THE CITY OF BURLESON TEXAS

REQUEST FOR PROPOSALS
Proposal Reference Number: RFP 2026-030
Project Title: Stop Loss Insurance Coverage

ANTICIPATED SCHEDULE	
RFP Issue Date	**September 19, 2026**
RFP Publication Dates	**September 19, 2026 & September 26, 2026**
Illustrative Proposals Due	**October 5, 2026, at 2:00 PM CDT**
Additional Firm Data Released	**November 10, 2026**
Question Deadline	**November 13, 2026, at 10:00 AM CDT**
Proposal Deadline	**November 17, 2026, at 2:00 PM CDT**
Recommendation to City Council	**December 14, 2026**

Important Information

The City of Burleson will receive sealed proposals for the services specified until the deadline indicated above. Proposals will only be received electronically through the City's e-procurement system, Euna, at https://burlesontx.bonfirehub.com **(registration required).** ***Extensions will not be granted. Late submittals will not be accepted.***

The claims data and census information will be available upon request – email William.Rosebrock@lockton.com and APizana@lockton.com to obtain this information. Questions and requests for additional information should be made in writing no later than the questions deadline above and shall be directed to William.Rosebrock@lockton.com and APizana@lockton.com. All questions and answers will be documented and posted on https://burlesontx.bonfirehub.com.

Any interpretations, corrections, clarifications, or changes to this Request for Proposals or specifications will be issued via addendum. Addenda will be posted at https://burlesontx.bonfirehub.com. It is the responsibility of the respondent to monitor the Euna website for addenda. **Proposers shall acknowledge receipt of each addendum by submitting a signed copy with their proposal.** *Oral explanations will not be binding.*

The City of Burleson reserves the right to reject any proposal and to waive defects in proposals. No officer or employee of the City of Burleson shall have financial interest, direct or indirect, in this or any contract with the City of Burleson consistent with Chapter 171 of the Texas Local Government Code and Section 132 of the city Charter. Minority and small business vendors are encouraged to submit bids/proposals on applicable City solicitations.

Euna Solutions (Formerly Bonfire) Submission

- We are requesting Offerors submit via Euna Solutions (formerly Bonfire). If there are any questions or concerns on how to do so, please contact Euna Vendor Support: For support using the platform, access the online knowledge base, search the FAQ, or contact the Euna support team at **Support.bonfire@EunaSolutions.com or 1-844-226-3862.**
- Please be sure to select the NIGP codes associated with your type of business or organization. Our solicitations will be set up using those codes and will be matched to vendors with the same codes. If you are already registered with Euna/Bonfire, you may use your existing name and password to register with the City of Burleson.

Virtual Proposal Opening

- Because this is a competitive sealed proposal procurement, proposals will not be publicly opened, and their contents will not be disclosed to competing offerors. Consistent with Section 252.049(b) of the Texas Local Government Code, proposals will be opened in a manner that avoids disclosure of their contents to competing offerors and keeps the proposals confidential during evaluation and negotiation. A virtual session will be held on Microsoft Teams on Tuesday, November 17, 2026, at 3:00 P.M. CDT, at which the City will announce only the names of the Proposers that submitted. No pricing or other proposal content will be read aloud or released. Proposals become subject to public inspection only after the contract is awarded, and trade secrets and confidential information remain excepted from disclosure.

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/238668815478423?p=n0TuAADCPaQZIa4ZEV
Meeting ID: 238 668 815 478 423
Passcode: V3Sx2kE9

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1. Introduction

The City of Burleson is requesting proposals with the intent of awarding contracts for Stop Loss Insurance Coverage.

The City provides self-funded medical and pharmacy benefits to all eligible full-time employees, retirees, and dependents. The plans are administered by UnitedHealthcare and OptumRx. This RFP is requesting quotes for individual and aggregate stop loss services effective 1/1/2027. Lockton will be facilitating portions of this RFP - Please reach out to William.Rosebrock@lockton.com and APizana@lockton.com to obtain the benefit documents, claims information and detailed eligibility and enrollment.

2. Definitions

Proposal: The signed and executed submittal of the entirety of Appendix B – Proposal.

Proposer: The Proposer and the Proposer's designated contact signing the first page of the Proposal.

City of Burleson ("City"): The City of Burleson, Texas.

Project: The name of this Request for Proposals as identified on the cover sheet and first page of Appendix A – Scope of Services.

Purchasing Agent: The City of Burleson Purchasing Manager is Andrea Anderson.
Phone: (817) 426-9847
E-Mail: purchasing@burlesontx.com

Request for Proposals (RFP): The entirety of this document, including all Appendices and Addenda.

Best Value: The determination made by the City under Section 252.043 of the Texas Local Government Code, applying the evaluation criteria and relative weights stated in this RFP.

Responsible Proposer: A Proposer that has the financial capability, experience, equipment, personnel, licensing, integrity, and record of past performance necessary to fulfil the contract.

3. General Information

A. Tax Exempt Status: City purchases are exempt from State Sales Tax and Federal Excise Tax. Do not include tax in the Proposal. City will furnish Excise Tax Exemption Certificate upon request.

B. Public Inspection of Proposals: The City strictly adheres to the Texas Public Information Act (Texas Government Code Chapter 552.001, et seq.) and all other governing statutes, regulations, and laws regarding the disclosure of RFP information. Proposals are not available for public inspection until after the contract award. If the Proposer has notified the City, in writing, that the Proposal contains trade secrets or confidential information, the City will generally take reasonable steps to prevent disclosure of such information, in accordance with the Public Information Act. This is a statement of general policy only, and in no event shall the City be liable for disclosure of such information by the

City in response to a request, regardless of the City's failure to take any such reasonable steps, even if the City is negligent in failing to do so.

C. Notification of Errors or Omissions: Proposers shall promptly notify the City of any omissions, ambiguity, inconsistency or error that they may discover upon examination of this RFP. The City shall not be responsible or liable for any errors and/or misrepresentation that result from the solicitations which are inadvertently incomplete, ambiguous, inconsistent or obviously erroneous.

D. Anti-Boycotting Provisions. Vendor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.

- To the extent Chapter 2271 of the Texas Government Code applies — that is, if Vendor is a company with at least ten (10) full-time employees and the Contract has a value of at least $100,000 to be paid wholly or partly from public funds — Vendor verifies that it does not boycott Israel and will not boycott Israel during the term of the Contract. Vendor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.

- To the extent Chapter 2276 of the Texas Government Code (enacted as S.B. 13, 87th Legislature, and since recodified) applies — that is, if Vendor is a company with at least ten (10) full-time employees and the Contract has a value of at least $100,000 to be paid wholly or partly from public funds — Vendor verifies that it does not boycott energy companies, as that term is defined in Section 809.001 of the Texas Government Code, and will not boycott energy companies during the term of the Contract. Vendor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.

- To the extent Chapter 2274 of the Texas Government Code (enacted as S.B. 19, 87th Legislature) applies — that is, if Vendor is a company with at least ten (10) full-time employees and the Contract has a value of at least $100,000 to be paid wholly or partly from public funds — Vendor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate against a firearm entity or firearm trade association during the term of the Contract. Vendor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.

- Pursuant to Subchapter F, Chapter 2252 of the Texas Government Code, the City may not award this Contract to a company identified on a list prepared and maintained by the Texas Comptroller of companies that do business with Iran or Sudan or that are known to have contracts with, or provide supplies or services to, a foreign terrorist organization. Vendor certifies that it is not on any such list. The City will verify each Proposer against the Comptroller's lists before award.

- Chapters 2271, 2274, and 2276 of the Texas Government Code do not apply to a sole proprietorship, to a company with fewer than ten (10) full-time employees, or to a contract valued at less than $100,000. A Proposer to which a chapter does not apply is not disqualified and should so state.

4. Proposal Submittal Requirements

A. Submittal Packet – Required Content: All proposals must be submitted electronically. The Proposer must visit https://burlesontx.bonfirehub.com/login and register. Once registered for this complimentary service, the Proposer may submit proposal documents electronically by selecting the

appropriate proposal identification.

B. Submittal Deadline: It is the Proposer's responsibility to have the Proposal Documents correctly electronically submitted by the submittal deadline. No extensions will be granted, and no late submissions will be accepted.

C. Proposals Received Late: Proposers are encouraged to submit their proposals as soon as possible. The time and date of receipt as recorded within the Euna electronic system shall be the official time of receipt. The City is not responsible for late submission regardless of the reason. Late Proposals will not be considered under any circumstances.

D. Alterations or Withdrawals of Proposal Document: Any submitted Proposal may be withdrawn or a revised proposal substituted prior to the submittal deadline. Proposal documents cannot be altered, amended, or withdrawn by the Proposer after the submittal deadline, unless such alteration, amendment or withdrawal notice is approved in writing by the Purchasing Manager. This paragraph does not limit the City's right to seek clarifications, conduct discussions, or request revised or best and final offers under Section 252.042(b) of the Texas Local Government Code.

E. Proposal Validity Period: Each Proposal remains firm, valid, and irrevocable for one hundred twenty (120) days after the submittal deadline, and for any longer period to which the Proposer agrees in writing. This period accounts for the interval between the submittal deadline and the anticipated City Council award date.

F. Restrictions on Communications: From the issue date of this RFP until the City Council acts on a recommendation of award, Proposers and persons acting on their behalf shall not communicate about this procurement with any City official, City Council member, evaluation committee member, or City employee other than the Purchasing Manager. Communications required by this RFP, the pre-proposal conference, and the written question process are excepted. A violation of this paragraph may, at the City's discretion, result in rejection of the Proposal.

G. Cost of Proposal Preparation: All costs of preparing and submitting a Proposal, attending the pre-proposal conference, participating in interviews or negotiations, and providing additional information are the sole responsibility of the Proposer. The City is not liable for any such cost.

H. Protest Procedure: A Proposer that wishes to protest any aspect of this solicitation or the recommended award shall file a written protest with the Purchasing Manager. A protest of the solicitation terms, specifications, or evaluation criteria must be filed no later than the deadline for questions. A protest of a recommended award must be filed no later than five (5) business days after the City posts or issues notice of the recommended award. The protest must state the protester's name and contact information, identify the solicitation, state the specific grounds and the relief requested, and attach supporting documentation. The Purchasing Manager will issue a written determination, which may be appealed in writing to the City Manager within five (5) business days. The City Manager's determination is final. Filing a protest does not stay the procurement unless the City Manager so directs in writing.

5. Proposal Evaluation and Contract Award

A. Proposal Evaluation and Contract Award Process:

The City will evaluate all proposals to determine which proposers are reasonably qualified for the award of the contract, applying the anticipated evaluation factors and the emphasis placed on each

factor as identified in the Scope of Services. Illustrative proposals are not binding and are not required for a proposer to be considered for final award. As authorized by Section 252.042(b) of the Texas Local Government Code, the City may conduct discussions with, and accept revised proposals from, Proposers determined to be reasonably qualified for award. Proposers will be treated fairly and equally with respect to any opportunity for discussion and revision of proposals, and the City may request best and final offers. The contents of a Proposal will not be disclosed to competing Proposers during the evaluation and negotiation process. The City will award to the responsible Proposer whose Proposal offers the best value to the City, applying the criteria and relative weights stated in this RFP and the factors permitted by Section 252.043 of the Texas Local Government Code. The final determination of best value will be made in the best interest of the City. The City is not obligated to award to the lowest-priced Proposal.

B. Evaluation Criteria

A full description of each criterion is included in Appendix B.

Relative Importance of Evaluation Factors. As required by Section 252.042(a) of the Texas Local Government Code, the relative importance of price and the other evaluation factors is as stated in the table below. Proposed Pricing is weighted at twenty (20) of the one hundred (100) base points.

EMPHASIS	CRITERIA
50%	• **PRICE AND GUARANTEES**
50%	• **CONTRACT BASIS, DEDUCTIBLE LEVEL AND MAXIMUM COVERAGE LIMIT**
100%	**TOTAL**

C. Contract Award

An award of a contract to provide the services specified herein will be made using the competitive sealed proposal procedure authorized by Sections 252.021(d), 252.042, and 252.043 of the Texas Local Government Code, and in accordance with Section 74 of the City Charter and the City's purchasing policy. Award is not final and no contract exists until the City Council approves the award and the City Manager or authorized designee executes the Contract. A fully executed contract shall be comprised of the following documents:

i. Vendor's Contract Form

ii. Stop loss contract and terms

iii. The successful Proposer's submitted proposal

Order of Precedence. In the event of a conflict among the Contract documents, the order of precedence shall be: (i) the executed City of Burleson Service Agreement, including its exhibits; (ii) addenda, in reverse chronological order; (iii) this Request for Proposals, including Appendices A and B; and (iv) the successful Proposer's Proposal. Nothing in a Proposal amends the Contract unless expressly incorporated by the executed Service Agreement.

D. Completeness: If the Proposal is incomplete or otherwise fails to conform to the requirements of the RFP, the City alone will determine whether the variance is so significant as to render the Proposal non-responsive, or whether the variance may be cured by the Proposer or waived by the City, such that

the Proposal may be considered for award.

E. Ambiguity: Any ambiguity in the Proposal as a result of omission, error, lack of clarity or non-compliance by the Proposer with specifications, instructions and all conditions shall be construed in the favor of the City. In the event of a conflict between these standard RFP requirements and details provided in Appendix A – Scope of Services or Appendix B – Proposal, the Appendices shall prevail.

F. Additional Information: The City may request any other information necessary to determine Proposer's ability to meet the minimum standards required by this RFP.

G. Partial Contract Award: [Intentionally Removed]

H. Cooperative Governmental Purchasing Notice: Other governmental entities maintaining interlocal agreements with the City under Chapter 791 of the Texas Government Code, may desire, but are not obligated, to purchase goods and services defined in this RFP from the successful Proposer. All purchases by governmental entities, other than the City, will be billed directly to and paid by that governmental entity. The City will not be responsible for another governmental entity's debts. Each governmental entity will place their own orders with the successful Proposer and be responsible for ensuring full compliance with the RFP specifications. Prior to other governmental entities placing orders, the City will notify the successful Proposer of their intent.

I. Billing for services; Payment:
The Contractor shall invoice the City monthly in arrears for services actually performed and accepted during the preceding month unless alternate invoicing or self-billing arrangements per industry standards are agreed to as a part of the contract award. Each invoice shall be itemized by service tier, property, and bid line, shall reference the Contract or purchase order number, and shall be submitted electronically to hr@burlesontx.com. Payment terms are governed by Chapter 2251 of the Texas Government Code (the Texas Prompt Payment Act). A payment by the City is overdue on the thirty-first (31st) day after the later of the date the City receives the goods or services, the date performance is completed, or the date the City receives a proper invoice. An overdue payment accrues interest at the rate specified in Section 2251.025. If the City disputes all or part of an invoice, the City will notify the Contractor in writing of the disputed amount not later than the twenty-first (21st) day after the date the City receives the invoice, together with a detailed statement of the amount disputed, and may withhold not more than one hundred ten percent (110%) of the disputed amount pending resolution, as permitted by Section 2251.042. Undisputed amounts will be paid when due. The City is exempt from state sales tax and federal excise tax, and no such tax shall appear on any invoice.

J. Terminate for Cause: The occurrence of any one or more of the following events will justify termination of the contract by the City of Burleson for cause:

1. The successful Proposer fails to perform in accordance with the provisions of these specifications; or

2. The successful Proposer violates any of the provisions of these specifications; or

3. The successful Proposer disregards laws or regulations of any public body having jurisdiction; or

4. The successful Proposer transfers, assigns, or conveys any or all of its obligations or duties

under the contract to other party(ies) without written consent of the City.

5. If one or more of the events identified in subparagraphs 1 through 4 of this Section occur, the City will give the successful Proposer written notice describing the default. Except for a default that by its nature cannot be cured, or a repeated default of the same nature that has already been the subject of a written notice within the preceding twelve (12) months, the successful Proposer shall have ten (10) days after receipt of the notice to cure the default to the City's reasonable satisfaction. If the default is not timely cured, or if the default is not subject to cure, the City may terminate the contract by giving seven (7) days' written notice. In such case, the successful Proposer shall only be entitled to receive payment for goods and services provided before the effective date of termination. The successful Proposer shall not receive any payment on account of loss of anticipated profits or revenue or other economic loss resulting from such termination.

6. When the contract has been terminated by the City, such termination shall not affect any rights or remedies of the City then exist or which may thereafter accrue.

K. Terminate for Convenience: This contract may be cancelled or terminated at any time by giving vendor thirty (30) days' written notice. Proposer may be entitled to payment for services performed; to the extent said services are satisfactory.

L. Non-Appropriation of Funds: All obligations of the City under the Contract are subject to and contingent upon the appropriation of sufficient funds by the City Council for each fiscal year of the Contract term. The Contract does not create a debt of the City within the meaning of Article XI, Section 5 of the Texas Constitution. If funds are not appropriated for any fiscal year, the City may terminate the Contract effective the last day of the fiscal year for which funds were appropriated, without penalty, liability, or termination charge, upon written notice to the Contractor. The City will give the Contractor as much advance notice as reasonably practicable.

M. Assignment and Subcontracting: The Contractor shall not assign, transfer, or convey the Contract or any right or obligation under it, and shall not subcontract any portion of the work, without the prior written consent of the City. Consent to a subcontract does not relieve the Contractor of responsibility for the subcontractor's acts, omissions, or compliance with the Contract. The Contractor shall provide the identity, scope, and insurance evidence for each proposed subcontractor before that subcontractor begins work.

N. Right to Audit and Records Retention: The Contractor shall maintain complete records relating to the services, invoices, and payments under the Contract, and shall retain them for four (4) years after final payment or final resolution of any dispute, whichever is later. Upon reasonable notice, the City or its designee may examine, audit, and copy those records during normal business hours.

O. Public Information Act — Contracting Information: The requirements of Subchapter J, Chapter 552, Government Code, may apply to this contract and the contractor agrees that the contract can be terminated if the contractor knowingly or intentionally fails to comply with a requirement of that subchapter. If Subchapter J applies, the Contractor shall preserve contracting information related to the Contract as provided by the City's records retention schedule, shall promptly provide such information to the City on request, and shall, on completion of the Contract, either provide the information to the City at no cost or preserve it as required by the retention schedule.

P. Governing Law and Venue: The Contract is governed by the laws of the State of Texas without regard to conflict-of-laws principles. Venue for any action arising out of or relating to the Contract lies exclusively in a court of competent jurisdiction in Johnson County, Texas.

Q. Immunity Preserved: Nothing in this RFP or the resulting Contract waives, or is intended to waive, any immunity, defense, or limitation available to the City except to the limited extent provided by Subchapter I, Chapter 271 of the Texas Local Government Code. Damages recoverable against the City are limited to those permitted by Section 271.153, and the City is not liable for consequential, exemplary, or special damages, lost profits, or unabsorbed home office overhead.

R. Dispute Resolution: Before filing suit, the parties shall attempt in good faith to resolve any dispute through a meeting of authorized representatives within thirty (30) days after written notice of the dispute. The Contractor shall continue performance during any dispute unless the City directs otherwise in writing. This paragraph does not extend any statutory notice or limitations period.

S. Force Majeure: Neither party is liable for a delay or failure of performance caused by an event beyond its reasonable control and without its fault, including severe weather, flood, fire, epidemic, or governmental order. The affected party shall give prompt written notice and shall resume performance as soon as practicable. Weather-related delays are managed under the scheduling provisions of Appendix A. Force majeure does not excuse payment obligations or extend the Contract term.

T. Survival: The provisions concerning indemnity, insurance, records retention and audit, public information, warranty of work performed, and any other provision that by its nature should survive, survive expiration or termination of the Contract.

Appendix A – Scope of Services

City of Burleson currently has a $125k ISL deductible and aggregate stop loss insurance with a 120% corridor. The current contract is a 96/12 and covers all eligible full-time employees as well as pre-65 retirees. The medical administrator is UnitedHealthcare on the Choice Plus network and the pharmacy administrator is OptumRx.

The City is seeking bids that offer multiple ISL deductible levels including the current $125k as well as $150k, $175k and $200k. The proposal should include plan mirroring. The proposal should also include options for No New Lasers at Renewal and a rate cap for 2027.

Appendix B – Proposal

All proposals submitted to the City of Burleson shall include this page with the submitted Proposal.			
RFP Number:	**RFP 2026-030**		
Project Title:	**Stop Loss Insurance Coverage**		
Submittal Deadline:	**October 5, 2026 at 2:00PM CDT – ILLUSTRATIVE BID** **November 17, 2026 at 2:00PM CDT – FIRM BID**		
Submit Electronically* to: https://burlesontx.bonfirehub.com/login * Requires email account login and password.			
Proposer Information:			
Proposer's Legal Name:			
Address:			
City, State & Zip			
Federal Employers Identification Number #			
Phone Number:		**Fax Number:**	
E-Mail Address:			

Proposer Authorization

I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into a contract on behalf of the Proposer.

Printed Name and Position of Authorized Representative: _____

Signature of Authorized Representative: _____

Signed this _____(day) of _____(month),_____(year)

Appendix B – Proposal (continued)

1. REQUIRED PROPOSAL INFORMATION. IN ORDER FOR A PROPOSAL TO BE CONSIDERED COMPLETE, AND TO BE EVALUATED FOR A CONTRACT AWARD BY THE CITY, PROPOSER MUST SUBMIT ALL OF THE FOLLOWING INFORMATION:

- **A.** The vendors stop loss quote; including price, contract terms, conditions, deductible options and maximum liability
- **B.** All firm quotes must acknowledge that firm pricing will be held until Council approves the contract on December 14, 2026

2. Evaluation Criteria

- **A.** Price and Guarantees (50%)
- **B.** Contract Basis, deductible level and maximum coverage limit (50%)

EMPHASIS	CRITERIA
50%	• **PRICE AND GUARANTEES**
50%	• **CONTRACT BASIS, DEDUCTIBLE LEVEL AND MAXIMUM COVERAGE LIMIT**
100%	**TOTAL**

3. Federal, State and/or Local Identification Information

A. Centralized Master Bidders List registration number: _____.

B. Prime contractor HUB / MWBE registration number: _____.

C. An individual Proposer acting as a sole proprietor must also enter the Proposer's Social Security Number: #_____-_____-_____.

4. Emergency Business Services Contact Notice

A. During a natural disaster, or homeland security event, there may be a need for the City of Burleson to access your business for products or services after normal business hours and/or holidays. The City may request City employees pick up or vendor delivery of products or services.

B. For this purpose, a primary and secondary emergency contact name and phone number are required. It is critical that the vendor's emergency contact information remains current. City shall be contacted by E-mail with any change to a contact name or phone number of these emergency contacts.

C. All products or services requested during an emergency event are to be supplied as per the established contract prices, terms and conditions. The vendor shall provide the fee (pricing) for an after-hours emergency opening of the business, if any. In general, orders will be placed using a City of Burleson procurement card (Master Card) or City issued Purchase Order. The billing is to include the emergency opening fee, if applicable.

D. The contractor shall provide the names, phone numbers and fee (pricing), if any, for an after-hours emergency opening of the business listed below.

Business Name: _____

Contract #: _____

Description: _____

Primary Contact (Name):_____

Primary Contact Phone Numbers: Home: _____ Cell: _____

Secondary Contact (Name):_____

Secondary Contact Phone Numbers: Home: _____ Cell: _____

After Hours emergency opening fee, if applicable: $_____