Texas Political Subdivisions Joint Self-Insurance Fund
Request for Proposal 2026001
Compensation Study and Pay Plan Update/Refresh

1. Introduction

Texas Political Subdivisions Joint Self-Insurance Fund (TPS) is seeking qualified individuals and/or companies (respondents) to conduct a compensation study to update/refresh our existing pay plan. The TPS pay plan was initially implemented in 2018 and updated/refreshed in 2022.

2. Background

TPS is a self-insurance pool comprised of municipalities, counties, school districts, hospitals, junior colleges, and other political subdivisions formed in accordance with the terms of interlocal agreements among its members. TPS was organized on September 22, 1983, as the Texas Political Subdivisions Workers' Compensation Joint Self-Insurance Fund (WC Fund) to provide a vehicle for workers' compensation coverage. On October 1, 1991, the Texas Political Subdivisions Property Casualty Joint Self-Insurance Fund (PC Fund) was formed to provide property and casualty coverage for the members.

A nine-member Board of Trustees governs TPS. These active and committed volunteers represent local governments across Texas. Trustees must be affiliated with current Fund Members and operate the Fund on behalf of the Fund Members pursuant to the TPS Bylaws. The membership elects' trustees to 4-year staggered terms. TPS is headquartered in Dallas, Texas.

TPS has 29 employees representing 22 unique job titles. TPS currently has 32 job titles in our pay plan. TPS has employees in accounting, marketing, claims, underwriting, loss control, information technology, and administration.

3. Objectives

TPS is seeking updated salary ranges, recommendations for adjustments, and benchmarking against similar organizations, such as the Texas Association of School Boards (TASB), Texas Municipal League (TML), Texas Association of Counties (TAC), and other Texas-based public entity pools. Additionally, benchmarking against private insurance companies domiciled in the Dallas-Fort Worth (DFW) metropolitan area is desired (e.g., State Farm, Liberty Mutual). Respondents will help TPS develop an implementation plan to integrate the pay plan updates.

Respondents should retain the basic framework of the existing TPS pay plan (see attached sample), which includes pay grade delineations for Minimum, P10, P25, P50 (midpoint), P75, P90, and Maximum.

Additionally, TPS is seeking to add the following job titles to our pay plan:
- General Counsel
- Deputy Executive Director
- Chief Operating Officer
- Director of Risk Management
- Workers' Compensation Claims Manager
- Property & Casualty Claims Manager
- Human Resources/Office Manager
- Claim Intake Specialist

4. Scope of Work

- Review and analysis of current salary structure and benefits
- Benchmarking against comparable pools, public entities, or relevant markets (including DFW-based insurance companies)
- Recommendations for salary adjustments and/or structure changes
- Implementation plan for salary adjustments and/or structure changes
- Presentation of findings to the leadership team and the TPS Board
- Process for ongoing, interim adjustments to the pay plan to maintain equity
- Review of exempt/non-exempt classification of positions
- Optional: Review of existing job descriptions

5. Deliverables

- Detailed report with findings, recommendations, and implementation plan
- Presentation materials for staff, leadership team, and TPS Board
- Data files or tools for ongoing use

6. Vendor Qualifications Questionnaire

Please provide the following information for TPS to properly evaluate your ability to perform the services requested in the scope of work section:

- Company background (including years in business)
- Experience with the public sector or self-insurance pools

- Demonstrated ability to gather benchmark data from other Texas self-insurance pools
- Detailed explanation of the project approach and methodology
- Qualifications of team members assigned to the TPS project
- Estimated timeline for completion (see below)
- Cost of project
- References from three (3) similar projects
- Provide a sample project report
- Provide a sample contract for both parties to execute

7. Evaluation Criteria

- Experience and qualifications **(25%)**
- Demonstrated ability to gather benchmark data from other Texas-based self-insurance pools **(30%)**
- Approach and understanding of the project, including the ability to meet the project timeline as listed below **(25%)**
- Cost **(15%)**
- References and past performance **(5%)**

8. Submission Instructions

- Proposals are due by **5:00 PM CDT on August 6, 2026**
- All questions should be submitted by email to Scott Payne, Executive Director (scott.payne@tpspool.org) by **5:00 PM CDT on July 24, 2026**
- All proposals should be submitted by email to the above address
- Responses to questions will be posted on the TPS website:
  https://tpspool.org/news-events/

9. Timeline

- RFP release date: **July 6, 2026**
- RFP question deadline: **July 24, 2026, by 5:00 PM CDT**
- RFP responses due: **August 7, 2026, by 5:00 PM CDT**
- Estimated award of contract: **August 21, 2026**
- Project start date: **August 31, 2026**
- Expected project completion date: **October 30, 2026**

10. Attachments

- Sample of existing TPS pay plan

11. Agreements

By submitting a proposal, all respondents acknowledge and confirm their compliance with the following:

- **Chapter 2274 (Energy Company Boycott Verification):** Verifies the respondent does not, and will not, boycott energy companies.
- **Chapter 2274 (Firearm Entity/Trade Association Discrimination Verification):** Verifies the respondent does not discriminate against firearm entities or trade associations.
- **Chapter 2270 (Israel Boycott Verification):** Verifies the respondent does not boycott Israel.
- **Chapter 2252 (Scrutinized Companies Certification):** Verifies the respondent is not engaged in business with designated foreign terrorist organizations.
- **Chapter 176 (Conflict of Interest Disclosure):** Requires the respondent to acknowledge and file a Conflict of Interest Questionnaire (Form CIQ) if they have business relationships with local government officers.
- **Chapter 2272 (Abortion Provider Certification):** Verifies the respondent is not an abortion provider or affiliate.
- **Reservation of Rights**: Clarifies that TPS reserves the right to accept or reject any or all proposals, and to waive informalities.
- **Public Information Act (Chapter 552)**: Acknowledges that the respondent's proposal is subject to public disclosure under Texas open records laws.
- **Governing Law & Venue:** Mandates that the contract is governed by Texas law and any disputes must be litigated in Dallas County, Texas.
- **Non-Collusion Certification:** Respondent attests they did not collude with other bidders to fix pricing.
- **Indemnification:** Each Party shall indemnify, hold harmless, and defend the other Party and its officers, trustees, directors, employees, agents, and permitted successors and assigns, against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including professional fees and reasonable attorneys' fees, that are brought on account of any injuries or damage, or loss, real or alleged, received or sustained by any person, persons, or property, arising out of the Services contemplated under this RFP, including, but not limited to, any claims for personal injury, property damage, infringement of copyright, patent, or other proprietary rights.
- **Termination:** TPS may terminate any Agreement resulting from this RFP at any time, with or without cause, upon thirty (30) days' written notice of termination to the Respondent. In the event that TPS terminates said agreement, TPS shall (i) promptly pay all monies due through the date of notice of termination and (ii) pay for non-cancellable expenses incurred hereunder prior to the date of notice of termination. Upon the notice of termination, the Respondent shall stop all work and incur no further expenses hereunder.

- **Assignment:** This agreement and all rights and obligations hereunder may not be assigned without the written consent of the other party.
- **Force Majeure:** Neither party will be liable for inadequate performance to the extent caused by a condition (for example, natural disaster, act of war or terrorism, riot, labor condition, governmental action, and Internet disturbance) that was beyond the party's reasonable control.
- **Independent Contractor:** Any agreement resulting from this RFP shall not render the Contractor an employee, partner, agent of, or in a joint venture with the TPS for any purpose. The Respondent is and will remain an independent contractor in their relationship with TPS, and TPS shall not be responsible for withholding taxes with respect to the Respondent's compensation hereunder. The Respondent shall have no claim against TPS hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.
- **Payment Terms:** 50% of the project amount will be paid within 30 days of the execution of a contract between the parties. The remaining 50% of the project amount will be paid upon delivery and acceptance of all deliverables by TPS.

TPS RFP #2026001

Attachment 1 - Sample from TPS Pay Plan

Title	Min	P10	P25	P50	P75	P90	Max
XXXX	$34,288	$36,516	$39,859	$44,574	$51,003	$54,346	$56,575
XXXX	$47,649	$50,746	$55,392	$61,944	$70,878	$75,524	$78,621
XXXX	$47,649	$50,746	$55,392	$61,944	$70,878	$75,524	$78,621
XXXX	$52,719	$56,146	$61,286	$68,535	$78,419	$83,560	$86,986
XXXX	$54,933	$58,504	$63,860	$71,413	$81,713	$87,069	$90,640
XXXX	$54,933	$58,504	$63,860	$71,413	$81,713	$87,069	$90,640
XXXX	$59,644	$63,521	$69,337	$77,538	$88,721	$94,536	$98,413
XXXX	$62,150	$66,189	$72,249	$80,794	$92,447	$98,507	$102,547
XXXX	$64,760	$68,969	$75,283	$84,188	$96,330	$102,644	$106,854