered in person or mailed, shall be disqualified. Late responses will not be accepted in any form or fashion.**

The evaluation criteria specified herein will be used to determine which of the proposals provide the best quality for SBISD at the most economical cost. SBISD reserves the right to request post-proposal modifications, including best and final offers. SBISD reserves the right to accept or reject any or all proposals, to waive all technicalities (informalities), and to accept the proposal(s) that is determined to be the most favorable to SBISD. Recognizing that there are important considerations other than price, SBISD may not necessarily award to the lowest Proposer.

Proposals must be effective for ninety (90) days following the deadline for the receipt of proposals.

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## 1.0 NOTICE OF INTENT

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It is the intent of Spring Branch Independent School District (SBISD) to award one or more contract(s) as a result of this Competitive Sealed Proposal (CSP). Product(s) and/or services considered for award shall equal or exceed a minimum quality level of industry standard(s) as defined within this CSP, including **Section 2.0 Scope of Proposal**. Product(s) and/or services shall comply with all applicable federal, state and local technical, environmental, and performance standards and specifications.

**1.1.0 The initial base term of the prospective contract is a period of one calendar year.**

**1.2.0** In this CSP and in the Contract, the following terms shall mean as follows:

- 1.2.1 "SBISD"** means the Spring Branch Independent School District, a Harris county school district established under the laws of the State of Texas, with its principal office located at 955 Campbell Road., Houston, Texas 77024.
- 1.2.2 "Vendor(s)"** means the proposer(s) responding to this CSP and vendor(s) to whom a contract has been awarded as a result of this CSP by SBISD. A responsible vendor is a vendor who has adequate financial resources (or the ability to obtain such resources), can comply with the delivery requirements, and is a qualified and established firm regularly engaged in the type of business that provides the product(s)/service(s) listed herein.
- 1.2.3 "Contract"** means the contract terms and conditions in Section 5.0 Contract Terms and Conditions, as further defined in the Entire Agreement provision of Section 5.0.
- 1.2.4 "Best Value"** means the method by which a proposal/contract, if any, is awarded, in accordance with applicable laws, rules, and regulations. Best Value includes multiple parameters, including experience, references, quality of the Vendor's product(s)/service(s), and price, as detailed in **Section 6.0 Evaluation and Award**.
- 1.2.5 "Purchase Order or PO"** means the SBISD purchase order(s) issued to vendor(s). Special terms and conditions agreed to by the Vendor and SBISD may be added as addenda to the PO, including such items as requirements concerning certificates of insurance, bonding, warranty, etc.
- 1.2.6 "Regular Hours"** means Monday through Friday between the hours of 7 a.m. and 4 p.m., excluding the following holidays: MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.
- 1.2.7 "Response"** means a response to this CSP that, if accepted, would bind the Vendor to perform the resultant contract. Responses to invitations for bids (sealed bidding) are offers called "bids" or "sealed bids"; responses to requests for proposals (negotiation) are offers called "proposals"; however, responses to requests for quotations (simplified acquisition) are "quotations," not offers.

## 2.0 SCOPE OF PROPOSAL

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It is the intention of Spring Branch Independent School District to establish an:  
**ANNUAL CONTRACT FOR VOLUNTARY GROUP LONG TERM DISABILITY INSURANCE & EAP**

SBISD is interested in receiving competitive pricing on all items in this proposal. SBISD places significant value on quality vendors and desires to keep Proposer's materials, equipment and/or services to solicit quality goods and services.

**ADDENDA TO CSP.** SBISD reserves the right to revise and amend the specifications prior to the date set for the opening. Proposers are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in the CSP in writing, and request the modification or clarification desired. SBISD will issue an addendum to evidence any revisions or amendments made to the CSP. As a courtesy, every effort will be made to send an issued addendum to the parties known to have been furnished a complete copy of the CSP. A copy of all issued addenda will also be made available on the Purchasing Department's "Bids and Proposals" webpage. Please acknowledge receipt of addenda on Signature Page.

**All questions must be received, in writing, by the Director of Purchasing via fax (713) 251-1115 or e-mail questions to [joel.cardona@springbranchisd.com](mailto:joel.cardona@springbranchisd.com) and questions pertaining to proposal information to [Lillian.Y.Villareal@WillisTowersWatson.com](mailto:Lillian.Y.Villareal@WillisTowersWatson.com), no later than 3:00 P.M. on January 25, 2018. No addenda will be issued later than February 1, 2018, except an addendum withdrawing the proposal or postponing the opening of the proposal. It is the responsibility of each Proposer, prior to submitting the proposal, to determine if addenda were issued and, if so, to obtain such addenda for attachment to the Proposal.**

**Vendor Presentations,** will be held **March 7, 2018 & March 8, 2018** at the **Purchasing Department** at 1031 Witte Road Bldg. T-1A Houston, TX 77055. (713) 251-1107. Times to be determined. Vendors will be informed of their time by fax or email on or before **March 1, 2018**. Only vendors, determined by SBISD to have offered the "Best value" will be contacted. Times and dates are final unless there is an unexpected "emergency" beyond SBISD's control.

**ANNUAL RENEWABLE CLAUSE,** The contract shall be for a period of Three (3) Years. The first year of contract shall be **September 1, 2018 – August 31, 2019** with the option to renew annually for up to an additional **Two (2) Years**, provided any subsequent renewal is agreed to in writing by both parties. If the vendor offers a "rate guarantee", SBISD reserves the right to approve the contract for additional years after the initial term and if in the best interest of SBISD. Additionally, the District has the option to non-renew any contract, regardless of the length of the rate guarantee. The District cannot approve a contract that is greater than 12 months in length.

## INSTRUCTIONS TO PROPOSERS

1. **An original and two (2) copies of the Proposal**, typewritten or printed/written in ink, must be submitted. In addition, please include **one (1) flash drive – USB. Vendor's response to this Request for Proposal must be SEALED and properly labeled on the OUTSIDE of the envelope as follows:**

Director of Purchasing  
Spring Branch Independent School District  
1031 Witte Road, Building T-1A  
Houston, Texas 77055-6016

Sealed Proposal for:  
ANNUAL CONTRACT FOR VOLUNTARY GROUP LONG TERM DISABILITY INSURANCE & EAP

Do Not Open until FEBRUARY 8, 2018 @ 2:00 P.M.

2. The Proposer shall provide their full company name and address on the envelope.
3. Any proposal received later than the specified time, whether delivered in person or mailed, shall be disqualified. Late responses will not be accepted in any form or fashion.
4. **TRANSMITTAL**  
Vendor must submit a transmittal letter that accomplishes the following:
  - A. Identifies the proposer.
  - B. A commitment by your company to provide the services required by SBISD.
  - C. States the proposal is firm and effective until the effective date
  - D. Is signed by a person legally authorized to bind the proposer to the representations in the response. In the case of a joint proposal, each proposer must sign the transmittal letter.
  - E. Include a statement of acceptance of the terms and conditions of the contract resulting from this CSP. If a vendor takes exception to any of the terms and conditions stated in this CSP, those exceptions must be noted in the appropriate section of the response.

5. **DESCRIPTION OF SBISD**

SBISD consists of twenty-six (26) elementary schools, seven (7) middle schools, five (5) high schools, one (1) science center, one (1) career center and various support facilities. SBISD has approximately 35,000 students and 4,500 employees. SBISD operates 4,836,120 gross square feet of educational facilities located within a 43 square mile area.

**In order to receive any addenda or clarifications that may be issued for this proposal, all prospective proposers must send an E-mail to [joel.cardona@springbranchisd.com](mailto:joel.cardona@springbranchisd.com).**

Please state your name, company name, street address, phone number, fax number, e-mail address and Bid/Proposal number in your message.

Bidders/Proposers may download **current Bids & Proposals and addenda** documents from SBISD's Purchasing Department's website:

<http://cms.springbranchisd.com/skin2/Home/Departments/IS/Purchasing/BidsandProposals/tabid/24436/Default.aspx>

**INSTRUCTIONS TO PROPOSERS, continued**

**Contact Personnel**

Questions relating to purchasing procedures should be directed in writing to:

Mr. Joel Cardona  
Administrative Bid Specialist/Buyer  
Spring Branch ISD  
1031 Witte Road, Bldg. T-1A  
Houston, Texas 77055-6016  
Tel: 713-251-1107  
Fax: 713-251-1115  
E-mail: [joel.cardona@springbranchisd.com](mailto:joel.cardona@springbranchisd.com)

Questions relating to proposal information should be directed to:

Ms. Lillian Villarreal  
Willis of Texas, Inc.  
920 Memorial City Way, Suite 500  
Houston, Texas, 77024  
Phone: 713-625-1168  
E-mail: [Lillian.Y.Villareal@WillisTowersWatson.com](mailto:Lillian.Y.Villareal@WillisTowersWatson.com)

**Note: Proposals should be submitted on behalf of Willis of Texas as current Broker of Record.**

### 3.0 GENERAL TERMS AND CONDITIONS

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- 3.1.0 APPLICABILITY.** These conditions are applicable and form a part of the contract documents and each purchase order issued for materials, equipment, and/or services included in the specifications and proposal forms issued herewith.
- 3.2.0 WITHDRAWAL OF PROPOSALS** will not be allowed for a period of 90 days following the proposal opening.
- 3.3.0 SPECIFICATIONS** may be those developed by the Using Department or by the Manufacturer to represent items of regularly manufactured products.
- 3.3.1 DISTRICT SPECIFICATIONS** have been developed by the Using Department to show minimal standards as to the usage, materials, and contents based on their needs.
- 3.3.2 MANUFACTURER'S SPECIFICATIONS (DESIGN GUIDE).** Whenever an article in this proposal is defined by description as either a proprietary product or by using the name of a manufacturer, the Proposer is encouraged to offer an item which is equal in quality, durability and in full compliance with our Specifications. If the term "equivalent, alternate or equal" is not inserted it shall be implied. The specified article or material shall be understood as descriptive, not restrictive.
- 3.4.0 QUESTIONS** concerning this proposal shall be addressed to the Director of Purchasing or a designee from the Purchasing Department.
- 3.5.0 PROPOSALS SHALL BE SUBMITTED ON THESE FORMS.** Deviations to Specifications shall be conspicuously noted in writing by the Proposer and shall be included with the proposal. Deviations to General, Special, and Contract Terms and Conditions will be considered on a case-by-case basis.
- 3.6.0 SEALED PROPOSALS ONLY ARE ACCEPTABLE. FAXED PROPOSALS** will not be accepted by SBISD since the fax process does not provide for the delivery of a sealed proposal. (**See 2.0 Scope of Proposal, Instructions to Proposers**)
- 3.7.0 REQUIRED ADDENDA** will be posted online on the Purchasing Department's "Bids and Proposals" webpage. As a courtesy, SBISD's Purchasing Department will make every effort to send an issued addendum to all those known to have received a complete set of proposal documents.
- 3.8.0 QUANTITIES REQUIRED** are substantially correct. The District reserves the right to purchase additional quantities above that stated at the same unit price unless otherwise specified by the Proposer.
- 3.9.0 DELIVERIES** required in this proposal shall be freight prepaid F.O.B. destination and proposal prices shall include all freight and delivery charges. For shipments designated on the purchase order to the SBISD Central Warehouse, delivery hours are 7:00 a.m. to 3:00 p.m., Monday through Friday. **NO DELIVERIES WILL BE ACCEPTED AFTER 3:00 P.M.**
- 3.10.0 WARRANTY CONDITIONS** for all supplies and/or equipment shall be considered manufacturer's minimum standard warranty unless otherwise agreed to in writing. Proposer shall be an authorized dealer, distributor or manufacturer for the product. All equipment proposed shall be new unless clearly stated in writing.
- 3.11.0 SAMPLES**, when called for, shall be submitted with the proposal per instructions set forth in the Special Terms and Conditions.
- 3.11.1 ADDITIONAL SAMPLES** needed for a proposal to be evaluated properly shall be delivered within (5) working days from the time the vendor is notified by the Purchasing Department.
- 3.11.2 SAMPLE ITEMS** from the successful Proposer may be retained for the purpose of determining that the quality and workmanship of the delivered items are comparable to the sample.

## **GENERAL TERMS AND CONDITIONS, continued**

**3.12.0 EVALUATION OF PROPOSALS** takes into account the following considerations: price, quality, suitability for the intended use, probability of continuous availability, vendor's service, safety record, and date of proposed delivery and placement. It is not the policy of SBISD to purchase on the basis of low proposals alone. **(See 6.0 Evaluation and Award of Proposal(s))**

**3.13.0 DISCLOSURES.** By signing this proposal, a Proposer affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the proposal submitted.

**3.13.1 PROPOSER SHALL NOTE** any and all relationships that might be a conflict of interest and include such information with the proposal. **(See Section 13)**

**3.13.2** By signing this proposal, a Proposer affirms that, to the best of his/her knowledge, the proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other Proposers in the award of this proposal.

**3.14.0 NON-APPROPRIATION OF FUNDS.** The term of this Contract is a commitment of SBISD's current revenue only. If funding for the continuance of the services required under the Contract is withdrawn, SBISD reserves the right to terminate this Contract in accordance with its funding out clause.

**3.15.0 FUNDING OUT CLAUSE.** Any contract for the acquisition, including lease, of real or personal property is a commitment of the District's current revenue only:

**3.15.1** The District retains the continuing right to terminate the contract at the expiration of each budget period during the term of the contract.

**3.15.2** The contract is conditioned on a best efforts attempt by the District to obtain and appropriate funds for payment of the contract.

### **3.16.0 DISQUALIFICATION**

A Vendor may be disqualified before or after the proposals are opened upon evidence of collusion with the intent to defraud or evidence of intent to perform other illegal activities for the purpose of obtaining an unfair competitive advantage.

### **3.17.0 NON-COLLUSION STATEMENT**

Vendors are required to certify a Non-Collusion Statement. Vendors are required to state the party submitting a proposal or bid, that such proposal or bid is genuine and not collusive or sham; that Vendor has not colluded, conspired, connived or agreed, directly or indirectly, with an entity or person, to put in a sham proposal or bid or to refrain from proposing, and has not in any manner, directly or indirectly, sought by Contract or collusion, or communication or conference, with any person, to fix the proposed price or of any other vendor, or to fix any overhead, profit or cost element of said proposed price, or of that of any other vendor, or to secure any advantage against SBISD or any person interested in the proposed contract, and that all statements in said proposal are true.

### **3.18.0 OPEN RECORDS POLICY**

SBISD is a governmental entity subject to the Texas Public Information Act. Proposals submitted to SBISD as a result of this CSP may be subject to release as public information after contracts are executed or the procurement is terminated. If a Vendor believes that its response, or parts of its response, may be exempted from disclosure under Texas law, the Vendor must specify page-by-page and line-by-line the parts of the response which it believes are exempt. In addition, the Vendor must specify which exception(s) to the Texas Public Information Act are applicable and provide detailed reasons to substantiate the exception(s). Vague or general claims to confidentiality will not be accepted. SBISD assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by Vendors.



**GENERAL TERMS AND CONDITIONS, continued****3.19.0 RESPONSIBLE VENDOR**

A responsible vendor is a vendor who has adequate financial resources (or the ability to obtain such resources), can comply with the delivery requirements, and is a qualified and established firm regularly engaged in the type of business that provides the items listed herein.

**3.20.0 SUPPLIER DIVERSITY PROGRAM**

SBISD will use its best efforts to encourage small, minority and women-owned businesses to participate in current and future purchasing of all goods and services. Any business wishing to be identified by SBISD as a small, women-owned or minority business shall be certified as such either by the State of Texas or Texas Local Government which conducts a certification or by self-certification.

**3.21.0 RESPONSIVE PROPOSAL**

Proposals shall be deemed responsive if they comply with all material and administrative aspects of this CSP.

**3.22.0 CONFIDENTIAL INFORMATION OR TRADE SECRETS (Government Code, Article 252.049).** If any of the information is considered to be confidential or a trade secret belonging to the Proposer and, if released would give advantage to a competitor or Proposer, that information should be filed with the proposal in a separate envelope marked "CONFIDENTIAL – DO NOT DUPLICATE WITHOUT PERMISSION".**3.23.0 DEBARMENT AND SUSPENSION.** Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services. Vendors receiving awards of contracts all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

**3.24.0 ENERGY EFFICIENT REQUIREMENTS – (N/A)** SBISD is committed to enhancing the learning environment, and to National, State and Local energy conservation and reliability goals. Design professionals should consider including innovative features of high performance/sustainable/green schools as defined by the Sustainable Building Industry Council as facilities that are healthy and productive for students and teachers (acoustic, thermal, and visual comfort; natural daylight; superior indoor air quality; safe and secure); cost effective (optimized energy performance, life cycle approach to costs of ownership, and a commissioning process); and sustainable ( energy conservation; high-performance mechanical and lighting systems; environmentally preferable materials; and water-efficient design).**3.25.0 DEFAULT CONDITIONS:** If the supplier breaches any provision of the proposal stipulations, becomes insolvent, enters voluntary or involuntary bankruptcy, or receivership proceedings, or makes an assignment for the benefit of creditors, SBISD will have the right (without limiting any other rights or remedies that it may have in the contract or by law) to terminate this contract with five (5) days written notice to the supplier.

SBISD will then be relieved of all obligations, except to pay the value of the supplier's prior performance (at a cost not exceeding the contract rate). The supplier will be liable to SBISD for all costs exceeding the contract price that SBISD incurs in completing or procuring the service as described in the proposal. SBISD's right to acquire strict performance of any obligation in this contract will not be affected by any previous waiver, forbearance, or course of dealing.

**3.26.0 IRS W-9\*\*:** To receive payment under this Contract, Vendor (approved) shall have a current I.R.S Tax Identification Number and W-9 Form on file with SBISD's Purchasing Department.

**GENERAL TERMS AND CONDITIONS, continued****3.27.0 PERFORMANCE AND PAYMENT BONDS (IF APPLICABLE)\*\***

Vendor agrees to provide performance bonds and/or payment bonds as required by law, based on the amount or estimated amount of any Purchase Order for a public work contract, which is defined as a contract for constructing, altering, or repairing a public building or carrying out or completing any public work. TEX. GOV'T. CODE § 2253.001(4). Pursuant to TEX. GOV'T. CODE § 2253.021, a performance bond is required if a Purchase Order is in excess of \$100,000.00 for SBISD; a payment bond is required if a Purchase Order is in excess of \$25,000.00 for SBISD. A payment bond is required if a Purchase Order is in excess of \$50,000.00 for SBISD. Such bonding shall be executed by a corporate surety duly authorized to do business in this state and be payable to the Spring Branch Independent School District.

**3.28.0 COMPENSATION – SBISD'S PAYMENT PROCESSING METHODS\*\***

- 1) Method of Payment (Vendors are to select one). SBISD processes invoices several times a week for CARD payments.
  - CARD (Ghost Card) SBISD's preferred method of payment. Card payments are made available to the vendor immediately after file payment submission. After Vendor receives an auto-generated e-mail remittance advice notification, vendor can download the payment to their 'card'. Vendors who accept payments via ghost cards must establish their own contracts with a merchant card bank to fund their bank accounts. Some banks charge a fee for using ghost cards; however, SBISD does not charge a fee. Fees are negotiated in the contract between the vendor and their merchant card bank.
  - Automatic Clearing House (ACH) – Electronic Fund transfer to vendor's bank account at the end of the week.
- 2) Payments for services rendered by the Provider will be paid in monthly installments.

**Original invoices should be sent for processing to the Accounts Payable Office. Upon receipt by the Accounts Payable Office, the invoice will be processed for payment within thirty (30) days of its receipt if services are complete.**

**Electronic invoices can be sent to [accountspayable@springbranchisd.com](mailto:accountspayable@springbranchisd.com).**

In the event the contract is terminated prior to the end of the stated term, payments will only be made to the extent that work has been performed prior to termination.

The term of this Contract is a commitment of SBISD's current revenue only. If funding for the continuance of the services required under this Contract is withdrawn, SBISD reserves the right to terminate this Contract in accordance with the District termination policies and procedures.

**\* \* Required for awarded vendor(s) only.**

## **4.0 SPECIAL TERMS AND CONDITIONS**

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### **4.1.0 PROPOSAL RESPONSE FORMAT**

To qualify for evaluation, a proposal must have been submitted on time and must materially satisfy all requirements identified in this CSP. **(See 6.3.0 (4))**

### **4.2.0 DESCRIPTION OF PRODUCT(S) AND/OR SERVICE(S)**

Describe product(s) and/or service(s) the Vendor is proposing to provide SBISD. Provide a matrix that will allow SBISD to readily appraise the Vendor's products and/or services offering versus other Vendors, if available.

### **4.3.0 DESCRIPTION OF VALUE-ADDED PRODUCT(S) AND/OR SERVICE(S)**

Include any additional information Vendor believes SBISD should have when making its decision concerning contract award(s), if any. Detail any value-added options offered by Vendor; if value-added options are best described in a line item format, add value-added items to the designated area at the end of the line item list.

### **4.4.0 SBISD RESERVATIONS**

SBISD reserves the right to:

- a) Cancel this solicitation in whole or in part, at the sole discretion of SBISD.
- b) Accept, reject, or negotiate modifications in any terms of the Vendor's proposal or any parts thereof.
- c) Conduct oral interviews/discussions or presentations necessary to select the best value Vendor and/or to obtain competitive pricing.
- d) Reject and/or disqualify any or all proposals received, to award contracts for individual products or services as may appear advantageous, and to negotiate separately in any manner necessary to serve the best interest of SBISD.
- e) Waive any formalities, technicalities, or other defects if deemed in the best interest of SBISD; Request clarification and/or correction of Vendor(s) for the purpose of eliminating minor errors, clerical errors, and/or non-substantive irregularities.
- f) Be the sole judge of quality and equality.
- g) Award one or more contracts, in part or in whole, to a single or to multiple Vendors, in SBISD sole discretion.
- h) Make all decisions regarding this CSP, including, without limitation, the right to decide whether a proposal substantially complies with the requirements of this CSP.

### **4.5.0 FINANCIAL RESPONSIBILITY**

SBISD assumes no financial responsibility for any costs incurred by Vendors in developing and submitting a proposal or any amendments or addenda, participating in pre-proposal meetings, participating in any negotiation sessions or discussions, or any other costs incurred by Vendors pursuant to this CSP.

### **4.6.0 COMPLIANCE WITH SPECIFICATIONS AND CONTRACT**

Vendors are requested to submit a proposal offering their total line of available products and services that are commonly purchased by school districts. Proposals shall be deemed responsive if they comply with all aspects of this CSP. Vendors are required to respond to all requests identified in this CSP and indicate their acceptance or objection to the terms of the CSP and the Contract terms in Section 3.0 General Terms and Conditions. Any exceptions to the terms and conditions in the CSP or the Contract must be clearly indicated in the Vendor's submitted proposal. Deviations or exceptions stipulated in a Vendor's response may result in disqualification.

Any language to the effect that the Vendor does not consider this CSP to be part of a contractual obligation may result in the Vendor's proposal being disqualified. Each Vendor, by making its proposal, represents that the Vendor has read and understands the CSP and the Contract.

## **SPECIAL TERMS AND CONDITIONS continued**

### **4.7.0 FIRMNESS OF PROPOSAL**

Proposals shall be firm and effective ninety (90) days after date of submission. Rejection or withdrawal after offer is accepted shall constitute a breach of contract.

### **4.8.0 PROPOSER'S CONDUCT**

Beginning with your receipt of this Notice and during the proposal process, Proposers are not permitted to contact any SBISD Board of Trustees member, officer or employee, other than SBISD's Director of Purchasing, or a designee from the Purchasing Department. No gratuities of any kind will be accepted, including meals, gifts or trips. Violation of these conditions will subject any proposer to immediate disqualification.

### **4.9.0 NOVATION**

If contractor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. SBISD reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of contractor.

### **4.10.0 FORMATION OF CONTRACT**

A response to this solicitation is an offer to contract with SBISD based upon the terms, conditions, scope of work, and specifications contained in this request. Clarifications, negotiations, if applicable, will become a part of the completed contract if included in the final contract document, duly executed by the Contractor and accepted by SBISD. An offer does not become a contract unless and until SBISD accepts it. A contract is formed when SBISD's Board of Trustees/Director of Purchasing approves the complete offer and the Purchasing Director, or a designee from the Purchasing Department, signs the final notification of award documents.

If a Vendor(s) wants SBISD to consider its contract as part of its response to this CSP, Vendor(s) must submit its contract for negotiation/consideration. The term "contract" includes an agreement, legal terms, a software license, terms of use, terms and conditions, etc. NOTE: SBISD's CSP is the "ruling" contract document. **See 17.0 Proposer's Contract.**

### **4.11.0 LETTER OF AWARD**

Notwithstanding anything to the contrary contained in these terms and conditions, upon the District's acceptance of a proposal, the vendor and the District will have entered into a binding contract. The contract is enforceable from the time of acceptance without regard to the time of notification to the vendor of acceptance. Vendor will be notified by a "Letter of Award" issued by the Director of Purchasing, or a designee from the Purchasing Department. This letter, together with the vendors signed Proposal Forms, Purchase Order and Contract Documents will be defined as the "original" contract.

### **4.12.0 EMPLOYEE SOLICITATIONS**

SBISD and awarded vendor shall agree that, during the term of the contract, neither party will directly solicit, induce, or attempt to induce any of the other party's employees to leave the employment of the other party. This provision does not, however, restrict an employee of either party from exercising his/her individual rights to apply for any vacant position(s) with the other party.

### **4.13.0 OTHER REQUIREMENTS**

Any problems or discrepancies that are not covered by the above requirements should be directed to the Director of Purchasing for a determination or clarification prior to any action taken on said problem or discrepancy. If the Contractor fails to make such request, no excuse will thereafter be entertained for failure to carry out the work in a satisfactory manner.

### **4.14.0 WITHDRAWAL OF SUBMITTED PROPOSAL**

A proposal that has been submitted may be withdrawn prior to the scheduled time for opening proposals. A request to withdraw a proposal must be in writing and be received by the District prior to the scheduled time for opening proposals.

**SPECIAL TERMS AND CONDITIONS continued****4.15.0 ECONOMIC CONDITIONS**

Given the current economic conditions, SBISD's Purchasing Department is providing due diligence to the District in requesting the following documentation for any increase or change:

- Pricing to SBISD
- Justification for change/increase
- Terms and conditions
- Market conditions
- Competitors
- Manufacturers/Distributors

If this document includes the option to extend for additional year(s), price increases for each additional year will be negotiated not to exceed the Consumer Price Index (CPI) in the SBISD area at the time of renewal. Price negotiations may be negotiated to prices below the current pricing. Negotiations for price changes, when required, will be completed sixty (60) days before date of renewal.

**4.16.0 CLARIFICATION AND DISCUSSIONS**

The Director of Purchasing, or a designee from the Purchasing Department, may request clarification from Vendor(s) for the purpose of eliminating minor errors, clerical errors, and/or non-substantive irregularities. Clarification does not give a Vendor the opportunity to revise, change, or modify its proposal in any way except to the extent of correction of the error. Discussion between the Director of Purchasing, or a designee from the Purchasing Department, and Vendor can also take place after the initial receipt of proposals. The Director of Purchasing, or a designee from the Purchasing Department, reserves the right to conduct discussions with all, some, or none of the Vendors submitting proposals. The District will not assist the Vendor in the revision or modification of its proposal.

**4.17.0 NO GUARANTEE OF QUANTITIES**

SBISD makes no guarantee or commitment of any kind concerning quantities that will actually be purchased under this CSP and the resulting contract, if any. SBISD makes no guarantee or commitment of any kind regarding usage of any contracts resulting from this CSP.

**4.18.0 REBID**

SBISD may elect to rebid this project if SBISD believes that, in its sole discretion, it is in the best interest of SBISD to do so.

**4.19.0 COMMISSIONS**

Your proposal should include 18% commissions.

**Proposals should be submitted on behalf of Willis of Texas as current Broker of Record.**

## **5.0 CONTRACT TERMS AND CONDITIONS**

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These Contract Terms and Conditions are part of the final contract for each product and/or service contract awarded as a result of this CSP and the terms and conditions of each Purchase Order or proposal forms issued in connection with this CSP. Vendors are responsible for identifying any exceptions to these terms and conditions. Proposals that are qualified with conditional clauses, items not called for, or other irregularities may be considered non-responsive by SBISD and eliminated from further consideration.

### **CONTRACT BETWEEN SPRING BRANCH INDEPENDENT SCHOOL DISTRICT AND ("VENDOR") ANNUAL CONTRACT FOR VOLUNTARY GROUP LONG TERM DISABILITY INSURANCE & EAP**

This Contract is entered into between SBISD and Vendor, having submitted a proposal in response to CSP No. 12326 issued by SBISD and whose proposal has been accepted and awarded by SBISD. In consideration of the mutual covenants and conditions contained in this Contract and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, SBISD and Vendor, intending to be legally bound, and subject to the terms, conditions, and provisions of this Contract, agree as follows:

#### **5.1.0 DEFINITIONS**

The terms used in this Contract shall have the meanings assigned to them in **Section 1.0 Notice of Intent** of the CSP.

#### **5.2.0 CONTRACT TERMS; AMENDMENT**

The terms and conditions of this Contract shall govern all procurements conducted hereunder. No amendment of this Contract shall be permitted unless and until first approved in writing by SBISD, and no such amendment shall have any effect unless and until a written amendment to this Contract is executed by the SBISD Superintendent or designee.

#### **5.3.0 ALL CONTRACTS AND AGREEMENTS** between Merchants and SBISD shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended by the American Law Institute in the National Conference of Commissioners on Uniform State Laws. Reference: Uniform Commercial Code or latest, Official Text.

#### **5.4.0 GOVERNING LAW AND EXCLUSIVE VENUE**

The laws of the State of Texas, without regard to its provisions on conflicts of laws, govern this Contract. Any dispute under this Contract involving SBISD must be brought exclusively in the state and federal courts located in Houston, Harris County, Texas, and the parties hereby submit to the exclusive jurisdiction of said courts.

#### **5.5.0 TEXAS SB 252 AND HB 89**

Pursuant to Texas Senate Bill 252, Verification Regarding Terrorist Organizations, and House Bill 89, Certification Regarding Israel, Contractor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Contractor further certifies and verifies that neither Contractor, nor any affiliate, subsidiary, or parent company of Contractor, if any (the "Contractor Companies"), boycotts Israel, and Contractor agrees that Contractor and Contractor Companies will not boycott Israel during the term of this Agreement. For purposes of this Contract, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

## **CONTRACT TERMS AND CONDITIONS, continued**

### **5.6.0 PURCHASES USING FEDERAL GRANT FUNDS (2 C.F.R. 200)**

When SBISD seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200 (sometimes referred to as the "Uniform Guidance" or new "EDGAR").

**5.6.1** All Vendors awarded a contract under this proposal must complete the SBISD EDGAR Contract Addendum before a purchase order can be entered as proof of their willingness and ability to comply with certain requirements which may be applicable to specific SBISD purchases using federal grant funds.

**5.6.2** This information will be made available to the District for its use while considering their purchasing options when using federal grant funds.

### **5.7.0 COMPLIANCE WITH LAWS**

Vendor shall comply with all applicable federal, state, local, and State of Texas laws, statutes, ordinances, standards, orders, rules, and regulations, including, as applicable, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, prompt payment and licensing laws and regulations, and building code requirements. For the entire duration of this Contract, Vendor and all subcontractors shall maintain all required licenses, certifications, permits, and any other documentation necessary to perform this Contract. Vendor must pay all fees and charges for connections to outside services and for use of property outside the project site.

### **5.8.0 TERM OF CONTRACT; RENEWAL OF CONTRACT**

The contract shall be for a period of **Three (3) Years**. The first year of contract shall be **September 1, 2018 – August 31, 2019** with the option to renew annually for up to an additional **Two (2) Years**, provided any subsequent renewal is agreed to in writing by both parties. In the event the proposal expires before a mutually agreed written and approved contract renewal is executed, vendor shall extend the contract on a month-to-month basis by mutual written agreement. If the vendor offers a "rate guarantee", SBISD reserves the right to approve the contract for additional years after the initial term and if in the best interest of SBISD. Additionally, the District has the option to non-renew any contract regardless of the length of the rate guarantee. The District cannot approve a contract that is greater than 12 months in length.

### **5.9.0 TERMINATION OF CONTRACT**

This Contract shall remain in effect until:

- (1) the Contract expires by its terms, or
- (2) the Contract is terminated by mutual consent of SBISD and Vendor.

In the event of a breach or default of the Contract and/or the CSP by Vendor, SBISD reserves the right to enforce the performance of the Contract in any manner prescribed by law or deemed to be in the best interest of SBISD.

SBISD further reserves the right to terminate the Contract immediately in the event Vendor fails to:

- (1) meet schedules, deadlines, and/or delivery dates within the time specified in the CSP, this Contract, and/or a Purchase Order;
- (2) make any payments owed; or
- (3) otherwise perform in accordance with this Contract and/or the CSP.

SBISD also reserves the right to terminate the Contract immediately, with written notice to Vendor, if SBISD believes that, in its sole discretion, it is in the best interest of SBISD.

## **CONTRACT TERMS AND CONDITIONS, continued**

It is understood that the District retains the option to terminate this Agreement for any reason at the end of each contract year without pecuniary risk or penalty. The termination will become effective and this Agreement shall terminate following the written notification of intent.

Vendor agrees that SBISD shall not be liable for damages in the event that SBISD declares Vendor to be in default or breach of this Contract and/or the CSP. Vendor further agrees that upon termination of the Contract for any reason, Vendor shall, in good faith and with reasonable cooperation, aid in the transition to any new arrangement and/or Vendor.

The District reserves the right to terminate this agreement upon failure of Company to perform per terms of this proposal, failure to perform per negotiated terms and conditions, or failure to comply with usual and customary practices of the industry and upon breach of any laws, rules or regulations. The District reserves the right to terminate the contract at any time for cause. Sixty (60) days advance termination notice will be given in writing to the Vendor(s). Vendor(s) shall, likewise, provide the District with ninety (90) days written notice of contract termination and either loss or reduction of any coverage.

### **5.10.0 CHANGE ORDERS (IF APPLICABLE)**

Pursuant to TEX. EDUC. CODE § 44.0411(a), if a change in plans or specifications is necessary after the performance of a Purchase Order has begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment, or supplies to be furnished, SBISD may approve change orders making the changes. The total Purchase Order price may not be increased because of the changes unless additional money for increased costs is approved for that purpose from available money or is provided for by the authorization of the issuance of time warrants. A Purchase Order with an original contract price of \$1 million or more may not be increased under TEX. EDUC. CODE § 44.0411(a) by more than 25 percent. If a change order for a Purchase Order with an original contract price of less than \$1 million increases the contract amount to \$1 million or more, the total of the subsequent change orders may not increase the revised contract amount by more than 25 percent of the original contract price.

### **5.11.0 CONFIDENTIALITY**

Vendor and SBISD agree to secure the confidentiality of all information and records in accordance with applicable federal and state laws, rules, and regulations. Vendor and SBISD understand that the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, governs the privacy and security of educational records and information and agree to abide by FERPA rules and regulations, as applicable. Vendor also acknowledges that SBISD is subject to the Texas Public Information Act, and Vendor waives any claim against and releases from liability SBISD, its respective officers, employees, agents, and attorneys with respect to disclosure of information provided under or in this Contract or otherwise created, assembled, maintained, or held by Vendor, SBISD, and determined by SBISD, the Attorney General of Texas, or a court of law to be subject to disclosure under the Texas Public Information Act.

### **5.12.0 CONFIDENTIAL INFORMATION OR TRADE SECRETS** (Government Code, Article 252.049). If any of the information is considered to be confidential or a trade secret belonging to the Proposer and, if released would give advantage to a competitor or Proposer, that information should be filed with the proposal in a separate envelope marked "CONFIDENTIAL – DO NOT DUPLICATE WITHOUT PERMISSION".

### **5.13.0 TITLE AND RISK OF LOSS**

Whenever SBISD is purchasing (and not leasing) a product service under this Contract, title and risk of loss shall pass upon the latter of SBISD's acceptance of the product or payment of the applicable invoice.

### **5.14.0 WARRANTY CONDITIONS**

All product(s) and/or service(s) provided by the Vendor under this Contract must be warranted to be free from defects in material, workmanship, and free from such defects in design for a period of one (1) year upon the later of SBISD's acceptance of the product and/or service or payment of the applicable invoice.



**CONTRACT TERMS AND CONDITIONS, continued**

- 5.14.1** Vendor warrants that all products and/or services furnished under this Contract shall conform in all respects to the terms of this Contract, including any drawings, specifications, and/or standards incorporated herein, including, without limitation, those detailed in the CSP and Purchase Order.
- 5.14.2** In addition, Vendor warrants that products and/or services are suitable for and will perform in accordance with the purposes for which they are intended.
- 5.14.3** Vendor shall assume all liabilities incurred within the scope of consequential damages and incidental expenses, as set forth in the Vendor or manufacturer's warranty, which result from either delivery or use of product, which does not meet the specifications within this Contract, the CSP, or Purchase Order.

**5.15.0 SBISD LOCAL CRIMINAL BACKGROUND HISTORY/CHECKING \*\***

The successful Bidder/Proposer, who will be performing services on District property, must pass a criminal history background check conducted by SBISD's Police Department via the electronic background check system located at <http://tsapp.springbranchisd.com/BackgroundCheck>.

**5.16.0 TEXAS SENATE BILL 9 CRIMINAL BACKGROUND HISTORY/CHECKING \*\***

(TEC, §22.0834; TEC, §22.085; Texas Government Code, §411.0845)

Vendors (owners, officers, employees, volunteers, etc.) may not work on district property where students may or may not be present when they have charges pending, have been convicted, received probation, or deferred adjudication for the following:

- (a) Any offense against a child
- (b) Any sex offense
- (c) Any crimes against persons involving weapons or violence
- (d) Any felony offense involving controlled substances
- (e) Any felony offense against property
- (f) Any other offense the District believes might compromise the safety of students, staff, or property.

**All contractors, subcontractors, and their employees must submit to SBISD proof of a satisfactory criminal record history of all individuals working on District property through background checks conducted as required by Senate Bill 9.**

**The criminal history must be obtained by the successful Bidder/Proposer before any work is performed on District property.**

**Possession of fire arms, alcohol and/or drugs, even in vehicles, is strictly prohibited on school district property. Use of any tobacco products is not permitted on school property.**

**CONTRACTOR RESPONSIBILITIES**

(see SB9 requirements:

[http://tea.texas.gov/Texas\\_Educators/Certification/Fingerprinting/Information\\_for\\_School\\_District\\_Contractors/](http://tea.texas.gov/Texas_Educators/Certification/Fingerprinting/Information_for_School_District_Contractors/))

Any employee who will have direct contact with students must not have been convicted of an offense identified in Texas Education Code Section 22.085.

**\* \* Required for awarded vendor(s) only.**

**CONTRACT TERMS AND CONDITIONS, continued****5.17.0 CUSTOMER SUPPORT**

Vendor shall provide timely and accurate technical advice and sales support to SBISD staff. Vendor shall respond to requests for customer support within one (1) business day after receipt of the request.

**5.18.0 SBISD'S PROPERTY**

In the event of loss, damage, or destruction of any property owned by or loaned by SBISD that is caused by Vendor or Vendor's representative, agent, employee, or contractor, Vendor shall indemnify and pay to SBISD the full value of or the full cost of repair or replacement of such property, whichever is greater, within thirty (30) days of Vendor's receipt of written notice of SBISD's determination of the amount due. If Vendor fails to make timely payment, SBISD may obtain such money from Vendor by any means permitted by law, including, without limitation, offset or counterclaim against any money otherwise due to Vendor by SBISD.

**5.19.0 TAX EXEMPT STATUS**

SBISD is exempt from payment of Texas State Sales Taxes under TEXAS TAX CODE§ 151.310 for the purchase of tangible personal property. Vendor represents and warrants that it shall pay all taxes or similar amounts resulting from this Contract, including, without limitation, any federal, state, or local income, sales or excise taxes of Vendor or its employees. SBISD shall not be liable for any taxes resulting from this Contract, except where otherwise required by law.

**5.20.0 STATE OF TEXAS FRANCHISE TAX**

By submitting a proposal in response to the CSP, Vendor certifies that Vendor is not currently delinquent in Vendor's payment of any franchise taxes or other taxes owed to the State of Texas.

**5.21.0 TAX RESPONSIBILITIES OF VENDOR AND INDEMNIFICATION FOR TAXES**

Vendor is responsible for complying with the tax laws of states and the federal government. Vendor and all subcontractor(s) of Vendor shall pay all federal, state, and local taxes applicable to Vendor's operation, any persons employed by Vendor, and all subcontractors of Vendor. Vendor shall require all subcontractors to hold SBISD harmless from any responsibility for taxes, damages, and interest. If applicable, contributions required under federal, state, and/or local laws and regulations and any other costs, including, but not limited to, transaction privilege taxes, unemployment compensation insurance, Social Security, and Worker's Compensation, shall be the sole responsibility of Vendor.

**5.22.0 ASSIGNMENT OF CONTRACT**

Vendor may not assign this Contract or any of its rights, duties or obligations hereunder without the prior written approval of SBISD. Any attempted assignment of this Contract by Vendor shall be null and void. Any Purchase Order made as a result of this Contract may not be transferred, assigned, subcontracted, mortgaged, pledged, or otherwise disposed of or encumbered in any way by Vendor without the prior written approval of SBISD.

**5.23.0 NOTIFICATION OF MATERIAL CHANGE**

Vendor is required to notify SBISD's Director of Purchasing in writing when any material change in operations occurs, including changes in distribution rights for awarded products, bankruptcy, material changes in financial condition, change of ownership, and the like, within three (3) business days of such change.

**5.24.0 VENDOR PERFORMANCE**

Vendor agrees to use commercially reasonable best efforts to provide the product(s) and/or service(s) subject to this Contract. Vendor shall furnish all supervision, labor, tools, equipment, permits, licenses, transportation, insurance, material, and supplies necessary to complete any scope of work or Purchase Order under this Contract. Vendor shall use skilled, trained personnel, who shall be supervised by Vendor.

## **CONTRACT TERMS AND CONDITIONS, continued**

### **5.25.0 VENDOR NON-PERFORMANCE**

If at any time, the vendor fails to fulfill or abide by the terms and conditions or specifications of the contract, SBISD reserves the right to:

- purchase on the open market and charge the vendor the difference between contract price and actual purchase price, or
- deduct such charges from existing invoice totals currently due, or
- cancel within thirty (30) days written notification of intent and remove the vendor from the active proposal file for a period of time not less than one (1) year.
- re-bid the service/product.
- award to next lower responsible Proposer, if accepted by same.

### **5.26.0 SUBCONTRACTORS**

If Vendor uses subcontractors in the performance of any part of this Contract, Vendor shall be fully responsible to SBISD for all acts and omissions of the subcontractors. Nothing in this Contract shall create for the benefit of any such subcontractor any contractual relationship between SBISD and any such subcontractor, nor shall it create any obligation on the part of SBISD to pay or to see to the payment of any monies due any such subcontractor except as may otherwise be required by law.

Vendor represents and warrants that it is willing, able, and capable of obtaining, supervising, and being responsible for any subcontractors who perform and/or provide products and services related to this Contract.

### **5.27.0 NON-APPROPRIATION**

Renewal of this Contract, if any, will be in accordance with TEX. LOCAL GOV'T. CODE 271.903 concerning non-appropriation of funds for multi-year contracts. Notwithstanding any other provision of this Contract or obligation imposed on SBISD by this Contract, SBISD shall have the right to terminate this Contract or any Purchase Order without default or liability to Vendor resulting from such termination, effective as of the expiration of each budget period of SBISD if it is determined by SBISD, at its sole discretion, that there are insufficient funds to extend this Contract or any Purchase Order. The parties agree that this Contract and/or any Purchase Order are commitments of the current revenue of SBISD only.

### **5.28.0 ORDERING PROCEDURES**

Purchase Orders are issued by SBISD and submitted electronically to the Vendor by fax or email.

### **5.29.0 PRICING CHANGES**

All prices and discount percentages in Vendor's proposal shall be firm for the Term of this Contract. Pricing may be negotiated during the Contract renewal period. Vendor agrees to promptly lower the proportionate price of any product purchased through this Contract following a reduction in the price the Vendor is paying suppliers. All price changes shall be presented to SBISD for acceptance or rejection by SBISD, in its sole discretion, using the same format as was accepted in Vendor's original proposal; all price changes for products and/or services provided under this Contract must be approved, in writing, by SBISD prior to taking effect.

The following documentation shall be provided to support a request for a price change:

- justification for change/increase
- terms and conditions
- market conditions
- manufacturers'/distributors' impact, if any

All price decreases shall be allowed for all products and/or services.

## **CONTRACT TERMS AND CONDITIONS, continued**

### **5.30.0 INVOICES; PAYMENTS**

**5.30.1.** Vendor shall submit invoices, in duplicate, directly to SBISD at the appropriate location(s) specified by SBISD. Each invoice shall include SBISD's Purchase Order number. All invoices shall be itemized to include the type of product(s) and/or service(s) rendered. Vendor shall submit invoices within a timely manner during SBISD's fiscal year in which the product(s) and/or service(s) are purchased. The shipment tracking number or pertinent information for verification of SBISD's receipt shall be made available upon request by SBISD.

**5.30.2.** SBISD will make payments directly to Vendor. SBISD shall alone be liable and/or responsible for payment for product(s) and/or service(s) ordered and must be invoiced directly by Vendor.

**5.30.3.** TEX. GOV'T. CODE § 2251.021 shall govern when payments are due to the Vendor. Payments are due to Vendor by SBISD within forty-five (45) days after the later of the following: (1) the date SBISD receives the products and services under the Contract; (2) the date the performance of the service under the Contract is completed; or (3) the date SBISD receives an invoice for the products or service.

**5.30.4** Vendor agrees to pay any subcontractors the appropriate share of the payment received from SBISD not later than the tenth (10th) day after the date the Vendor receives the payment from SBISD. The exceptions to payments made by SBISD and/or Vendor listed in TEX. GOV'T. CODE § 2251.002 shall apply to this Contract.

### **5.31.0 RECORDS RETENTION**

Vendor shall maintain its records and accounts in a manner that shall assure a full accounting for all material(s) and/or service(s) provided by the Vendor to SBISD under this Contract. These records and accounts shall be retained by Vendor and made available for review by SBISD for a period of **not less than five (5) years** from the date of completion of the service(s), receipt of material(s), the date of the receipt by SBISD's final invoice or claim for payment in connection with this Contract, or the date SBISD makes final payments and closes pending matters in connection with a federal grant, whichever is later. If an audit or a compliance review has been announced, the Vendor shall retain its records and accounts until such audit or compliance review has been completed.

For Bond funded projects, Vendor shall retain these records and accounts and make available for review by SBISD indefinitely.

### **5.32.0 RIGHT TO REVIEW, AUDIT AND INSPECT**

SBISD, any federal agency that has awarded federal funds/grant(s) to SBISD, and/or any of their authorized representatives, shall, upon written notice, have the right to audit and examine all of Vendor's records and accounts relating to this Contract. Inspect any project performed by the Vendor relating to this Contract. Records subject to audit/review shall include, but are not limited to, all Purchase Orders resulting from this Contract and records which may have a bearing on matters of interest to SBISD in connection with the Vendor's work for SBISD, and shall be open to inspection and subject to audit/review and/or reproduction by SBISD, and/or its authorized representative(s) to the extent necessary to adequately permit evaluation and verification of:

**5.32.1** Vendor's compliance with this Contract and the requirements of the CSP.

**5.32.2** Compliance with provisions for computing billings to SBISD.

**5.32.3** Any other matter related to this Contract.

**CONTRACT TERMS AND CONDITIONS, continued****5.33.0 INDEMNIFICATION**

VENDOR SHALL INDEMNIFY AND HOLD HARMLESS SBISD, INCLUDING SBISD'S TRUSTEES, OFFICERS, ADMINISTRATORS, EMPLOYEES, AND AGENTS, FROM ALL CLAIMS, LIABILITIES, COSTS SUITS OF LAW OR IN EQUITY, EXPENSES, ATTORNEYS' FEES, FINES, PENALTIES OR DAMAGES ARISING FROM ACTS OR OMISSIONS OF VENDOR, VENDOR'S EMPLOYEES, AGENTS, OR SUBCONTRACTORS, IN CONNECTION WITH THIS CONTRACT, INCLUDING WITHOUT LIMITATION, THOSE ARISING FROM CLAIMED INFRINGEMENT OF ANY PATENTS, TRADEMARKS, COPYRIGHT OR OTHER CORRESPONDING RIGHT(S) WHICH IS RELATED TO ANY ITEM VENDOR IS REQUIRED TO DELIVER. VENDOR'S OBLIGATIONS UNDER THIS CLAUSE SHALL SURVIVE ACCEPTANCE AND PAYMENT BY SBISD.

**5.34.0 MULTIPLE CONTRACT AWARDS**

SBISD reserves the right to award multiple contracts under the CSP, including multiple contracts for each product/service category. Product/Service categories are established at the sole discretion of SBISD. The decision to award multiple contracts, award only one contract, or to make no awards rests solely with SBISD. These facts should be taken into consideration by each Vendor.

**5.35.0 NON-EXCLUSIVE CONTRACT**

Any contract resulting from this CSP is non-exclusive and shall be awarded with the understanding that this contract is for the sole convenience of SBISD. Nothing in this Contract may be construed to imply that Vendor has the exclusive right to provide products and/or services to SBISD. During the Term of this Contract, SBISD reserves the right to use all available resources to procure other products and/or services as needed and doing so will not violate any rights of Vendor. SBISD is free to have multiple contracts for the awarded products and/or services and may initiate other procurement solicitations or procurement activity with other suppliers at any time, at SBISD's sole discretion.

**5.36.0 NEW PRODUCTS – (N/A)**

New products that meet the specifications detailed in the CSP may be added to this Contract, with prior written approval from SBISD. Pricing of any new products shall be equivalent to the percentage discount or proposed prices for other similar products. Vendor may replace or add products to the contract if: the replacing products are equal to or superior to the original products offered or discounted in a similar degree or to a greater degree and the products meet the requirements of the CSP. No products may be added to avoid competitive procurement procedures. SBISD may reject any proposed additions, without cause, in its sole discretion.

**5.37.0 MATERIAL SAFETY DATA SHEETS (MSDS) – (N/A)**

Material Safety Data Sheets (MSDS) on chemicals or any other products customarily requiring MSDS Sheets must be provided for each ordering department. MSDS Sheet must be delivered along with the shipment within the contract period. Additional MSDS Sheets must be provided in a timely manner at no charge upon request to the District. If OSHA or Federal or State laws provide for additional requirements, those requirements shall be met by Contractor, in addition to the MSDS requirement.

**5.38.0 NO SUBSTITUTION**

Any Purchase Order issued pursuant to this Contract shall conform to the specifications and descriptions identified in this Contract/CSP. Vendor shall not deliver substitutes without prior written authorization from SBISD.

**5.39.0 PENALTIES**

If the Vendor is unable to provide the product(s) or services at the prices quoted in Vendor's proposal or if Vendor fails to fulfill or abide by the terms and conditions of the Contract, the CSP, SBISD may take the following action(s), in the sole discretion of SBISD, and Vendor agrees to comply with the chosen action(s):

**CONTRACT TERMS AND CONDITIONS, continued**

- 5.39.1** Insist that the Vendor honor the quoted price(s) specified in Vendor's proposal, as applicable;
- 5.39.2** Have the Vendor pay the difference between the Vendor's price and the price of the next acceptable proposal, as determined by SBISD;
- 5.39.3** Have the Vendor pay the difference between Vendor's price and the actual purchase price of the product or service on the open market; and/or
- 5.39.4** Recommend to SBISD Board of Trustees that the Vendor no longer be given the opportunity to submit a proposal to SBISD and/or that this Contract be terminated.

**5.40.0 ELECTRICAL ITEMS – (N/A)**

All electrical items must meet all applicable OSHA standards and regulations, and must bear the appropriate listing from US, FMRC, NEMA, or UL Laboratories.

**5.41.0 SAFETY**

Vendor, its subcontractor(s), and their respective employees shall comply fully with all applicable federal, state, and local safety and health laws, ordinances, rules, and regulations in the performance of services under this Contract, including, without limitation, those promulgated by SBISD, and by the Occupational Safety and Health Administration ("OSHA"). In case of conflict, the most stringent safety requirements shall govern. Vendor shall comply with all other safety guidelines and standards as required by SBISD. Vendor shall indemnify and hold SBISD harmless from and against all claims, demands, suits, actions, judgments, fines, penalties, and liability of every kind arising from the breach of Vendor's obligations under this provision.

**5.42.0 WORKFORCE**

Vendor shall employ only orderly and competent workers, skilled in the performance of the services, if any, which/shall be performed under this Contract. Vendor, its employees, subcontractors, and subcontractor's employees may not use or possess any firearms, alcoholic or other intoxicating beverages, illegal drugs or controlled substances while on the job or on SBISD property, nor may such workers be intoxicated or under the influence of alcohol or drugs on SBISD property.

**5.43.0 PARTICIPATION**

Vendor acknowledges and agrees that continued participation is subject to SBISD's sole discretion and that Vendor may be removed at any time, with or without cause, in SBISD's sole discretion. All work resulting from this Contract must cease immediately after completion of the final accepted Purchase Order. Nothing in this Contract or in any other communication between SBISD and Vendor may be construed as a guarantee that SBISD will submit any Purchase Order to Vendor at any time.

**5.44.0 INSURANCE – (N/A)**

Vendor is required to provide SBISD with copies of certificates of insurance, naming SBISD as additional insured's for Texas Workers Compensation and General Liability Insurance, within 14 business days of contract award and prior to the commencement of any work under this Contract. Certificates of Insurance, name and address of Vendor, the limits of liability, the effective dates of each policy, and policy number shall be delivered to SBISD prior to commencement of any work under this Contract. The insurance company insuring Vendor shall be licensed in the State of Texas, and shall be acceptable to SBISD. Vendor shall give SBISD a minimum of ten (10) days' notice prior to any modifications or cancellation of said policies of insurance. Vendor shall require all subcontractors performing any work under or relating to this Contract to maintain coverage as specified below. Vendor shall, at all times during the Term of this Contract, maintain insurance coverage with not less than the type and requirements shown below.

All policies of insurance shall waive all rights of subrogation against SBISD and its officers, employees and agents. Upon approval notice, certified copies of original insurance policies shall be furnished to SBISD. SBISD, as requested, shall be named as an "additional insured" on insurance policies. SBISD reserves the right to require additional insurance should SBISD deem additional insurance necessary, in its sole discretion.

## **CONTRACT TERMS AND CONDITIONS, continued**

### **5.45.0 PARTICIPATION**

Vendor acknowledges and agrees that continued participation is subject to SBISD's sole discretion and that Vendor may be removed at any time, with or without cause, in SBISD's sole discretion. All work resulting from this Contract must cease immediately after completion of the final accepted Purchase Order. Nothing in this Contract or in any other communication between SBISD and Vendor may be construed as a guarantee that SBISD will submit any Purchase Order to Vendor at any time.

### **5.46.0 EQUAL OPPORTUNITY**

It is the policy of SBISD not to discriminate on the basis of race, color, national origin, gender, limited English proficiency or handicapping conditions in its programs. Vendor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Contract, with respect to hire, tenure, terms, conditions and privileges of employment, or a matter directly or indirectly related to employment, because of age (except where based on a bona fide occupational qualification), sex (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry. Vendor further agrees that every subcontract entered into for the performance of this Contract shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.

**5.47.0 SEXUAL AND VERBAL HARASSMENT.** The policies of SBISD, along with sections of Federal and State Laws, prohibit sexual and verbal harassment of any employees, students, faculty or guests. Sexual harassment includes any unwelcome sexual advance, any request for sexual favor or any other verbal or physical conduct of sexual nature that is so pervasive as to create a hostile or offensive work environment or offensive academic environment. Verbal harassment includes, but is not limited to, the use of profanity, loud or boisterous remarks, inappropriate speech, inappropriate suggestive conduct or body movements or comments that could be interpreted by the hearer as being derogatory in nature. This type of behavior and conduct is not tolerated or condoned. Vendors and contractors are required to exercise control over their employees, agents and subcontractors so as to prohibit acts of sexual and verbal harassment and agree as a term and condition that such vendor, contractor, agents, employees or subcontractors may be immediately removed from the project site and from SBISD premises.

### **5.48.0 FORCE MAJEURE**

Neither SBISD or Vendor shall be deemed to have breached any provision of this Contract as a result of any delay, failure in performance, or interruption of service resulting directly or indirectly from acts of God, network failures, acts of civil or military authorities, civil disturbances, wars, energy crises, fires, transportation contingencies, interruptions in third-party telecommunications or Internet equipment or service, other catastrophes, or any other occurrences which are reasonably beyond SBISD or Vendor's control.

SBISD and Vendor are required to use due caution and preventive measures to protect against the effects of force majeure, and the burden of proving that a force majeure event has occurred shall rest on the party seeking relief under this provision.

The party seeking relief due to force majeure is required to promptly notify the other parties in writing, citing the details of the force majeure event and relief sought, and shall resume performance immediately after the obstacles to performance caused by a force majeure event have been removed, provided the Contract has not been terminated. Delay or failure of performance, by either party to this Contract, caused solely by a force majeure event, shall be excused for the period of delay caused solely by the force majeure event. SBISD and Vendor shall not have any claim for damages against any other party resulting from delays caused solely by force majeure. Notwithstanding any other provision of this Contract, in the event the Vendor's performance of its obligations under this Contract is delayed or stopped by a force majeure event, SBISD shall have the option to terminate this Contract. This section shall not be interpreted as to limit or otherwise modify any of SBISD's contractual, legal, or equitable rights.

**CONTRACT TERMS AND CONDITIONS, continued****5.49.0 SEVERABILITY**

In the event any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

**5.50.0 WAIVER**

No failure on the part of either party at any time to require the performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof. No waiver, alteration, or modification of any of the provisions of this Contract shall be binding unless in writing and signed by duly authorized representatives of the parties hereto.

**5.51.0 ENTIRE AGREEMENT**

The Contract, the CSP, Vendor's proposal submitted in response to the CSP, the attached and incorporated attachments, addendum, and/or exhibits, if any, contain the entire agreement of the parties relative to the purpose(s) of the Contract and supersede any other representations, agreements, arrangements, negotiations, or understandings, oral or written, between the parties to this Contract. In the event of a conflict between this Contract and the CSP or Vendor's proposal submitted in response to the CSP, this Contract shall control. In the event of a conflict between the CSP and Vendor's proposal submitted in response to the CSP, the CSP shall control. This Contract supersedes any conflicting terms and conditions on any Purchase Order, invoices, checks, order acknowledgements, forms, purchase orders, or similar commercial documents relating hereto and which may be issued by Vendor after the Effective Date of this Contract.

**5.52.0 INTERPRETATION**

Vendor agrees that the normal rules of construction that requires that any ambiguities in this Contract are to be construed against the drafter shall not be employed in the interpretation of this Contract.

**5.53.0 NOTICE**

Any notice provided under the terms of this Contract by the parties to any other shall be in writing and shall be given by hand-delivery, certified registered mail, return receipt requested, email or fax. Notice shall be sufficient if made or addressed to the party at the address listed in the signature line of this Contract. Notice shall be deemed effective upon receipt.

Each party may change the address at which notice may be sent to that party by giving notice of such change to the other party by certified mail, return receipt requested, fax or email.

**5.54.0 CAPTIONS**

The captions herein are for convenience and identification purposes only, are not an Integral part hereof, and are not to be considered in the interpretation of any part hereof.



## **6.0 EVALUATION AND AWARD OF PROPOSAL(S)**

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### **6.1.0 AWARD OF CONTRACT**

In accordance with applicable laws, rules, and regulations for public procurement, award(s) will be made to the responsible Vendor(s) whose proposal(s) is/are determined after evaluation by SBISD to be the best value to SBISD. To qualify for evaluation, a proposal must have been submitted sealed and on time and must materially satisfy all mandatory requirements identified in this document.

### **6.2.0 COMPETITIVE RANGE**

It may be necessary for SBISD to establish a competitive range of acceptable proposals as part of the evaluation process. Proposals not in the competitive range are unacceptable and will not receive further award consideration.

### **6.3.0 EVALUATION OF PROPOSALS**

The evaluation of the proposal will be performed by a committee consisting of designees of the District. It is critical to the ultimate award of this contract that this proposal be complete and accurate. While cost is an important factor, it should be understood that the district is under no obligation to accept the lowest proposal. In evaluating qualified proposals the following considerations will be taken into account for award recommendations (if applicable):

- (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 districts 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;
- (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 the State of Texas; or
  - (B) Employs at least 500 persons in the State of Texas; and
- (9) Any other relevant factor specifically listed in the request for bids or proposals

#### **6.3.1 Vendor Business Capabilities:**

- Responsiveness of the proposal related to the scope of the work.
- The ability, capacity, and skill of the proposer to perform the services on a timely basis.
- Reputation of the supplier as evidenced by SBISD and outside referrals.
- Experience and qualifications of the business and individual members of the business in accomplishing similar services
- The sufficiency of financial resources and ability of business to perform the contract.
- Past performance in the area of customer support will play an important part in the evaluation of proposals.

### **6.4.0 NON-WARRANTY OF PROPOSALS**

Due care and diligence has been exercised in the preparation of this CSP, and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services required, the exposures to risk, and verification of all information herein shall rest solely with those submitting proposals. Neither the District nor its representatives shall be responsible for any errors or omissions in this CSP. The District reserves the right to request additional information after the submission date.

**EVALUATION AND AWARD OF PROPOSAL(S), continued**

A committee of SBISD employees will review and evaluate this CSP and make a contract award recommendation to the SBISD Board of Trustees. SBISD will base its recommendation on the following:

**Evaluation Factors****Weighted Value**

|                      |  |                  |  |
|----------------------|--|------------------|--|
| <b>(1)</b>           | <b>Value/Price</b>   | <b>30 points</b> |  |
|                      | • Overall Value/Cost of Product(s)/Service(s)  | 15 pts.          |  |
|                      | • Pricing as determined by the proposal submitted (Pricing may also be based upon usage and coverage).   | 15 pts.          |  |
| <b>(2)</b>           | <b>Offeror's Experience and Reputation</b>   | <b>20 points</b> |  |
|                      | • References for local governmental entities   | 5 pts.           |  |
|                      | • Offeror's experience providing/performing the requested services for other complex institutions or educational institutions.   | 5 pts.           |  |
|                      | • Other projects completed within the past 5 years   | 5 pts.           |  |
|                      | • Qualification of offeror's team, including education and experience.   | 5 pts.           |  |
| <b>(3)</b>           | <b>Quality of Offeror's products/services</b>  | <b>15 points</b> |  |
|                      | • Project Management   | 5 pts.           |  |
|                      | • Quality of Offeror's Products/Service  | 5 pts.           |  |
|                      | • The soundness of the offeror's approach.   | 5 pts.           |  |
| <b>(4)</b>           | <b>The extent to which the products/services meet SBISD needs</b>  | <b>10 points</b> |  |
|                      | • Whether the goods and services meet SBISD's needs.   | 5 pts.           |  |
|                      | • The offeror's demonstrated ability to minimize SBISD's costs.  | 5 pts.           |  |
| <b>(5)</b>           | <b>Offeror completed and submitted all required documents.</b>   | <b>10 pts</b>    |  |
| <b>(6)</b>           | <b>Offeror's past relationship with the District.</b>  | <b>5 pts</b>     |  |
| <b>(7)</b>           | <b>Whether Offeror's financial capability is appropriate to the size and scope of the project and the total long-term cost to SBISD to acquire the products/services</b> | <b>5 pts</b>     |  |
| <b>(8)</b>           | <b>Value-Add Products/Services*</b>  | <b>5 pts</b>     |  |
| <b>TOTAL POINTS:</b> |  | <b>100 pts</b>   |  |

\* "Value-Add" is other products and services that will enhance and add value to the contract for SBISD. SBISD reserves the right to accept or reject additional proposed services or products in the best interests of the district.

## **EVALUATION AND AWARD OF PROPOSAL(S), continued**

### **6.5.0 EVALUATION PROCESS**

OVERVIEW - Each proposal received will initially be analyzed by Willis of Texas, Inc., (Consultant) to determine overall responsiveness, adherence to format and completeness of the information requested. Failure to comply with the instructions or submission of an incomplete proposal may, at the discretion of SBISD, result in disqualification. SBISD reserves the right to contact references to discuss the services of the respondents. In addition to reviewing proposals and references, SBISD may also schedule interviews and meetings to discuss additional questions and concerns.

### **6.6.0 EVALUATION CRITERIA**

The content of your proposal and responses to the questionnaires will be weighed in the evaluation process. SBISD's highest priority is to secure the best value program for employees while balancing the financial concerns of the school board.

Other important evaluation items include:

- Client and member service capabilities
- References of other area school district clients
- Ability to provide multi-year rate guarantees
- Ability to provide electronic interface with SBISD website and payroll system

In accordance with §44.031 of the Texas Education Code the following criteria will also be evaluated:

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
9. Any other relevant factor specifically listed in the request for bids or proposals

### **6.7.0 BEST AND FINAL OFFER (BAFO)**

SBISD reserves the right to return to the top candidate(s) to request a BAFO proposal based on one or more components of the initial proposal. The BAFO request may warrant additional discussion. These criteria will be explained at the time best and final proposals are requested. Willis and SBISD reserve the right to negotiate certain terms and conditions relative to the contract.

## 7.0 INSTRUCTIONS TO VENDORS (SUBMITTALS)

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### (IF APPLICABLE)

#### 7.1.0 Company Information

Please provide a brief summary of your company.

#### 7.2.0 Administrative

Please provide a brief summary of the company's administrative team. (i.e.: CFO, CEO, President, V.P.)

#### 7.3.0 Accounting

##### a) SBISD's Invoicing Process

Payment for purchased goods or services is initiated only after goods have been received or services rendered.

Invoices are submitted to the Accounts Payable Department where they are matched with a copy of the purchase order; therefore, it is essential for the purchase order number to appear on the invoice for verification of delivery and approval for payment.

Upon receipt by the Accounts Payable Office, the invoice may be processed for payment within thirty (30) days of its receipt if services are complete.

Electronic invoices may be sent to [accountspayable@springbranchisd.com](mailto:accountspayable@springbranchisd.com).

b) Vendor must describe how SBISD will be invoiced in relation to SBISD's invoicing process.

#### 7.4.0 Vendor's Operations, including Vendor's Key Staff

Vendor must detail the qualifications of key staff assigned to this Project/Contract.

## **8.0 SPECIFICATIONS**

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### **CURRENT DISABILITY INSURANCE PLAN COVERAGE**

SBISD currently offers an educator type plan offered by The Standard. It is a Voluntary Long Term Disability program that includes EAP for plan participants, and EAP for non-participants with a separate cost to the district. There are two plan options: Plan A – ADEA II and Plan B – 12 Month ADEA. Plan includes four elimination period options, 14, 30, 90 and 180 days. The District is pleased with the current plan design and would like to consider proposals with the same or similar benefit levels, with EAP. Also is requesting to see alternate proposal option to include the use or partial use of accrued leave time, prior to disability.

### **CURRENT EMPLOYEE ASSISTANCE PROGRAM (EAP) COVERAGE**

The District is currently satisfied with the current The Standard EAP plan design that is included with the disability coverage, but will consider other plan design options. EAP coverage includes Non-Participating employees.

Currently have a 3 Visit Model plan. Plan includes integrated EAP and Work/Life solution, with enhancements such as 100% case management, and enhanced work/life/daily living referrals, within 12 hours of request. Free online Identity Monitoring with ID theft prevention and recovery service. Utilization reports available.

This CSP seeks to evaluate disability with Employee Assistance programs for a September 1, 2018 inception date. Please propose full disclosure of premiums, plan designs and where appropriate, network alliances. The attached questionnaire is general in nature. We may return to top candidates for further refinement/information about the proposals in order to more properly evaluate the benefits options/alternatives.

### **PLAN AND ENROLLMENT PERIODS**

The District plan year for this proposal commences on September 1, 2018. There will be one (1) open enrollment period from mid-July 2018 through August 31, 2018. All coverage elected during this period will be effective September 1, 2018.

### **CONTRACT TERM**

The contract shall be for one (1) year, September 1, 2018, through August 31, 2019, with the option to renew annually up to an additional two (2) years, providing any subsequent renewal is agreed to in writing, by both parties.

### **PROPOSAL PERIOD**

Proposers are encouraged to propose multi-year rate guarantees. It is the intention of the District to enter into a long-term relationship. Therefore, multi-year rate guarantees and/or rate caps will be given favorable consideration. If a multi-year rate guarantee cannot be provided, the proposer shall indicate the maximum guaranteed rate increases which may be anticipated and the basis on which the increases will be determined. SBISD has the option to renew a contract on an annual basis, based upon quality of care, services rendered and renewal rates. In the event the District has neither renewed this contract nor secured alternative plans or services from another provider, on or before the initial termination date, this proposal as approved and awarded by the District shall continue upon mutual agreement on a month-to-month basis. If the vendor offers a "rate guarantee", SBISD reserves the right to approve the contract for additional years after the initial term and if in the best interest of SBISD. Additionally, the District has the option to non-renew any contract, regardless of the length of the rate guarantee. The District cannot approve a contract that is greater than 12 months in length.

### **INFORMATIONAL DATA** (Under Separate Cover)

1. Voluntary Long Term Disability Claims Experience
2. Voluntary Long Term Disability Census
3. Voluntary Long Term Disability Summary of Benefits/Rates
4. Voluntary Long Term Disability Group Proposal Form

Contact Willis of Texas in order to obtain the above mentioned documents.

**NOTE: Proposals should be submitted on behalf of Willis of Texas as current Broker of Record.**

**NOTE: Final premium rates should end in an even number to prevent rounding when calculating semi-monthly payroll checks**

**NOTE: If carrier does not have an established export file with the MGM The Benefits HUB (Online Benefit Third Party Administrator) that can be utilized for this group and product, and there is a cost charged by the HUB to develop, the carrier will have to cover the cost.**

## 9.0 PROPOSAL FORM/SUBMISSIONS

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### 9.1.0 Pricing

### 9.2.0 Discounts provided on price lists and catalogs — Detail the average discount provided by the Vendor on stated prices.

### 9.3.0 Freight, Delivery, Inspection & Acceptance (If Applicable)

All deliveries shall be **Freight Prepaid, F.O.B. Destination, Full Freight Allowed, and Inside Delivery** and shall be included in all pricing in Vendor's proposal unless otherwise clearly stated in writing in Vendor's proposal. Deliveries shall be made during SBISD's Regular Hours.

If defective or incorrect products are delivered, SBISD may make the determination, at its sole discretion, to return the products to Vendor at no cost to SBISD. Vendor agrees to pay all shipping and handling costs for any such return shipment. Vendor also shall be responsible for arranging the return of the defective or incorrect products.

**9.3.1** Describe Vendor's service procedure and state the proposed time frame from customer request to product or service delivery and completed.

**9.3.2** Describe how Vendor deals with shipping delays. How does Vendor notify its customers of delays?

**9.3.3** Detail Vendor's average percentage of on-time delivery.

### 9.4.0 WARRANTY/GUARANTEE

All products purchased under this CSP shall be NEW and free from defects.

#### 9.4.1 PRODUCT INFORMATION

#### 9.4.2 WARRANTY INFORMATION

Provide information and answers to the following:

- a) Does Vendor offer extended parts and labor warranties? If yes, state length of warranty.
- b) Does Vendor provide extended warranties and/or maintenance Contracts at an additional cost to SBISD? If so, the extended warrantee maintenance contract must be submitted as a separate line item.
- c) Give examples of governmental entities where Vendor has extended labor warranties. Include length of these warranties.
- d) Is warranty coverage dependent on any specific requirements?
- e) Who performs Vendor's start-up procedure?
- f) Detail and provide documentation verifying the warranty protection covering installation, details, materials, workmanship, inspection and preventive maintenance programs, if any.
- g) Detail how Vendor tracks warranties and updates warranty periods as units or components are replaced.
- h) What is Vendor's standard warranty on materials?
- i) What is Vendor's standard warranty on installation?
- j) Does Vendor differentiate its standard warranty if financing is part of the contract? If so, describe.

**PROPOSAL FORM, continued****9.5.0 Technical Resources (if applicable)**

- a) Describe what technical resources Vendor will provide to support SBISD's projects.
- b) Describe the measurement options Vendor intends on providing SBISD.

**9.6.0 Training (if applicable)**

- a) Describe how Vendor will interact with SBISD. Include a process map.
- b) Describe Vendor's training program with SBISD staff and a proposed schedule of topics and include any proposed training literature or materials.
- c) Indicate who will be providing training, including their title, telephone number, fax number and e-mail address. Include résumé.
- d) Indicate who will be providing technical assistance, including their title, telephone number, fax number, and e-mail address. Include résumé.
- e) Describe the scope of training opportunities Vendor will make available to SBISD, as needed.

**9.7.0 Products & Services Summary Matrix**

Provide a matrix that will allow SBISD to readily appraise Vendor's products and service offering versus other proposers, if available.

**9.8.0 Value Add Services Description**

Include any additional information you think SBISD should have when making their decision to select awarded Vendors. What valued added options does Vendor offer that are not defined or addressed in this format? If they are best described in the line item format, please add to designated area at the end of the line item list.

**9.9.0 Proposal Questionnaire.** Questions in this package shall be completed and returned with the proposal. Proposers shall answer each question. Use additional pages if necessary, maintaining proper identification of items. If any question is not applicable (N/A) to your proposal, Proposer shall indicate in space for answering the question "N/A" rather leaving the question blank.

**9.10.0 Information on Your Organization.** Submit general information about your organization. Comment in detail any potential changes anticipated in the organization structure or ownership. The District requires that if there are changes made in your organization which may affect the proposal submitted or the contract to be entered into with the District, it shall be incumbent upon the new organization to comply and meet with the terms of the proposal submitted and/or negotiated.

**9.11.0 Conflict of Interest form completed and signed.** For the District to award a contract, the District must have on file the completed Conflict of Interest Questionnaire. The Conflict of Interest Questionnaire must be complete with Company Name, Signature and Date even if company has no conflict of interest. **Section 13.0 \*\***

**9.12.0 Spring Branch ISD Certificate of Interested Parties – Form 1295.** SBISD is required to comply with House Bill 1295, which amended the Texas Government Code by adding Section 2252.908, Disclosure of Interested Parties. Section 2252.908 prohibits SBISD from entering into a contract resulting from this CSP with a business entity unless the business entity submits a Disclosure of Interested Parties (Form 1295) to the District at the time business entity submits the signed contract.

**PROPOSAL FORM, continued**

**"Interested Party"** means a person:

- a) Who has a controlling interest in a business entity with whom SBISD contracts; or
- b) Who actively participates in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser, or attorney for the business entity.

**"Business Entity"** means an entity recognized by law through which business is conducted, including a sole proprietorship, partnership, or corporation.

**As a "business entity," all vendors must electronically complete, print, sign, and submit Form 1295 with their proposals even if no interested parties exist.**

Proposers must file Form 1295 electronically with the Texas Ethics Commission using the online filing application, which can be found at:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

Proposers must use the filing application on the Texas Ethics Commission's website to enter the required information on Form 1295. Proposers must print a copy of the completed form, which will include a certification of filing containing a unique certification number. The Form 1295 must be signed by an authorized agent of the business entity.

The completed Form 1295 with the certification of filing must be filed with SBISD by attaching the completed form to the vendor's solicitation response.

SBISD must acknowledge the receipt of the filed Form 1295 by notifying the Texas Ethics Commission of the receipt of the filed Form 1295 no later than the 30th day after SBISD receives the Form 1295. After SBISD acknowledges the Form 1295, the Texas Ethics Commission will post the completed Form 1295 to its website within seven business days.

### **9.13 Informalities and Requirements**

The Company shall not collude in any manner, or engage in any practice or activity, with any other organization or entity, which may restrict or eliminate competition and thereby result in the best proposal not being submitted to the District. (This does not preclude joint ventures or subcontracts, which are legal and customary in the industry practice).

By submitting a response to the CSP the vendor agrees to abide by the terms and conditions cited in the CSP. Deviations from the existing plan design must be explained in the appropriate section. SBISD reserves the right to reject any and all proposals, accept any proposal or portions of proposals that are considered advantageous to the District and waive any informality in the Competitive Sealed Proposal process. Unsolicited proposals for coverages not requested in the CSP will be disqualified. Proposals received by SBISD that do not comply with this specific CSP will not be considered. As part of the evaluation process, the District reserves the right to contact any Company in order to negotiate, clarify, verify, and/or request additional information with regard to the proposal contents. The District also reserves its right to accept a proposal without any discussion or negotiation with the Company submitting the proposal.

### **9.14 Employee Communications**

SBISD personnel involved with the evaluation of proposals wish to review anticipated employee communication materials. Obviously, these instruments have a dramatic effect on an employee's first impression of a new plan. Include your proposed communication package of your response along with any statements regarding recommended distribution and techniques for improved understanding of the coverages.



| <b>CERTIFICATE OF INTERESTED PARTIES</b>   |   |   | <b>FORM 1295</b>       |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|---|---|------------------------|--|-------------|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <div style="background-color: yellow; padding: 2px;">Complete Nos. 1 - 4 and 6 if there are interested parties.</div> <div style="background-color: yellow; padding: 2px;">Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.</div>   |   |   | <b>OFFICE USE ONLY</b> |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>1</b> Name of business entity filing form, and the city, state and country of the business entity's place of business.<br><br><div style="color: red; font-weight: bold;">VENDOR'S NAME</div>   |   |   |                        |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>2</b> Name of governmental entity or state agency that is a party to the contract for which the form is being filed.<br><br><div style="color: red; font-weight: bold;">SPRING BRANCH INDEPENDENT SCHOOL DISTRICT</div>   |   |   |                        |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>3</b> Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.<br><br><div style="color: red; font-weight: bold;">SPRING BRANCH CONTRACT NUMBER AND TITLE</div>  |   |   |                        |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>4</b><br>Name of Interested Party   | City, State, Country<br>(place of business) | Nature of Interest (check applicable) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 2px;">Controlling</th> <th style="width: 50%; padding: 2px;">Intermediary</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table> |                        |  | Controlling | Intermediary |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Controlling  | Intermediary                                |   |                        |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |   |   |                        |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <div style="color: red; font-weight: bold; font-size: 1.2em;">THIS IS A SAMPLE</div> <div style="color: red; font-weight: bold; font-size: 1.2em; margin-top: 10px;">Vendor's must complete this form electronically</div> <div style="color: red; font-weight: bold; font-size: 1.2em; margin-top: 5px;">on the Texas Ethics Commission's website located at:</div> <div style="color: red; font-weight: bold; font-size: 1.2em; margin-top: 5px;"><a href="https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm">https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm</a></div>  |   |   |                        |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>5</b> Check only if there is NO Interested Party. <span style="float: right;"><input type="checkbox"/></span>   |   |   |                        |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>6 UNSWORN DECLARATION</b><br><br>My name is _____, and my date of birth is _____.<br><br>My address is _____,<br><div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>(street)</span> <span>(city)</span> <span>(state)</span> <span>(zip code)</span> <span>(country)</span> </div> I declare under penalty of perjury that the foregoing is true and correct.<br><br>Executed in _____ County, State of _____, on the _____ day of _____, 20____.<br><div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>(month)</span> <span>(year)</span> </div> <div style="text-align: center; margin-top: 20px;">             _____<br/>             Signature of authorized agent of contracting business entity<br/>             (Declarant)           </div> |   |   |                        |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ADD ADDITIONAL PAGES AS NECESSARY  |   |   |                        |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**PROPOSAL FORM, continued**

**9.15.0 SBISD** requires that award vendor(s) complete a "Request for Taxpayer Identification Number and Certification W-9, before payment(s) will be processed.\*\*

**9.16.0 REFERENCES**

In section 10.0 References, please provide an active client list. From that list select five (5) entities that share size, location, or type of industry similar to SBISD. Provide the name, telephone number and email address of the client contact person on the References form included with this document. If approval is required to contact the reference, gain that agreement at your earliest convenience. Also, please provide the same contact information for the three (3) most recent clients who terminated your contract. The completed Reference form should be included in Section 10.0 of your response.

**Contact Personnel**

Questions relating to purchasing procedures should be directed in writing to:

Mr. Joel Cardona  
Administrative Bid Specialist/Buyer  
Spring Branch ISD  
1031 Witte Road, Bldg. T-1A  
Houston, Texas 77055-6016  
Tel: 713-251-1107  
Fax: 713-251-1115

E-mail: [joel.cardona@springbranchisd.com](mailto:joel.cardona@springbranchisd.com)

Questions relating to proposal information should be directed to:

Ms. Lillian Villarreal  
Willis of Texas, Inc.  
920 Memorial City Way, Suite 500  
Houston, Texas, 77024  
Phone: 713-625-1168

E-mail: [Lillian.Y.Villareal@WillisTowersWatson.com](mailto:Lillian.Y.Villareal@WillisTowersWatson.com)

**Note: Proposals should be submitted on behalf of Willis of Texas as current Broker of Record.**

**\*\*Required only of awarded vendors**

**NOTE:**

**SBISD will be closed for Martin Luther King Day – Monday, January 15, 2018.**

**SBISD will be closed for Spring Break - Monday, March 12, 2018 – Friday, March 16, 2018.**

**SBISD will be closed for Good Friday – Friday, March 30, 2018.**

## 10.0 REFERENCES

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(School Districts preferred, SBISD will consider two (2) Large Organizational references)

1. School System \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Fax number \_\_\_\_\_
  
2. School System \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Fax number \_\_\_\_\_
  
3. School System \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Fax number \_\_\_\_\_
  
4. School System \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Fax number \_\_\_\_\_
  
5. School System \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Fax number \_\_\_\_\_

## 11.0 FELONY CONVICTION NOTICE

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State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, *Subsection (a)*, states, “a person or business entity that enter into a contract with a school district must give advance notice to the District if the person or 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 the conviction of a felony.

*Subsection (b)* states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract”.

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION.**

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Firm's Name: \_\_\_\_\_

Authorized Company Official's Name \_\_\_\_\_  
**(Please print clearly or type)**

**A.** My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable:

**Signature of Company Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**B.** My firm is not owned or operated by anyone who has been convicted of a felony.

**Signature of Company Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**C.** My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_  
 \_\_\_\_\_

Detail of Conviction(s): \_\_\_\_\_  
 \_\_\_\_\_

**Signature of Company Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:**

**Name and signature of company official should be the same as on the affidavit (Bid/Proposal Response Form).**

Vendor is responsible for the performance of the persons, employees and/or sub-contractors assigned to provide services for SBISD pursuant to this Bid/Proposal on any and all SBISD campuses or facilities. Vendor will not assign individuals to provide services at SBISD campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction.

## 12.0 CERTIFICATE OF RESIDENCY

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The State of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Government Code under Chapter 2252, Subchapter A. <http://www.capitol.state.tx.us/statutes/gv.toc.htm>. This law makes it necessary for the SBISD to determine the residency of its bidders. In part, this law reads as follows:

“Section: 2252.001

- (3) ‘Non-resident bidder’ refers to a person who is not a resident.
- (4) ‘Resident bidder’ refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest proposal submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.”

I certify that \_\_\_\_\_  
(Name of Company Bidding)

is, under Section: 2252.001 (3) and (4), a

\_\_\_\_\_ Resident Bidder      \_\_\_\_\_ Non-resident Bidder

My or Our principal place of business under Section: 2252.001 (3) and (4), is in the city of

\_\_\_\_\_ in the state of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_ Title      \_\_\_\_\_ Date

## 13.0 CONFLICT OF INTEREST QUESTIONNAIRE

| <b>CONFLICT OF INTEREST QUESTIONNAIRE</b><br><b>For vendor doing business with local governmental entity</b>   |  | <b>FORM CIQ</b> |
|--|--|-----------------|
| <p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>   | <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"><b>OFFICE USE ONLY</b></div> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"> <div style="position: absolute; top: 5px; right: 5px; font-size: small;">Date Received</div> </div> |                 |
| <b>1 Name of vendor who has a business relationship with local governmental entity.</b>  |  |                 |
| <b>2</b> <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b> (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)  |  |                 |
| <b>3 Name of local government officer about whom the information is being disclosed.</b><br><br><div style="text-align: center; border-top: 1px solid black; width: 60%; margin: 0 auto;">             Name of Officer           </div>  |  |                 |
| <b>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</b><br><br><br><br><br><br><br><br><br><br><div style="margin-left: 40px;"> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <div style="display: flex; justify-content: center; gap: 50px;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </div> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <div style="display: flex; justify-content: center; gap: 50px;"> <input type="checkbox"/> Yes           <input type="checkbox"/> No         </div> </div> |  |                 |
| <b>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</b>  |  |                 |
| <b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).   |  |                 |
| <b>7</b> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-top: 1px solid black; text-align: center;">             Signature of vendor doing business with the governmental entity           </div> <div style="width: 35%; border-top: 1px solid black; text-align: center;">             Date           </div> </div>  |  |                 |

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 11/30/2015

**NOTE: FORM MUST BE COMPLETE WITH COMPANY NAME, SIGNATURE AND DATE EVEN IF COMPANY HAS NO CONFLICT OF INTEREST.**

# 14.0 DEBARMENT OR SUSPENSION CERTIFICATION FORM

## FEDERAL FUNDS

As the awarded vendor on this contract, you are required to provide debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification by completing and signing this form.

**Debarment:**  
**Federal Executive Order (E.O.) 12549 “Debarment and Suspension“ requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.**

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Firm’s Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Authorized Company Official's Name: \_\_\_\_\_

*(Type or printed)*

Title of Authorized Representative: \_\_\_\_\_

*(Type or printed)*

Signature of Authorized Company Official: \_\_\_\_\_

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

# 14.0 DEBARMENT OR SUSPENSION CERTIFICATION FORM

## NON - FEDERAL FUNDS

As the awarded vendor on this contract, you are required to provide debarment/suspension certification indicating that you are in compliance with the below SBISD – Non Federal Funds Certification by completing and signing this form.

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services, Vendors receiving awards of contracts all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Authorized Company Official's Name: \_\_\_\_\_

*(Type or printed)*

Title of Authorized Representative: \_\_\_\_\_

*(Type or printed)*

Signature of Authorized Company Official: \_\_\_\_\_

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



**15.0 NON-COLLUSION STATEMENT**

---

"The undersigned affirms that he/she is duly authorized to execute this Bid/Proposal, that this company, corporation, firm, partnership or individual has not prepared this Bid/Proposal in collusion with any other Bidder/Proposer, and that the contents of this Bid/Proposal as to prices, terms or conditions of said Bid/Proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid/Proposal"

---

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone # : \_\_\_\_\_ Fax # : \_\_\_\_\_

Bidder Signature:\_\_\_\_\_

Printer Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Date Signed:\_\_\_\_\_

Signature of Company Official Authorizing Bid/Proposal:\_\_\_\_\_

Name of Company Official: **(Please type/print)**\_\_\_\_\_

\_\_\_\_\_

Official Position: \_\_\_\_\_ Date Signed:\_\_\_\_\_

---

**16.0 DEVIATION/COMPLIANCE SIGNATURE FORM**

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

If Yes, please list below. Attach additional sheet(s) if warranted.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **17.0 PROPOSER'S CONTRACT**

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If a Vendor(s) wants SBISD to consider its contract as part of its response to this CSP, Vendor(s) must submit its contract for negotiation/consideration. The term "contract" includes an agreement, legal terms, a software license, terms of use, terms and conditions, etc.

**NOTE: SBISD's CSP is the "ruling" contract document.**

## 18.0 HISTORICALLY UNDERUTILIZED BUSINESS QUESTIONNAIRE

### A Historically Underutilized Business (HUB)

- is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23, and has its principal place of business in Texas, and
- is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran, who reside in Texas and actively participate in the control, operations and management of the entity's affairs.

|                                    |                              |                             |
|------------------------------------|------------------------------|-----------------------------|
| <b>1. Are you a certified HUB?</b> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Office Location (City & County)    |                              |                             |
| Length of time at above location   |                              |                             |

|  |   |                             |
|--|---|-----------------------------|
| <b>2. Are you proposing to utilize any Certified HUB sub-consultants for this project?</b> | Yes <input type="checkbox"/>            | No <input type="checkbox"/> |
| HUB sub-consultant name  |   |                             |
| HUB sub-consultant office location (City & County)   |   |                             |
| HUB sub-consultant length of time at above location  | HUB sub-consultant fee (% of total fee) | %                           |
| HUB sub-consultant role  |   |                             |
| HUB sub-consultant name  |   |                             |
| HUB sub-consultant office location (City & County)   |   |                             |
| HUB sub-consultant length of time at above location  | HUB sub-consultant fee (% of total fee) | %                           |
| HUB sub-consultant role  |   |                             |
| HUB sub-consultant name  |   |                             |
| HUB sub-consultant office location (City & County)   |   |                             |
| HUB sub-consultant length of time at above location  | HUB sub-consultant fee (% of total fee) | %                           |
| HUB sub-consultant role  |   |                             |

## 19.0 DISABILITY INSURANCE PLAN QUESTIONNAIRE

---

### Spring Branch Independent School District

#### **General**

Company Name \_\_\_\_\_

1. What is the amount of reserve your company will set up for incurred but unpaid claims on the anniversary date? How do you define "incurred" claims?
2. Explained how you will handle pre-existing conditions under the plan proposed.
3. What is your definition of disability?
4. What is your definition of earnings?
5. Specify major exclusions and limitations.
6. What are provisions in the policy for partial disability?
7. How do you monitor disability?
8. In order to monitor disability, state the type of cooperation and information that will need from the District?
9. Does the plan coordinate with or offset against other benefits such as workers' compensation payments, Social Security, Disability, and Teacher Retirement? If so, please list those programs and describe the coordination.
10. Describe the process for assisting employees in applying for and receiving Social Security Disability benefits?
11. What is the average amount of time required by your Company to approve or disapprove a disability claim? Describe standard procedure for evaluating a claim. Describe procedures for evaluating continuing disability. What is the interval between evaluations?
12. What is your company's philosophy on rehabilitation and return to work programs? How do your programs work, if applicable.
13. Describe any disability case management services included.
14. What is the benefit duration under age 60? Over age 60?

**DISABILITY INSURANCE PLAN QUESTIONNAIRE, continued**

15. What is the definition of own occupation vs. any occupation?
16. Will you guarantee that all current participants be granted at least equal coverage if a change is made in carriers?
17. Does your company have a website that employees can access for basic policy and service issues? Please explain your capability in this area and provide your website address.
18. Will your company provide a Houston based account executive to Spring Branch ISD? Who is that person and where is the office located?
19. Describe the accumulation of elimination periods in your policy.
20. What are your participation requirements?
21. Do you offer open enrollment support, such as attendance at meetings, communication materials, etc.?

**NOTE: Final premium rates should end in an even number to prevent rounding when calculating semi-monthly payroll checks**

## **19.1 EMPLOYEE ASSISTANCE PROGRAM QUESTIONNAIRE**

---

### **Spring Branch Independent School District**

#### **General**

Company Name \_\_\_\_\_

Name of EAP \_\_\_\_\_

#### **A. ORGANIZATION**

- 1) Name of provider organization.
- 2) Location of home office and service area.
- 3) How many years has your firm been providing EAP products?
- 4) How many years has your firm been operating under its present name?
- 5) Describe your legal form of organization and ownership.
- 6) Is your firm for-profit or non for-profit?
- 7) Does your organization have any ownership with any particular treatment facility or clinic?
- 8) Please list the dollar amounts of your professional liability insurance.
- 9) Please provide the wording for a "Hold Harmless" clause protecting SBISD in regards to your services.
- 10) What processes are in place to ensure that records are protected from theft or fire?
- 11) Please provide a sample proposal outlining all services in addition to the information provided in this RFP.

#### **B. SCOPE OF WORK – EAP**

- 1) Describe the intake process for both self and supervisory referrals.
- 2) Describe the process for completing referrals to EAP counselors and how those counselors are determined.
- 3) Specify how the maximum number of visits allowed per year is allocated/counted.
- 4) Describe the crisis intervention services and time frame you would provide as requested by SBISD on an emergency basis. Is this service part of the basic fee? If not, detail the cost separately in the Pricing Section.

**EMPLOYEE ASSISTANCE PROGRAM QUESTIONNAIRE, continued**

- 5) Describe wellness seminars and other in-service to be conducted and the number you will provide each year as part of the basic fee. Outline any charges not included the basic fee.
- 6) Identify special services or program services provided to Human Resources or operating departments to include (but not limited to):
  - Dealing with problem employees
- 7) Describe transition of counseling services for anyone who is currently in counseling under another EAP as of the effective date of your EAP services.
- 8) How will you ensure a variety of referral sources?
- 9) What procedures will be in effect to ensure that two different employees or dependents do not arrive in the waiting room at the same time?
- 10) Describe your policies regarding HIPAA compliance. Provide a copy of your standard Business Associate Agreement.
- 11) What types of problems do your EAP counselors address?
- 12) Will a 24-hour 800 number be available for all members? Is this number staffed 24/7 for direct call-in to counselors or is it an answering service whereby counselors are paged to call members back?
- 13) Describe your process of training supervisors. (Include training goal objectives and provide examples of training materials to be used)
- 14) Please outline your supervisor referral process – what feedback is provided?
- 15) Please outline services provided under your EAP beyond counseling (i.e. legal, financial, work/life, wellness, etc.)
- 16) Do you provide a member website? If yes, please outline services available/provided? (List any additional costs under Pricing Section). Is the website available in languages in addition to English? If yes, please provide other languages.

**C. EAP PROVIDER NETWORK**

- 1) Describe your process for screening providers.
- 2) What is the availability of counseling services (i.e., hours, days of the week)?
- 3) Average (and maximum) length of waiting time to get an appointment.
- 4) Are your counselors specialized in certain areas other than general counseling?
- 5) What is the experience and minimum education level of your counselors?
- 6) Are all of your providers that would provide counseling for EAP referrals licensed clinicians?



**EMPLOYEE ASSISTANCE PROGRAM QUESTIONNAIRE, continued**

- 7) Describe your referral network and how you monitor the quality of services throughout the network.
- 8) Based on the following definitions, does your organization operate as a “staff model” or a “network model” EAP?

Staff Model – you employ counselors for some or all of the face-to-face EAP counseling sessions

Network Model – you contract with licensed clinicians in private practice for all face-to-face EAP counseling sessions

- 9) If you are a network model EAP, do you own or lease your provider network? Do you credential each of the providers?
- 10) Do any therapists employed by your organization or any parent company and /or subsidiaries of your organization provide any counseling and/or other treatment that is billed to the employer's health plan?
- 11) How many providers do you have in the greater Houston area?
- 12) Please provide a directory of Houston area providers.

**D. QUALITY**

- 1) What methods do you use to ensure consumer satisfaction and adjudicate complaints?
- 2) Describe applicable grievance procedures for employees and resolution history.
- 3) Describe the methods and procedures in place to ensure quality control of your program.
- 4) Please provide details regarding any past complaints, pending litigation, or recent decisions and settlements against your organization or employees. (Include information on both criminal and civil suits)

**E. REPORTING**

List management reporting capabilities for your EAP. Detail reports/statistical data with quarterly summaries to include: sex, type of job, professional/ nonprofessional, management consultations, referral source, and type of problem. (Provide samples)

**NOTE: Final premium rates should end in an even number to prevent rounding when calculating semi-monthly payroll checks**

## 20.0 SIGNATURE PAGE

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The undersigned, in submitting this Bid/Proposal and endorsement of same, represents that he/she is authorized to obligate his/her firm, that he/she is an equal opportunity employer and will not discriminate with regard to race, religion, color, national origin, age, sex or disability unrelated to job performance of this Bid/Proposal.

I hereby acknowledge receipt of the following addenda which have been issued and incorporated into the Bid/Proposal Document. (Please initial in ink beside each addenda received.)

Addendum No. 1 \_\_\_\_\_

Addendum No. 3 \_\_\_\_\_

Addendum No. 2 \_\_\_\_\_

Addendum No. 4 \_\_\_\_\_

Having carefully examined the Proposal Notice, Terms, Conditions, Specifications and Proposal Form, the undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the specifications and conditions at the prices quoted unless noted in writing.

The undersigned agrees to deliver all goods and/or services within \_\_\_\_\_ calendar days after receipt of order.

### SUBMITTED BY:

Firm: \_\_\_\_\_  
(OFFICIAL Firm Name)

**MUST BE SIGNED IN INK TO  
BE CONSIDERED RESPONSIVE**

By: \_\_\_\_\_  
(Original Signature)

Name: \_\_\_\_\_  
(Typed or Printed Name)

Title: \_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Date)

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE: Submit copy of Bidder's/  
Proposer's current W-9 Form**

Taxpayer Identification #: \_\_\_\_\_

Prompt Payment Discount: \_\_\_\_\_ % \_\_\_\_\_ Days