TEXAS WINDSTORM INSURANCE ASSOCIATION

REQUEST FOR PROPOSALS

Catastrophe Modeling

Texas Windstorm Insurance Association (TWIA)

Brooke Adam

Vendor and Contractor Manager

Legal and Compliance Department

8/10/2026

Deadline for Response: *September 18, 2026, 5:00PM* CST, Austin, Texas

Emailed responses will be accepted until the date and time established for receipt. Responses received later than the specified date and time will be disqualified as untimely. Email responses to this RFP must be received at TWIA's office before the hour and date specified on page 1 of this RFP. Dates of receipt for email responses will be date shown as received by our system. In no event will TWIA be liable for responses delayed by email systems.

Submit Responses by Email to: vendormanagement@twia.org
Association Physical Address **(Do not use for submissions)**

Texas Windstorm Insurance Association
4801 Southwest Pkwy
Building One, Suite 200
Austin, Texas 78735

To obtain a copy of this RFP or for other inquiries, please contact:

Brooke Adam
Vendor and Contract Manager
Texas Windstorm Insurance Association
Email: **vendormanagement@twia.org**

NOTE Any Addendum that adds new language or replaces any language within this RFP will control over the original version.

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1 GENERAL INFORMATION

1.1 Introduction

Texas Windstorm Insurance Association (TWIA), established in 1971 by the Texas legislature and operating pursuant to Chapter 2210 of the Texas Insurance Code and Chapter 28 of the Texas Administrative Code, is an association comprising all (with limited exceptions) carriers authorized to write property casualty insurance in Texas. TWIA insures against losses due to windstorms and hail in designated areas of Texas.

TWIA is required to purchase reinsurance or use alternative risk financing mechanisms, in concert with other statutorily available sources of funding, to maintain total loss funding in an amount not less than the probable maximum loss for a catastrophe year with a probability of one in 50. The determination of this probable maximum loss has historically been based on catastrophe modeling results. TWIA also relies on the results of catastrophe modeling in its annual rate adequacy analysis and for other analytics.

1.2 Purpose

The purpose of this Request for Proposals (RFP) is to invite qualified Respondents to submit proposals to provide professional catastrophe modeling services as described in Section 2 of this RFP.

The Selected Respondent will be expected to provide catastrophe modeling expertise in the identification and incorporation of accurate exposure information, execution of catastrophe models, and presentation and interpretation of modeling results, beginning with the determination of the 50-year probable maximum loss in preparation for the 2027 funding structure and continuing through the 2027 rate adequacy analysis.

This RFP contains the instructions governing proposal requirements, formatting, required materials, eligibility criteria, selection methodology, and the duties and responsibilities of the Selected Respondent.

Respondents must include in their written proposal all requirements, terms, or conditions they may have and should assume no opportunity exists to add such matters after submission. Proposals should include sufficient information and evidence to permit TWIA to award a contract that provides the best overall value. Unacceptable terms or conditions may cause TWIA to reject a proposal, regardless of other evaluation factors.

1.3 TWIA Point of Contact

The TWIA representative identified below is the sole point of contact for this RFP. All communication concerning this procurement, and the proposal must be submitted by email to:

Brooke Adam
Vendor and Contract Manager
Email address: **vendormanagement@twia.org**

Other than the above-named contact person, neither prospective Respondents nor their representatives may contact TWIA representatives or employees to discuss the contents of this RFP. The restriction shall not, however, preclude discussion between affected parties for the purpose of conducting business unrelated to this procurement.

The contact person at TWIA for day-to-day administration of any contract that results from this RFP will be determined upon award. This individual may appoint one or more delegates to assist in the day-to-day administration of the contract and may notify Selected Respondent in writing of those delegates.

1.4 Submission Deadline

Responses to this RFP must be received before the hour and date specified on page 1 of this RFP. Late responses will not be considered under any circumstances and, if properly identified, will be returned by email to the Respondent unopened. Dates of receipt for email responses will be the date shown as received by our system; in no event will TWIA be liable for responses delayed by email systems. TWIA reserves the right to evaluate responses submitted prior to the stated deadline as they are received.

To be entitled for consideration, Respondents' proposals must clearly indicate that Respondents have available the necessary qualified personnel, skills, expertise, tools, equipment, systems, organization, and facilities to provide all the services required, in the manner described herein, under this RFP and any resulting contract. Proposals must demonstrate familiarity and experience with the delivery of catastrophe modeling services as described in this RFP.

1.5 Respondent Qualifications and Requirements

1.5.1 Catastrophe Modeling Experience in the Insurance Industry: Respondent shall be a vendor who has provided catastrophe modeling services for the insurance industry as evidenced by a description of prior engagements. This information must be submitted with the Respondent's Proposal to be responsive to the "Experience" requirement under "General Background, Qualifications and Experience" (see Section 9.6).

1.5.2 Qualified Key Staff: Respondent must have qualified key staff dedicated to the project. Respondent must specifically detail the qualifications, education, training, experience, and certifications of the key staff who will provide services under the Contract resulting from this RFP. This information must be described in the "Key Staff Qualifications" section of the Respondent's Proposal (see Section 9.8).

1.5.3 Licensures: Respondent (and/or the key staff member(s) whom Respondent assigns to the project) must hold all necessary licenses to perform the services required under this RFP and any resulting contract.

2 DESCRIPTION OF SERVICES/STATEMENT OF WORK

The Texas Windstorm Insurance Association (TWIA) is requesting sealed competitive proposals for professional services related to catastrophe modeling as described below. The Selected Respondent will be responsible for performing all services described and for complying with all requirements of this RFP.

2.1 Catastrophe Modeling Services

The Selected Respondent will be responsible for providing catastrophe modeling and associated analytic services, including but not limited to:

a) Geographic Information Systems, mapping of exposures and catastrophe impacts;
b) Identification and inclusion of all available data in modeling exposure files;
c) Execution of catastrophe models using TWIA unit-level exposure data (provide a list of models the Respondent proposes to use);
d) Provision of portfolio-level probable maximum losses under a variety of modeled scenarios and assumptions;
e) Unit-level average annual loss data for inclusion in rate adequacy analysis;
f) Modeled expected losses by reinsured layer to assist in determination of reinsurance costs;
g) Portfolio optimization analysis to identify relative contribution of classes of exposures to various PML levels;
h) Synthesis and presentation of modeling, mapping, and optimization results; and
i) Assist TWIA in determination of model assumptions used, interpretation of model results, and any other related issues.

Respondent should also describe any other analytical services, including self-contained software applications, that may benefit TWIA.

2.2 Conferring and Expert Testimony

2.2.1 Conferring: The Respondent must be available to confer and discuss (remotely or in person, at the discretion of TWIA management) the status of the work and other matters related to the agreement with TWIA management and the Board.

2.2.2 Testimony: Expert testimony may be requested for other meetings in connection with this program or in hearings before the Texas Department of Insurance (TDI), the Texas State Legislature, and various subcommittees or commissions.

2.3 Other Goods and Services

TWIA may request that the Selected Respondent provide additional services throughout the term of any resulting contract. A contract amendment will be executed to reflect any additions or deletions of services, and costs for any additional services or special projects must be negotiated by the parties to the contract.

2.4 Quality Assurance Review and Third-Party Risk Assessment

The Selected Respondent must be willing to conduct a Quality Assurance Review of all work performed under any resulting contract. Additionally, the Respondent must complete Third-Party Risk Assessments as prescribed by TWIA's Third-Party Risk Management (TPRM) policy for the duration of the contract.

2.5 Status Updates

The Selected Respondent must be available to participate in meetings via telephone, virtual meeting, or in person to discuss the status of the project and other matters covered under any Statement of Work and/or contract resulting from this RFP.

2.6 Project Execution Schedule Requirements

For the purposes of this response, the Respondent must provide a broad schedule of activities and workflow reflecting their resources and approach for the design and marketing of a risk transfer program for the upcoming hurricane season.

3 CONTRACT TERM AND RENEWAL OPTIONS

3.1 Term and Renewal

The terms of any contracts resulting from this RFP shall be for the determination of the 50-year probable maximum loss associated with the 2027 TWIA funding structure and the 2027 rate adequacy analysis. TWIA shall have the option in their sole discretion to renew any resulting contracts for up to four (4) additional one (1) year periods. In the event of such renewal, the scope of services, deliverable dates, and contract amounts may be negotiated.

3.2 Governing Law

This RFP and any resulting contract and work orders shall be governed by, construed, and interpreted in accordance with the laws of the State of Texas, without regard to rules governing conflicts of law issues.

3.3 Venue

Any action or proceeding related to this RFP and/or any resulting contract and work orders shall be brought as a separate action in Travis County, Texas, and venue is proper only in such county.

3.4 Respondent Pricing

Respondents shall offer comprehensive and accurate pricing to the best of their ability. If a contract results from this RFP, TWIA will not make any payments to the Selected Respondent for any costs incurred by the Selected Respondent that were not included in the Respondent's proposal and approved by TWIA. TWIA will only pay for costs that are approved and allowable and in accordance with the requirements of this RFP.

3.5 Travel Costs

TWIA will not reimburse travel costs or costs for meals, lodging, or any other out-of-pocket expenses incurred in conducting the work required under any contract resulting from this RFP. All travel-related expenses shall be borne entirely by the Selected Respondent.

3.6 Standards of Performance

Respondents must meet and comply with the Standards of Performance described in this RFP, including all requirements of any resulting contract and all applicable laws, regulations, professional standards, and other requirements.

4 LEGAL AND DISCLOSURE PROVISIONS

4.1 Public Information Act Disclosures

TWIA is subject to the Texas Public Information Act, Texas Government Code Sections 552.001-552.353. All responses to this RFP, including the proposal and all related documents and materials, are presumed to be subject to disclosure under the Act unless a specific exception to disclosure exists.

If it is necessary for the Respondent to include proprietary or otherwise confidential information in the Proposal or other submitted information, the Respondent should clearly label that proprietary or confidential information and identify the specific legal basis for confidentiality.

TWIA will notify Respondents of any Public Information Requests for Respondent information and provide the Respondents an opportunity to submit requests to the Office of the Attorney General to protect information they deem confidential or proprietary by law. However, by submitting a Proposal in response to this RFP, the Respondent agrees to waive any claim of infringement against TWIA and agrees to indemnify and hold TWIA harmless for any claims regarding the Intellectual Property Rights of the Respondent or any third-party for any materials appearing in the proposal.

4.2 Proprietary Interests and Final Work Product

All work papers, data, materials, testimony, information, and reports developed by the Respondent will remain the property of the Respondent. The Respondent will make working papers available to State insurance regulators pursuant to authority given them by law or regulation. Access to the requested work papers will be provided to the State insurance regulators pursuant to a request under Chapter 401 of the Texas Insurance Code.

4.3 Accuracy of the Proposal and Cost of Submitting the Proposal

The Respondent's Proposal must be true and correct and must contain no cause for claim of omission or error. TWIA will not reimburse the Respondent for any cost related to the preparation or submission of the Proposal. The Respondent is responsible for all expenses related to the preparation and submission of its Proposal.

4.4 Exception to Provisions

If the Respondent takes exception to any provisions of this RFP, these exceptions must be specifically and clearly identified by RFP section in the Respondent's proposal and provided in the Executive Summary addressed in Section 9.5, or in a spreadsheet submitted as an attachment to the Executive Summary letter.

Any exception included in a proposal may result in the proposal being disqualified from further consideration or may cause the proposal to receive a lowered evaluation score.

4.5 Responsive Information

The Respondent's proposal must be responsive to all requirements set forth in this RFP, must address how the Respondent will meet the RFP specifications, and must be presented in the format described in this RFP. The Proposal must provide sufficient information to enable the review committee to evaluate the Respondent's ability to provide the services described in Section 2, Description of Services/Statement of Work, and to comply with any other contractual provisions described in this RFP. Responses that are general in nature and do not address specifically how the Respondent will meet the RFP requirements may be disqualified from further consideration or may receive a lowered evaluation score.

5 RFP SELECTION PROCESS

TWIA will conduct a fair, comprehensive, and impartial evaluation of all timely received Proposals. The evaluation will be performed by an evaluation committee comprised of TWIA employees, advisors, and/or other qualified third parties (the "Evaluation Committee"). Information regarding the members of the Evaluation Committee will be made available upon request after completion of the selection and award process. Any third party participating in the evaluation process will be prohibited from submitting a Proposal in response to this RFP.

Each member of the Evaluation Committee will independently review and score each Proposal using a pre-determined scoring rubric based on the criteria described in Section 7. Proposals will be evaluated on their individual merits and in comparison, to other submitted Proposals. Individual scores will be compiled and averaged to determine a final score for each Respondent. Based on the final scores, the Evaluation Committee will recommend to the TWIA Board of Directors which, if any, Respondent should be awarded a contract.

The Evaluation Committee may request written clarification regarding any Proposal before completing the evaluation process. All clarification requests and responses will become part of the official evaluation record.

To be considered for award, Respondents must demonstrate that they possess the qualified personnel, expertise, resources, systems, and organizational capacity necessary to provide the services described in this RFP and any resulting contract. Proposals must also demonstrate experience providing catastrophe modeling services like those described in this RFP.

5.1 Written Questions and Official Response

Respondents may submit written questions addressed to the TWIA contact person identified in Section 1.3. The email subject line must state "RFP Catastrophe Modeling – Questions." Telephone inquiries will not be answered.

Due to the expedited nature of this RFP, a formal written question period will not occur. However, any questions that are appropriately relevant to the solicitation will receive a direct response up until the submission deadline. Responses to timely submitted questions that are not already addressed in the RFP may be posted on the TWIA website or provided directly via a Question-and-Answer document.

5.2 Selection of Short List, Presentations, and Best and Final Offer

5.2.1 Selection of Short List of Respondents: After review of the Proposal and the Evaluation Committee scoring results, the Evaluation Committee may select one or more Respondents for further consideration ("Short List"). TWIA staff will communicate directly with the Respondents who are selected for the Short List. TWIA reserves the right to select a Respondent for a contract award without a Short List.

5.2.2 Oral Presentations and Demonstrations: Respondents identified for the Short List may be asked to make in-person or live video presentations to the Evaluation Committee. These presentations may involve a question-and-answer period.

5.2.3 Best and Final Offer (BAFO): TWIA reserves the right to request a Best and Final Offer ("BAFO") from one or more Respondents at any time during the selection process. A request for a BAFO does not guarantee a contract award. Following the initial scoring of Proposals under the evaluation criteria described in Section 7, and any oral presentations, TWIA may, in its sole discretion, either proceed with a contract award or request a BAFO from one or more Respondents whose Proposals are determined to be reasonably susceptible to award.

The BAFO process will allow selected Respondents to revise their Proposals, including pricing and proposed services. Any BAFO submitted will be re-evaluated by the Evaluation Committee.

If TWIA determines that a BAFO process is in its best interest, participating Respondents will be provided with a specified period of time to review the RFP requirements and prepare their BAFO submissions. Following the BAFO evaluation process, TWIA will determine the Respondent(s), if any, with whom contract negotiations will begin. Respondents not selected for contract negotiations may not revise or alter their Proposals.

5.3 Contract Negotiations

TWIA reserves the option to negotiate with one or more Respondents, including, but not limited to, pricing, services, provisions, terms, and conditions, until TWIA determines that the best value has been obtained. TWIA will terminate any contract negotiations when TWIA, in its sole discretion, determines that the best value for TWIA has been obtained.

5.4 Best Value Consideration

TWIA will be the sole judge of best value. Any contract awarded will be based on best value criteria and may include but will not be limited to:

a. Best meets the goals and objectives as stated in this RFP.
b. Best meets the quality and reliability of the required services.
c. Offers the best delivery terms.
d. Offers the best value for services.

If a contract is awarded, TWIA will issue a notice of award to the Selected Respondent. However, there is no guarantee that an award or any contract will result from this solicitation and TWIA reserves the right to cancel and/or reissue this RFP at any time in its sole discretion.

6 SCHEDULE OF EVENTS

The schedule for awarding a contract under this RFP is shown below. TWIA reserves the right to amend the schedule.

DATE	EVENT
August 10, 2026	Issuance of RFP
August 28, 2026	Deadline for Submission of Written Questions
September 4, 2026	Responses to Written Questions Posted on TWIA Website
September 18, 2026	Final Deadline for Submission of Proposal
September 18 – October 2, 2026	Proposal Evaluation and Demonstrations
TBD	Oral Presentations and Demonstrations by Short-List Respondents
November 10, 2026	Proposal of selected Respondent at the TWIA Board of Directors Meeting
November 10, 2026	Anticipated RFP Award*
TBD	Selected Respondent Available for Expert Testimony

Note: The anticipated contract award date is a target date and is not guaranteed, as final contract negotiations with the Respondent will determine when, or if, the actual contract award will be made.

*Formal notification in writing and/or RFP award may be delayed depending upon the results of the TWIA Board of Directors Meeting.

7 EVALUATION CRITERIA

TWIA shall award a contract to the Respondent who submits the proposal determined to be the best value to TWIA and who meets all requirements included in this RFP.

Proposals will be evaluated based on the following criteria:

a. **Experience and References:** Experience and qualifications of the specific individuals who are anticipated to perform the services described in this RFP. References must relate to the type of relevant work experience performed. Experience must demonstrate quality, reliability, and ability to provide the services detailed in this RFP. Indicators of probable performance under a past contract, financial stability, infrastructure, and ability to perform all services described in this RFP.
b. **Clarity of Proposal:** Clarity and content of Respondent's proposal, including their understanding of the nature of the solicitation, their work plan, and their communication skills.
c. **Cost:** Best value as determined by the proposed pricing structure.

8 SUBMISSION FORMAT

8.1 Respondent Documents

All Respondent documents that are related to the requested services, this RFP, the Bid Responses, or any resulting contract are collectively referred to in this RFP as "Respondent Documents." Documents that are not submitted with the Respondent's RFP response will not be accepted or considered part of the response or any resulting contract.

8.2 Proposal Format

Proposals must be submitted in electronic form (PDF format) via email to **vendormanagement@twia.org**. All proposals submitted must be organized and arranged to be easily reconciled in the numbered sections of this RFP. All pages must be numbered.

The person signing the Respondent's proposal must show title or authority to bind his or her firm in a contract. Emailed submissions with electronic signatures are acceptable; electronic signatures will be considered original signatures.

Proposals must be concise and clear. The Respondent's proposal must be responsive to all requirements set forth in this RFP, address how the Respondent shall meet the RFP specifications, and must be presented in the format described in this RFP.

The proposal must provide sufficient information to enable the Evaluation Committee to evaluate the Respondent's ability to provide the Services described in Section 2 (Description of Services/Statement of Work) and to comply with any other provisions described in this RFP. Responses that are general in nature and do not address specifically how the Respondent will meet the RFP requirements may be disqualified from further consideration or may receive a lowered evaluation score.

9 RESPONSE DOCUMENTS

The Respondent should provide all the information that the Respondent believes would be helpful to TWIA in establishing the Respondent's ability to perform the services described in this RFP and comply with the requirements of this RFP and any resulting contract.

9.1 Transmittal Letter

The first page of the proposal must be a Letter of Transmittal that includes the following:

- **a.** A commitment by the Respondent to provide the services required by TWIA in this RFP.
- **b.** A statement that the proposal is valid for 90 calendar days from the day after the date that the proposal is delivered to TWIA.
- **c.** A dated signature of a person(s) legally authorized to bind the Respondent to the terms and conditions contained in this RFP and to comply with the information and representations submitted in the proposal. The proposal must state that the signatory is authorized to bind the Respondent to the terms and conditions set forth in this RFP. Proposals submitted without the required signature will be disqualified.
- **d.** A statement certifying the completeness, veracity, and accuracy of the information provided in the proposal. By submitting a signed proposal, Respondent agrees that it fully understands this RFP and shall abide by the terms and conditions contained in it. Any exception to the requirements of this RFP must be specifically noted in writing and explained by the Respondent in its RFP response as a condition to become part of any subsequent contract.
- **e.** The Respondent must list the name, title, phone number, and email addresses of at least two (2) individuals who will serve as the contacts for this RFP and who have the authority to respond to questions from TWIA.

9.2 Proposal Response Checklist

The Proposal Response Checklist is included as **Appendix A** to this RFP. The checklist is provided to help the Respondent ensure that a proper proposal is submitted in the required format. The Respondent must include the complete checklist as part of the proposal.

9.3 Title Page

The proposal must contain a title page that includes the following:

- **a.** Respondent's name and address.
- **b.** Respondent's State of Texas taxpayer number and Federal Employer's Identification Number (FEIN); and
- **c.** Respondent's contact name, title, signature, and date.

9.4 Table of Contents

The proposal must contain a table of contents that clearly identifies and denotes the location of each section and subsection of the proposal. Additionally, the table of contents must clearly identify and denote the location of all enclosures and attachments to the proposal, including relevant page numbers.

9.5 Executive Summary

Each Respondent must provide a summary of the services proposed in response to this RFP and the estimated costs. The Executive Summary must not exceed five pages and should represent a full but concise summary of the contents of the proposal. It should include, at a minimum:

- **a.** A brief description of the Respondent's qualifications.
- **b.** A description of the Respondent's experience with providing the services requested.
- **c.** A description of the Respondent's understanding of the requirements as outlined in Section 2 (Description of Services/Statement of Work).
- **d.** Any exceptions to any provisions of this RFP as described in Section 4.4; and
- **e.** Any additional requirements, terms and conditions, or any documentation unaddressed in the RFP that the Respondent has attached in the Proposal as a material submission.

9.6 General Background, Qualifications and Experience of Respondent

This section must describe the Respondent's background, qualifications, experience, and past performance as they relate to services similar in scope to those described in this RFP. The Respondent must demonstrate the qualifications, experience, reputation, and capabilities of both the firm and the proposed team.

To be considered for award, the Respondent must demonstrate that it has the qualified personnel, knowledge, skills, expertise, organizational capacity, facilities, materials, supplies, tools, and equipment necessary to fulfill all requirements under this RFP and any resulting contract.

9.7 Specific Expertise, Experience and Qualifications (Engagements)

Exhibit A, Tab 1 must list representative engagements of comparable complexity and scope to the requirements of this RFP, which demonstrably deployed the same general types of resources and skills. The Response should indicate whether the representative engagements included the proposed team. Each description should give the client organization's name, the service performed, the beginning and ending dates, and the current status of the engagement.

9.8 Key Staff Qualifications

Exhibit A, Tab 2 must name the Respondent's key staff who will provide services under any Contract resulting from this RFP and describe the role and services each will provide. The Respondent must include the following for each key staff member: title; education; training; relevant experience; length of service with the firm; and professional accreditations, certifications, designations, and licenses. Full résumés/CVs may be provided but are not required.

9.9 Subcontractors

The Respondent must submit a list of any subcontractors or potential subcontractors they may engage with. TWIA reserves the right to request additional information regarding any proposed subcontractor. The Respondent remains fully responsible for all subcontractors and their performance.

9.10 Schedule

Respondents must provide a broad schedule of activities and workflow, reflecting the Respondent's resources and approach for the design and marketing of a risk transfer program for TWIA for the 2027 hurricane season. TWIA reserves the right to modify the execution and meeting dates, as necessary.

9.11 References

Exhibit A, Tab 3 must provide a minimum of three (3) verifiable references from clients for whom the Respondent has performed comparable services of similar scope and size. Respondent must provide the name, title, telephone number, and email address of the key contact(s) at the client organization.

TWIA may, at their discretion, contact these references to verify experience or performance of the Respondent. By providing the name of a contact person, Respondent consents to such communication by TWIA.

9.12 Financial Responsibility

Respondents must provide evidence of fiscal responsibility and stability for performance of the services for which a proposal is submitted. In addition, the Respondent must disclose the source of any outside financial resources that will be utilized by the Respondent to enable it to perform any contract awarded pursuant to this RFP.

TWIA reserves the right to request any additional information necessary to determine the financial integrity and responsibility of a Respondent and to reject a response on the grounds of the Respondent's financial soundness.

9.13 Professional Insurance

The Selected Respondent will be required to provide proof of professional liability insurance covering errors and omissions upon entering a contract with TWIA within 48 hours (about 2 days) of the effective date of such contract. By submitting a response to this RFQ, the Respondent agrees to comply with this requirement. The Respondent agrees that it has or will acquire and will maintain the licenses required to perform the services described in this RFQ during the entirety of the contract.

9.14 Actual or Potential Conflicts of Interest

Exhibit B must provide a statement of any actual conflicts or potential conflicts of interest for the Respondent, and the Respondent's Employees who will or may provide services under any Contract resulting from this RFP. Failure to disclose all actual conflicts or potential conflicts of interest may result in disqualification of the Respondents' Proposal or termination of the resulting Contract.

If the circumstances certified by Respondent change or additional information is obtained after submission of the Respondent's Proposal, Respondent shall submit updated information as soon as reasonably possible, upon learning of any change to Respondent's response.

9.15 Mandatory Pricing Form

Respondents must submit a pricing plan that states the total price for all services and clearly identifies the compensation structure, including whether pricing is based on a flat fee, hourly rates, or another method. The plan must separately identify costs for model licensing and execution, consulting, analytical, and other service-related costs.

Unless otherwise agreed in writing and signed by TWIA, each Respondent is bound by the information submitted with its proposal, including total pricing, and commits to provide the required goods and services for the stated fee. Proposals must remain valid for 90 calendar days after the proposal receipt date, and proposed rates must remain firm and guaranteed throughout the initial contract period.

10 DEFINITIONS

The following terms and acronyms have the meanings set forth below for purposes of this RFP. These definitions apply to all parts of this Request for Proposal (RFP).

TERM	DEFINITION
Addendum	An addition, change, or supplement to the solicitation document issued prior to the response due date.
Contract	The written agreement, if any, executed by the authorized representative of the Association and the Respondent that formalizes the terms, provisions, covenants, and obligations, including but not limited to those contained in this RFP of the respective parties to the arrangement for provision of services.
Contractor	An individual or business entity that has a contract to provide goods or services to the Association. This is used interchangeably with the term "Vendor."
Employee	The term "Employee" includes any individuals who, on behalf of the Respondent, will or may participate in any Contract resulting from this RFP. The term "Employee" includes all personnel, replacement personnel, agents, contractors, subcontractors, subcontractor employees, and other representatives of the Respondent, regardless of how employed or contracted by Respondent.
Request for Proposal (RFP)	The document so titled and exhibits, attachments, and appendices thereto which constitute the solicitation requesting submittal of a proposal in response to the required scope of services (statement work) and usually includes some form of a cost proposal and allows for negotiations between the proposer and the issuing agency.
Respondent	An individual or business entity that submits a proposal in response to this RFP.
Respondent's Employee(s)/Personnel	Any and/or all of the following, without limitation to: employees, leased employees, agents, officers, directors, staff, independent contractors, contractors, or subcontractors, or any individuals furnished, referred, or provided by the Respondent for the purposes arising out of or related to this RFP, the Respondent's Proposal, and the contract, if any, that results from the award made by TWIA to the Respondent.
Responsive	A Respondent has complied with all material aspects of the solicitation document, including the submission of all required documents, and within the period specified within the solicitation document.

Selected Respondent	The individual or business entity that is qualified to provide the goods and/or services sought by TWIA pursuant to this RFP and who is selected to conduct the requirements stipulated in this RFP and any resulting contract.
Vendor	An individual or business entity that has a contract to provide goods or services to the Association. This is used interchangeably with the term “Contractor.”

APPENDIX A – RESPONSE CHECKLIST

This checklist is provided to help the Respondent ensure that a proper proposal is submitted in the required format. Respondents must include this complete checklist as the cover page of the entire proposal. ***Review the checklist to ensure RFP Section References and Components are identified appropriately based on the proposal document.***

Order	Proposal Component	RFP Section Reference	Verify Inclusion by Initials
1	Transmittal Letter	Sec. 9.1	
2	Proposal Response Checklist	Sec. 9.2	
3	Title Page	Sec. 9.3	
4	Table of Contents	Sec. 9.4	
5	Executive Summary	Sec. 9.5	
6	General Background, Qualifications and Experience of Respondent	Sec. 9.6	
7	Exhibit A, Tab 1 – Specific Expertise, Experience and Qualifications (Engagements)	Sec. 9.7	
8	Exhibit A, Tab 2 - Key Staff Qualifications	Sec. 9.8	
9	Subcontractors	Sec. 9.9	
10	Schedule	Sec. 9.10	
11	Exhibit A, Tab 3 - References and Peer Review	Sec. 9.11	
12	Financial Responsibility	Sec. 9.12	
13	Professional Insurance	Sec. 9.13	
14	Exhibit B - Conflicts of Interest/Ethics Policy	Sec. 9.14	
15	Mandatory Pricing Form	Sec. 9.15	

_____ _____

Signature of Representative Date

_____ _____

Printed Name Company Name

_____

Title