

GREENVILLE INDEPENDENT SCHOOL DISTRICT

UNEMPLOYMENT INSURANCE
RFP #22-001



Proposal Deadline: September 10, 2021, by 2:00 pm

Purpose

The Greenville Independent School District is requesting proposals from qualified vendors Unemployment Insurance for the District. contract October 1, 2021 through September 30, 2022 and will automatically be extended for four (4) years in one (1) year increments unless either party provides notice not to renew ninety (90) days prior to renewal date. Greenville ISD, may at its sole option, extend this bid for an additional sixty (60) days from the date of expiration, under the same pricing and terms and conditions if it is determined by the District that additional time is required to avoid a contract lapse.

Deadline for submission of proposal will be 2:00 pm on September 10, 2021. Questions and their answers will be shared with all RFP participants. The District, through its duly authorized constituted officials, reserves the right to accept any offer in its entirety or in part, any offer deemed most advantageous to the Greenville Independent School District and to waive any formalities in bidding. All proposals submitted in accordance with the requirements of the RFP shall be considered offers to contract on the terms contained in the proposal and in this RFP and at the price offered by the successful proposer.

General Information

The District will not be responsible for receipt due to circumstances the District's direct control, including but not limited to, improper planning by vendors to submit a response by the submission deadline, technical difficulties, connectivity issues, etc.

One (1) original, four (4) copies, and one (1) digital USB copy of the proposal and required forms must be sealed in an envelope clearly marked "UNEMPLOYMENT INSURANCE RFP #22-001" to Dr. Greg Anderson, Assistant Superintendent of Operations, Greenville Independent School District, PO Box 1022, 4004 Moulton Street, Greenville, TX 75402. Proposals must be received by September 10, 2021, no later than 2:00 p.m. CST. Any proposals received after this date and time shall not be opened nor considered. **A response document, including all completed response attachments, must be included in the response.**

The Greenville Independent School District responsible for delivery of mail from the U.S. Post Office, or any paid delivery service, to the GISD Operations Office. Offerors are advised to hand deliver all proposals to the Operations Office.

Inquiries regarding this Request for Proposal, or requests for additional information, should be submitted in writing to Dr. Greg Anderson, Assistant Superintendent of Operations, at andersonw@greenvilleisd.com by 12:00 pm September 3, 2021. Questions and answers will be posted to the GISD Purchasing Department website.

Under no circumstance should the Greenville Independent School District, its staff, employees, any member of the GISD Board of Trustees, or any other public official be contacted during the receipt of the RFP, and before the awarding of the contract, except Operations Office personnel. Violation of this requirement may result in the disqualification of your response from consideration.

Introduction

The Greenville Independent School District (GISD) is located in Greenville, Texas. Greenville is a growing community near the Dallas/Fort Worth metroplex area, approximately 45 miles east of Dallas on I-30. The District's student population of approximately 5,500 is composed of 6 elementary schools, 1 middle school, 1 high school, 1 Early College High School, and 1 alternative school.

Table of Contents

1. Specifications	Page 5
2. Insurance Company Contract Information	Page 8
3. Evaluation Criteria	Page 9

Required Forms:

- i. Response Attachments must include:
 1. Proposal
 2. Form 1295
 3. Conflict of Interest Form
 4. W-9 Request for Taxpayer Identification
 5. Any additional documentation

SPECIFICATIONS

SCOPE OF WORK:

At a minimum, Greenville ISD is seeking proposals from qualified individuals or firms for the following goods and/or services:

- a) Unemployment claims management.
- b) All services regarding unemployment claims in accordance with Client Instructions as provided in specifications.
- c) Provider agrees that it will process all unemployment claims to include all claims reported prior to the effective date of this Contract for the duration of the Term of this Contract.
- d) Knowledge and expertise in the area of unemployment to include the review and evaluation of outcomes and trends of unemployment applications and hearings.
- e) An appropriate number of employees and hearing representatives who will be devoted to handling unemployment claims processing for Greenville ISD.
- f) A designated Account Manager who will be responsible for the overall operation and service provided under this Contract.
- g) Conduct audits of the quarterly payments to the Texas Workforce Commission "TWC" with the advisement and collection of overpayments.
- h) Additional related services as requested by GISD.
- i) Schedule periodic meetings, at least quarterly, with the District.

ADMINISTRATOR SERVICES REQUIREMENTS:

The Provider shall include in the management of Unemployment Compensation and Cost Control:

- a) Establish channels of communication between Client and Provider.
- b) Prepare and distribute program/procedure guide.
- c) Establish operating procedures to transition pending GISD unemployment insurance claims and hearing responses.
- d) Prepare and distribute announcement and instructional notices within 30 days to the Texas Workforce Commission.
- e) Periodic meetings with the District representatives to provide status updates.
- f) Maintain a database containing wage and separation information on claimants provided by Texas Workforce Commission forward said information to District Risk Management Department in a timely fashion, with information provided by Texas Workforce Commission about each claim. i.e., claimant statements if any, any pertinent information by Provider that may affect the claimant's eligibility or District's response time, or that may assist in obtaining the support documentation for the case.
- g) Texas Workforce Commission Provider with electronically used web-based file transmission and Provider shall have authorization to allow District Risk Management Department access under Provider license or permissions.
- h) Provider shall redact information or use a secured internet site using leading encryption standards.

HEARINGS:

The Provider shall serve as the agency representative at the subsequent hearings for Unemployment Insurance, as well as provide and assistance to the District in all cases in which the District has, or in which a former employee, i.e., Claimant, files an appeal. Such advice and guidance shall include:

- a) Researching background and facts.
- b) Review facts, issues, hearing procedures, instruction of witnesses, and required documentation with District.
- c) Conduct pre-hearing conferences with staff that you designate. If the circumstances a particular hearing warrant special care, hearing representative will be available to attend the hearing.
- d) Attendance at hearings when requested to provide assistance to the District.
- e)
- f) g) maintain computerized records separation additional information provided by Texas Workforce Commission, or develops, in the course of managing this program, which will provide the basis for:
- h) Providing the District and the State of Texas any required reports,
- i) Identifying problems with respect to specific separation information, failure to appear at hearing, employment policies, frequent errors, or other problems which should be considered and offering possible solutions or suggestions for improvement.

EDUCATIONAL/TRAINING MATERIALS:

provide educational and instructional materials to representatives at Greenville ISD, which will the following:

- a) Basic understanding of Unemployment Compensation Laws, including coverage, eligibility, Taxable wages, use and significance of payroll and separation information, familiarity with associated forms, claims processing and the hearing process.
- b) Preparation and distribution of procedural instructions.
- c) Effects of hiring and personnel policies on Unemployment Compensation experience.
- d) Working arrangements between Provider and District.
- e) Any other information deemed by the Provider and/or District to be pertinent and appropriate.
- f) provide training on Texas Workforce Commission updates and/or any pertinent information deemed necessary by District.

REPORTING:

The Provider shall design, and compile reports which summarize the claims activity, benefit charges, and relevant statistical and financial data needed by the District in order to make informative decisions relating to the cost of Unemployment Compensation. The minimum number of reports be submitted by the Provider as follows:

- a) A quarterly report summarizing claims filed, and the disposition of such claims. The report should include a listing of claimants, the reason for separation, whether the claim be protested, potential total liability, actual charges to date, and charges removed or suspended.

- b) A quarterly report summarizing unemployment claims activity including the number of claims received, potential liability, current period charges, responses received to requests for separation information, breakdown of claims and separations by type (e.g., quits, discharges, layoffs), number and outcome of claims protested, percentage of claims protested, and the number and outcome of hearings.
 - c) A quarterly report summarizing program cost savings including savings derived from favorable protests, favorable decisions at hearings, and discovery of erroneous charges.
 - d) provide District access to run ADHOC reports in addition to the quarterly reports.
-) cooperate with the State in the investigation and prosecution of any potentially fraudulent claims.

INVOICE PROCEDURE:

- a) Describe your invoicing procedures.
- b) Include documentation identifying all fees.

Please include all pricing information, including any alternate pricing proposals that may be acceptable.

HISTORICAL CLAIMS:

	2020-21	2019-20	2018-19
Number of claims annually	53	117	22
Number of hearings annually	25	4	Unavailable

Insurance Company Contact Information

1. Insurance Company Name:
2. Contact Person:
3. Contact Person Telephone Number:
4. Contact Person E-Mail Address:
5. Contact Person Mailing Address:

EVALUATION CRITERIA

GREENVILLE INDEPENDENT SCHOOL DISTRICT

EVALUATION MATRIX

Criteria	Points	Scoring
Purchase Price	25	Proposed Price
Reputation of the vendor and the vendor's goods or services	15	References
Quality of the vendor's goods or services	15	Details submitted in the proposal
Extent to which the goods or services meet the district's needs	10	Details submitted in the proposal
Vendor's past relationship with the district	10	10 -Positive experience with District 5 - Positive experience with other organizations of comparable size 0- Negative experience with District or other organization
Total long-term cost to the district to acquire the vendor's goods or services	10	Long term cost directly correlates with proposed price
Impact on ability of the district to comply with laws and rules relating to historically underutilized businesses	0	Currently, there are no state laws or rules relating to historically underutilized businesses.
Principal place of business in this state; or employs at least 500 persons in this state	5	
Any other relevant fact specifically listed in the request for bids or proposals	10	Must meet all requirements of the specifications.
TOTAL	100	