



AN EA
BROWNSVILLE
INDEPENDENT SCHOOL DISTRICT

Handout 4
Page 41
Minutes RBM 10/07/25

Tentative Solicitation Award Schedule

**CSP #XX-XXX Third Party Services, Preferred Provider Organization for
Self-Funded BISD Employee Benefit Plan, Wellness and Disease Management**

Action	Day of the Week	Date	Requirements
Regular Board Meeting	Tuesday	March 3, 2026	Presentation of Contract Renewal of current contract
Bid Request Form	Monday	April 20, 2026	Bid request form due to the Procurement Services Dept.
Advertisement Request	Tuesday	April 21, 2026	Advertisement Request due to the Brownsville Herald
Development of Specifications and Scope of Work	Monday – Tuesday	April 6 – April 21, 2026	Development of Specifications and Scope of Work
1 st Advertisement	Saturday	April 25, 2026	N/A
Release of Specifications	Monday	April 27, 2026	Specifications and Scope of Work released/posted on our e-bidding system 1 st business day after 1 st advertisement
2 nd Advertisement	Saturday	May 2, 2026	N/A
Out to Market (Standard)	Monday – Friday	May 4 -May 15, 2026	Must be out to market 10 days after 2 nd advertisement
Addendums	Monday – Friday	May 4 – May 15, 2026	While solicitation is out to market, if additional information is required by vendors, Addendums will be sent out during this time
Vendor Question Deadline	Tuesday	May 26, 2026	Vendors must submit all questions to Administration 7 days after the issuance of the last Addendum.
Submission	Tuesday	June 9, 2026 10:00 a.m.	Via on-line on the e-bidding system
Opening	Tuesday	June 9, 2026 10:15 a.m.	Via Teams meeting platform
Processing of Submitted Solicitations	Tuesday – Tuesday	June 9 – June 12, 2026	Procurement Office to prepare submissions and forward to Insurance Consultant for Pre-evaluation
Ranking Administration by	Tuesday	June 23, 2026	Ranking of Submissions by Administration Committee



AN EARLY COLLEGE DISTRICT

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

Tentative Solicitation Award Schedule
CSP #XX-XXX Third Party Services, Preferred Provider Organization for
Self-Funded BISD Employee Benefit Plan, Wellness and Disease Management

Action	Day of the Week	Date	Requirements
*Ranking by Employee Benefits Committee	Tuesday	August 18, 2026	Ranking by the District's Employee Benefits Committee
Board Insurance Committee Workshop	TBD	TBD	TBD
Vendor Presentations to Board	TBD	TBD	TBD
Board Meeting for Award	TBD	TBD	TBD

***Note: Ranking by Employee Benefits Committee must be done after District staff returns to sites for the 2026-2027 school year.**

Procurement Services Department
1900 E. Price Road, Suite #107 | Brownsville, TX 78521 | (956) 548-8361
"Empowering Education, One Purchase at a Time"

