

**Texas Municipal League
Intergovernmental Risk Pool**

Online Training Loss Prevention

Request for Sealed Proposal 25-01

March 17, 2025

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Supplemental Information:

Attached Excel Spreadsheet Questionnaire

1. Overview

1.1. Statement of Purpose

The Texas Municipal League Intergovernmental Risk Pool (TMLIRP) is requesting Proposals for online training services in various loss prevention topics, including risk management, human resources, employee safety, and public safety (law enforcement/fire/EMS). TMLIRP will provide this service to its members and its employees and will act as the administrator for the program. The agreement resulting from an award of this Request for Proposal will be for three (3) years with three, one-year renewal options. This Request for Proposal must be completed in its entirety.

1.2. TMLIRP Background

TMLIRP is a unit of local government offering workers' compensation, liability, automobile, and property coverages to Texas political subdivisions (called "Members"), including municipalities, water districts, emergency service districts, councils of government, tax appraisal districts, housing authorities, hospital districts, and other special districts. As a self-insurance pool, TMLIRP is not regulated by the Texas Department of Insurance and therefore does not require functionality related to State reporting and filing of rates or policy forms.

The Mission of TMLIRP is to facilitate and empower a partnership amongst Texas municipalities (and other eligible local governments) by providing a stable and economical source of risk financing and loss prevention services.

TMLIRP offers five primary lines of business to Members, including:

Workers' Compensation

Liability

- General Liability
- Errors & Omissions (Public Officials) Liability
- Law Enforcement Liability
- Aviation Liability

Automobile

- Automobile Liability
- Automobile Physical Damage

Property

- Real and Personal Property
- Boiler & Machinery
- Mobile Equipment
- Crime Coverage
- Animal Mortality

Cyber

There are approximately 2,800 local governmental entities that participate in the Pool for risk loss coverage. TMLIRP currently has a staff of 260 employees with departments consisting of Executive, Legal, Finance, People Operations, Information Technology, Risk Services (including Underwriting), Loss Prevention, and Claims (including Workers' Compensation, Liability/Property, and Subrogation).

In addition to its headquarters in Austin, Texas, TMLIRP has a field office in Mesquite, Texas.

1.3. Calendar of Events

Listed below are the important dates and times by which the actions are anticipated to be taken or completed:

CALENDAR OF EVENTS		
DATE	TIME	ACTIONS
03/17/2025		Release Request for Proposal
04/01/2025	3:00PM CST	Last day for submission of written questions related to the Proposal
04/04/2025		Provide response to written questions related to the Proposal
04/17/2025	Prior to 3:00PM CST	RFP response proposals due. Sealed Proposals will be publicly opened and respondent names read aloud via virtual live Teams meeting.
04/28 – 05/02/2025		Schedule demonstrations, if needed
05/18 – 05/24/2025		Complete written recommendation for submission to Board
07/24 – 07/25/2025		Make recommendations to board
07/30/2025		Make award

1.4. Contact Information

Questions related to this procurement shall be emailed to:

Email: purchasing@tmlirp.org

2. Request for Proposal Response Instructions

2.1. Inquiries and Questions

Proposer(s) shall address all questions regarding this Request for Proposal to the individual identified in Section 1.4, Contact Information. Questions shall be received no later than the time and date reflected in Section 1.3, Calendar of Events. Only emails or other written inquiries are permitted. It is the responsibility of the Proposer to confirm receipt of the questions. Questions and answers will be posted on the Pool's website (www.tmlirp.org).

2.2. Submission of Proposal

The purpose of the Proposal submitted is for the Proposer to provide online training courses on loss prevention topics that best meets the overall needs identified in Section 1.1 and the project scope described in Section 3 of this Request for Proposal. The Proposal submitted should address all questions posed in the Request for Proposal that are relevant to the Proposer, as well as the referenced forms.

The prospective contractor hereby certifies that, by submission of a Proposal in response to this Request for Proposal, acceptance of the requirements, terms, and conditions of this Request for Proposal and all appendices and any addendum released hereto.

The Proposal submitted by a Proposer in an offer to contract with TMLIRP for the services requested in the Request for Proposal.

The selected Proposer agrees that TMLIRP has the sole discretion to incorporate into the contract resulting from this Request for Proposal the terms, conditions, and other provisions contained in this Request for Proposal, the Proposal selected which is acceptable to TMLIRP and is not in conflict or contravention of the Request for Proposal, and any other documents, attachments, exhibits, addendums, amendments, or modifications to either this Request for Proposal or the selected Proposer's Proposal.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications in the Request for Proposal or the resulting contract. Proposer shall also include in their Proposal a copy of their proposed contract as an attachment. However, TMLIRP shall not be bound to use such contract, issue a purchase order, or pay any costs incurred in the preparation of a Proposal in response to this Request for Proposal.

In addition, TMLIRP expressly reserves the following:

- a. Waive any defect, irregularity, or informality in any Proposal or Proposal procedure;
- b. Extend the Request for Proposal closing time and date;
- c. Reissue this Request for Proposal in a different form or context;
- d. Procure any item by other allowable means;
- e. Waive minor deviations from specifications, conditions, terms, or provisions of the Request for Proposal, if it is determined that waiver of the minor deviations improves or enhances TMLIRP's business interests under the Request for Proposal; AND/OR
- f. Award any contract when most advantageous to the TMLIRP, as set forth in this Request for Proposal.

2.3. Misrepresentation

All information provided and representations made by the Proposer are material and important and will be relied upon by TMLIRP in awarding the contract. Any misrepresentation will be immediate grounds for termination of any contract related to this Request for Proposal and said Proposer may not be able to participate in future Requests for Proposals or other business opportunities with TMLIRP for the duration of any contract term related to this Request for Proposal, including any renewal period. TMLIRP reserves the right to carry forward Proposer's response to this Request for Proposal as part of the final contract.

2.4. Corporate Change

If Proposer, or any partners identified in the Proposal, are involved in or planning a change in control, sale, purchase, merger, bankruptcy, reorganization, or similar transaction ("Change") that will in any way alter the Proposer's legal entity, structure, financial status, or

business operations, Proposer shall submit with its Proposal under Tab 1: Required Documents (see Section 3.2.2):

- A section disclosing all current entities involved in the Change, when the Change is anticipated to take place, the surviving entity, and any information related to the Change that may affect the Proposal;
- Each area in Proposer's Proposal (All Tabs) should contain a separate section that discusses whether the Change will alter, modify, or otherwise affect the Proposer's Proposal; and
- If this is not applicable to your Proposal, Proposer should provide a statement that this section is "not applicable" behind Tab 1.

2.5. Evaluation and Negotiation Process

TMLIRP shall conduct a comprehensive and impartial review and evaluation of all Proposals submitted in response to the Request for Proposal meeting the requirements of this Request for Proposal.

Only timely submitted Proposals shall be reviewed by staff to determine if they comply with the required forms and documents submission requirements listed in the Request for Proposal. Failure to meet any of the requirements may render a Proposal non-responsive and result in rejection of the entire Proposal.

Evaluation: The criteria below are to be used in the evaluation of qualifications for development of a short list of offerers to be considered for interviews and potential negotiations. Individual criteria will be assigned varying weights at TMLIRP's discretion to reflect the relative importance. Offerers are required to address each evaluation criteria and be specific in presenting their qualifications.

- Relevance and accuracy of course content, including processes for keeping it current
- Project approach including ease of use and integration
- Expertise and experience of firm
- Financial soundness of firm
- Experience of personnel assigned to the project and qualifying credentials
- Proposed cost of services (See Pricing Sheet Tab)

Negotiations: Proposer(s) advancing through the Request for Proposal Evaluation phase may enter the Negotiation phase. This phase may include an invitation to a selected Proposer or Proposers to participate in contract negotiations.

3. Project Scope

3.1. Scope of Services

3.1.1 Program link will be integrated into TMLIRP website.

3.1.2 Contractor will provide support and training for assigned TMLIRP staff.

3.1.3 Program will have the capability of hosting TMLIRP authored content, including a built-in content authoring tool.

3.1.4 Program must, at a minimum, provide the following functions:

3.1.4.1 Student registration

3.1.4.2 Student testing

3.1.4.3 Certificates of course completion

3.1.4.4 Reporting

a. Member usage

b. Individual employee (TMLIRP or Member) usage

c. Employee progress (managerial and user)

3.1.4.5 Member registration

3.1.4.6 User restriction at the administrator level

3.1.4.7 Content management at the administrator level

TMLIRP anticipates three levels of security in the program. The highest level of security, administrator, will have access to all functions and users. This level will be restricted to TMLIRP employees. The middle level, manager, will be assigned Member employees with access to content specific to that Member. The lowest level, learner, will be users who register for classes.

The program/system/provider must be capable of collecting data necessary for accurate Texas Commission on Law Enforcement (TCOLE) credit submission and completion of the reporting process directly through the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS).

3.2. Proposal Instructions, Format, and Submittal Items

Proposals must include:

3.2.1 Proof of financial condition with the completed Request for Proposal by submitting the most recent annual report and providing a statement of your most current financial condition (excellent financial condition, good financial condition, filed for bankruptcy)

3.2.2 A description of the firm's experience in online training

3.2.3 A preview link to 2-3 online programs, including logins and passwords where required

3.2.4 A full description of proposed approach, including timeframe of implementation and precise explanation of how the services will be billed to TMLIRP

3.2.5 Completed proposed fees sheet with a precise explanation of how services will be billed to TMLIRP, in the provided Excel spreadsheet

3.2.6 Assurance page signed by an authorized representative of the Proposer

3.2.7 Sample contract

3.2.8 Answers to all questions on attached Excel spreadsheet

3.2.9 A list of references, preferably from government and quasi-governmental entities, including the average annual number of users/classes for each

3.3. Submitted Proposals

Proposals must contain all of the following:

3.3.1 A Title Page entitled “RFP No 25-01 - Online Training Loss Prevention” along with the Proposer’s name, address, and contact information

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3.3.3 A Cover Letter indicating the contact information for the Proposer and including the following at a minimum:

- a. Names of key personnel, including title, position, and certifications
- b. Telephone numbers (including office and cell phone numbers, as appropriate)
- c. Email addresses, and any other information needed by TMLIRP to contact Proposers.
- d. A statement that the Proposer confirms its acknowledgement and acceptance of the terms and conditions set forth herein. If the Proposer submits alternatives and/or substitutions to the terms and conditions, TMLIRP reserves the right to determine if the alternatives/substitutions are acceptable.

3.4. Proposal Submittal Items

Proposers are to submit complete, detailed responses to the entire Proposal items required in this Request for Proposal under **Section 3.2 Proposal Instructions, Format, and Submittal Items**, including but not limited to Experience and Qualifications, Samples of Work Product, References, and Proposed Services and Compensation.

3.5. Required Documents

Proposer should provide the following documents:

1. Completed Conflict of Interest Questionnaire (Form CIQ). AS REQUIRED UNDER CHAPTER 176, TEXAS LOCAL GOVERNMENT CODE, PROPOSERS SUBMITTING A PROPOSAL SHALL ALSO COMPLETE AND SUBMIT WITH THE PROPOSAL A CONFLICT OF INTEREST QUESTIONNAIRE. A blank Form CIQ can be found after the last page of this Request for Proposal.
2. Corporate Change (see Section 2.4, Corporate Change, for details)
3. Assurance. All responders MUST include the assurance provided on the last page of this Request for Proposal in the Proposal and provide an original signature.
4. Proposer’s proposed contract.
5. Disclose any contractual or business relationships between the Proposer and its officers and any current TMLIRP employee or Board member.

3.6. Proposal Submittal Information

3.6.1 Deadline for Submission

To be considered, Proposals must be received by TMLIRP **before 3:00PM CST on April 17, 2025. Proposals received after the deadline will be rejected as non-responsive. The time of the email will serve as the receipt timestamp.**

3.6.2 Where to Submit Proposals

The complete Proposal package shall be emailed to purchasing@tmlirp.org. Only emailed submissions will be accepted for this procurement. Accepted formats are a combination of Adobe Acrobat (PDF), Word, PowerPoint, and other commonly used applications. Note: RFP Questionnaire must be completed in its entirety in the Excel spreadsheet provided. (Be certain to address and complete all tabs within the spreadsheet). This is where pricing will be listed.

3.6.3 Proposal Submittal Items

In the written Proposal, Proposers should include detailed responses to each of the Proposed Submittal Items. If selected as the winning Proposal, the Proposer must be willing and able to commit to the Proposal Submittal Items. Keeping in mind the public venue needs and the location and the requirements of TMLIRP set forth in this Request for Proposal, Proposers are encouraged to submit a practical and sustainable Proposal. Accordingly, Proposers must respond to each of the following items in the written Proposal. Each response in the Proposal must correspond to each of the numbered items herein.

4. Disclosure and Assurance

All information developed by the contractor and all information made available to the contractor by TMLIRP, and all analyses or opinions reached by the contractor shall be confidential and shall not be disclosed by the contractor with the written consent of TMLIRP.

Contractor acknowledges that any and all information provided to TMLIRP may be subject to disclosure under the Texas Public Information Act, Chapter 552, Texas Government Code. If TMLIRP receives a request for information for materials provided by the contractor which the contractor deems to be proprietary, TMLIRP will request a decision from the Texas Attorney General on whether such information should be released. TMLIRP will also notify contractor of the request for an Attorney General decision. Contractor may submit, in writing, to the Texas Attorney General its reasons why the information should be withheld. TMLIRP may, but is not required to, submit its reasons why the information should be withheld or released. Details of this procedure are set forth in Section 552.305, Texas Government Code.

Assurance

Respondents must include this document in Proposal with an original signature for: TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL – RFP No. 25-01 - ONLINE TRAINING LOSS PREVENTION.

The Proposal shall contain the following assurance: “The information in this Proposal is true and correct, and the officer signing below is duly authorized to bind this company to such Proposal.”

Signed this _____ day of _____, 2025. By:

COMPANY INFORMATION

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Name of Officer Authorized
to Sign Proposal: _____

Signature: _____

Title: _____

Date: _____