A. Contract

Warren County Schools is looking for a partnership vendor that is willing to provide a turnkey voluntary benefits package solution. The package should be one program and provider should be willing to provide long term support and evaluation of the benefits package for the school system. The proposal should include a contract for proposed services. Your contact person for any questions is Director of Schools Bobby Cox who can be reached at 931-668-4022 ext. 224 or coxb@warrenschools.com

B. Services Requested

Warren County Schools would like an electronic on-boarding process that allows for all employees to fill out all employment paperwork online when hired into our system.

The online program should allow employees to select voluntary benefits from a comprehensive package to include but not limited to Health Insurance with Gap Plan Coverage that will meet the state insurance plan requirements as a supplement to the limited plan offered currently. Voluntary benefits that would include but not limited to life insurance, dental insurance, vision insurance, 403B retirement plans, and others that would be of interest to employees.

C. Vendor Background
Please provide a short synopsis of your company's background.

D. Company Information
List your company's legal name, address, and telephone number. Include parent company information if applicable.

Vendor Authorizations of companies represented, if requested.

List normal support hours for our administrative personnel, if needed.

E. References

Provide other clients/school districts within this state as references.

F. Selection Process

A number of factors will influence the decision in selecting the vendor. These factors include an evaluation based upon the vendor's ability to deliver these services in a timely manner.

Equally important is a vendor evaluation based upon vendor reputation, past performance with similar service and support resources, etc.

Please note that Warren County School District will evaluate cost-effective solutions based on features, functionality, implementation difficulties, as well as cost, and is not obligated to select the lowest price bidder.

Turnkey Benefit Package-Required Information. The following items will need to be a part of your proposal for insurance coverage.

Pre-Employment Requirements

1. Drug Test from PSI
2. Physical Aptitude Test
3. Background Check
4. Fingerprinting
5. Note from Physician

Employment

1. I-9 Form
2. W-4 Form
3. Direct Deposit Form
4. Pre-Employment Agreement
5. Vehicle Use Agreement
6. Confidentiality Form
7. Retirement
8. Health Insurance Enrollment Form
9. Health Insurance Checklist
10. Health Insurance Dependent Eligibility Information
11. Life Insurance Form
12. Safety Handbook
13. Employee Handbook
14. Bloodborne Pathogen Training
15. Public Chapter 410, effective October 1, 2007
    (Non-Smoker Protection Act)
16. Application

Teachers Only

1. Superintendent Copy of Teacher License
2. PR-1 Form
3. Verification of any Previous Experience
4. Transcript of any Hours Past Degree

Warren County Board of Education
Administrative Offices
2548 Morrison Street
McMinnville, Tennessee 37110

Turnkey
On-Boarding Electronic Program
Voluntary Benefits Package

Please include this form in your proposal package.

Firm Name_____

Address_____
_____
_____

Phone Number _____ Fax Number_____

Print Name_____

Authorized Signature_____

E-mail address_____