



Respondent Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M., A.P.P.
PURCHASING AGENT

MELISSA LEE, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

RFP NO. 2018-038

**REQUEST FOR PROPOSALS
FOR
INFORMATION TECHNOLOGY
STAFFING AUGMENTATION SERVICES**

**PROPOSALS DUE JANUARY 29, 2018
2:00 P.M.**

RFP NO. 2018-038

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PRE-PROPOSAL CONFERENCE

All Respondents are encouraged to attend a Pre-Proposal Conference to be held:

DATE: WEDNESDAY, JANUARY 10, 2018

TIME: 10:00 A.M.

**LOCATION: TARRANT COUNTY ADMINISTRATION BUILDING
PURCHASING DEPARTMENT CONFERENCE ROOM
100 E. WEATHERFORD STREET, SUITE 303
FORT WORTH, TEXAS 76102**

Note: There is No opportunity for remote attendance of this meeting.

RSVP: Respondents planning to attend the pre-proposal conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Tuesday, January 9, 2018.

Send RSVPs to Elizabeth Pietzsch at (817) 884-2629.

Questions from Respondents will be addressed at the pre-proposal conference. Any Respondent who submits a proposal without attending the scheduled pre-proposal conference does so at his own risk. Respondents who submit a proposal and do not attend the scheduled pre-proposal conference waives any right to assert claims due to undiscovered conditions.

RFP FOR INFORMATION TECHNOLOGY STAFFING AUGMENTATION SERVICES
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Tarrant County is soliciting proposals for **INFORMATION TECHNOLOGY STAFFING AUGMENTATION SERVICES.**

**BY MAIL VIA US POSTAL SERVICE
ORIGINAL AND FIVE (5) COPIES**

**OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
TARRANT COUNTY PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE JANUARY 29, 2018
AT 2:00 P.M.**

**BY COURIER, FEDERAL EXPRESS, UPS
ORIGINAL AND FIVE (5) COPIES**

**OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
TARRANT COUNTY PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102
ON OR BEFORE JANUARY 29, 2018
AT 2:00 P.M.**

All proposals are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All proposals must be clearly marked with the Proposal Number, the name of the company submitting the proposal, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original proposal must be clearly marked "ORIGINAL" and contain all original signatures. "No-Bid" response to be returned on form included in section under Forms.

Any proposal received after the date and hour set for Proposal opening will not be accepted. Respondent will be notified and will advise Tarrant County Purchasing Department as to the disposition by either pick up, return at Respondent's expense, or destroyed with written authorization of the Respondent. If Proposals are sent by mail to the Tarrant County Purchasing Department, the Respondent shall be responsible for actual delivery of the Proposal package to the Tarrant County Purchasing Department before the date and hour set for Proposal opening. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the Proposal opening, proposals thus delayed will not be considered and will be disposed of as authorized.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Respondent guaranteeing authenticity. After the official opening, Proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax. Tarrant County is not exempt from Surplus Lines Tax or Texas Stamping Tax. Therefore, only applicable taxes must be included in this Proposal.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted, and to waive any technicalities for the best interest of Tarrant County.

No oral explanation or instructions will be given by Tarrant County officials or employees in regard to the meaning of the proposal specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests from interested proposers for additional information or interpretation of the information included in the specifications should be directed in writing to:

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ELIZABETH PIETZSCH, CPCM, SENIOR BUYER
FAX: (817) 884-2629

All documents relating to this Proposal including but not limited to, the Proposal document, questions and their responses, addenda and special notices will be posted under the Proposal number on the Tarrant County website and available for download by interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Respondent's sole responsibility to review this site and retrieve all related documents prior to the Proposal due date.

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth, Texas time, Friday, January 12, 2018. After the question deadline, all questions and their responses will be posted on the website and available for download by interested parties.

Forms and Questionnaires must be fully completed and included in your Proposal. Forms that have been retyped or altered may result in rejection of proposal. Detailed specifications have been provided and any deviations or exceptions must be referenced on the form provided. Unless deviations are specifically stated herein, services will be provided according to the specifications at no additional charge.

Proposal is issued in compliance with County Purchasing Act, Section 262.030. Negotiations may be conducted with responsible Respondent(s) who submit Proposals determined to be reasonably susceptible of being selected for award.

It is the Respondent's sole responsibility to print and review all pages of the Proposal document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide signature on this form renders Proposal non-responsive. Failure to complete and submit all required forms, including but not limited to the Reference Page, Compliance with Federal and State Laws Form, Checklist, Questionnaires, Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire Proposal.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked **"CONFIDENTIAL INFORMATION"** and **EACH PAGE** must be marked **"CONFIDENTIAL INFORMATION."** Tarrant County will make every effort to protect these papers from public disclosure as outlined in Texas Local Government Code, Section 262.030(c).

The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Tarrant County is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to a Proposal is "confidential" will not be treated as such if Tarrant County receives a request for a copy of the Proposal. Tarrant County will of course make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information per the procedure outlined in Texas Government Code Section 552.305. Notice to your company under Section 552.305 may be sent via either certified mail or e-mail using the contact information provided by you on the signature form. Please be

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advised that Tarrant County cannot and will not make an agreement to withhold information from the public contrary to Tarrant County's responsibilities under the Act.

Additionally, to the extent your proposal is incorporated into the contract, the proposal will become an official record available for public inspection.

Proposals shall be opened to avoid disclosure of contents to competing Respondents and kept secret during the process of negotiation. All Proposals that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

All proposals shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of proposal. Tarrant County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Proposals which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcounty.com. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the Vendor in terms of specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

Proposals will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistency of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of Tarrant County.

Proposals may be deemed non-responsive, among other reasons, for any of the following specific reasons:

1. Proposals containing any irregularities.
2. Unbalanced value of any items.

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Respondents may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Respondents.
2. Reasonable grounds for believing that any Respondent is interested in more than one proposal for the work contemplated.
3. The Respondent being interested in any litigation against Tarrant County.
4. The Respondent being in arrears on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work that in the judgment of Tarrant County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.
8. Respondent's past performance record with Tarrant County.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely with the Respondent. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Respondent to determine the full extent of the exposures.

The Vendor may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

Audit Clause: The Vendor must agree that Tarrant County will, until the expiration of twelve (12) months after final payment under this agreement, have access to and the right to examine at reasonable times any directly pertinent books, documents, papers and records (hard copy, as well as computer generated data) of the Vendor involving those transactions related to this solicitation. Vendor must agree that Tarrant County will have access during normal working hours to all necessary facilities, staff and work space in order to conduct audits. Tarrant County will provide the Vendor with reasonable advance notice of intended audits. The Vendor must provide records within ten (10) business days or a mutually agreed upon timeline.

VENDOR AGREES THAT IT WILL PROTECT, DEFEND, INDEMNIFY AND SAVE WHOLE AND HARMLESS TARRANT COUNTY, AND ALL OFFICERS, AGENTS AND EMPLOYEES OF TARRANT COUNTY (HEREINAFTER "THE INDEMNIFIED PARTIES") FROM AND AGAINST ALL CLAIMS, DEMANDS, CAUSES OF ACTION, DAMAGES, JUDGMENTS, LOSSES AND EXPENSES, INCLUDING ATTORNEY'S FEES, LITIGATION EXPENSES AND COURT COSTS OF WHATSOEVER NATURE, CHARACTER OR DESCRIPTION THAT ANY PERSON OR ENTITY HAS OR MAY HAVE ARISING FROM OR ON ACCOUNT OF ANY EMPLOYMENT RELATED MATTER ASSERTED BY ANY OF ITS EMPLOYEES AGAINST THE INDEMNIFIED PARTIES OR FOR ANY INJURIES OR DAMAGES (INCLUDING, BUT NOT RESTRICTED TO, DEATH) RECEIVED OR SUSTAINED BY ANY PERSON, PERSONS OR PROPERTY, ON ACCOUNT OF, ARISING OUT OF, OR IN CONNECTION WITH THE PERFORMANCE OF THE WORK, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY NEGLIGENT ACT OR OMISSION OF RESPONDENT OR ANY AGENT, SERVANT, EMPLOYEE OR SUBCONTRACTOR OF RESPONDENT IN THE EXECUTION OR

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PERFORMANCE OF THIS AGREEMENT. RESPONDENT FURTHER AGREES TO PROTECT, INDEMNIFY AND HOLD THE INDEMNIFIED PARTIES HARMLESS AGAINST AND FROM ANY AND ALL CLAIMS AND AGAINST AND FROM ANY AND ALL LOSS, COST, DAMAGE, JUDGMENTS OR EXPENSE, INCLUDING ATTORNEY'S FEES, LITIGATION EXPENSES AND COURT COSTS ARISING OUT OF THE BREACH OF ANY OF THE REQUIREMENTS AND PROVISIONS OF THIS AGREEMENT BECAUSE OF ANY FAILURE OF RESPONDENT, ITS EMPLOYEES, OFFICERS, AGENTS, CONTRACTORS, INVITEES OR ASSIGNS IN ANY RESPECT TO COMPLY WITH AND PERFORM ALL THE REQUIREMENTS AND PROVISIONS HEREIN.

THE SUCCESSFUL RESPONDENT(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

RESPONDENT(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS AND PAY ALL TAXES AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. RESPONDENT ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. RESPONDENT ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract to begin on April 19, 2018. At Tarrant County's option and approval by the Vendor, the contract may be renewed for one (1) additional twelve (12) month period, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**
2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Respondent for one (1) twelve (12) month period, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option and seek a new solicitation.
3. **SURVIVABILITY:** All applicable service agreements that were entered into between Vendor and a Customer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. At Tarrant County's discretion, existing Purchase Orders issued and accepted by Vendor shall survive the expiration or termination of the Contract.
4. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website.
 - A. Should other Governmental Entities decide to participate in this contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? A "NO" answer could result in complete rejection of proposal.

☐ YES ☐ NO
 - 1) If you, the Vendor, checked Yes, the following will apply:
 - a) Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material and services as needed.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.
- c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing Inter-Governmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
- d) Vendor(s) awarded contract(s) resulting from bid will be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

B. SECONDARY/ALTERNATE AWARD: Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.

- 1) In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may be cause to remove the Vendor from the contract. Calling upon the Secondary or Alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primary Vendor.
- 2) If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.
- 3) Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

_____YES _____NO

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1. Alamo Heights ISD	58. City of Burleson	116. City of Grand Prairie
2. Allen ISD	59. City of Caddo Mills	117. City of Grand Saline
3. Alvord ISD	60. City of Canton	118. City of Grapevine
4. Anna Fire Department	61. City of Carrollton	119. City of Greenville
5. Anderson County	62. City of Castle Hills	120. City of Haltom City
6. Aransas County	63. City of Cedar Hill	121. City of Haslet
7. Arlington ISD	64. City of Cedar Park	122. City of Heath
8. Armstrong County	65. City of Celeste	123. City of Hitchcock
9. Atascosa County	66. City of Celina	124. City of Horizon City
10. Bastrop County	67. City of Cibolo	125. City of Hudson Oaks
11. Bell County	68. City of Cleburne	126. City of Huntsville
12. Benbrook Water Authority	69. City of Cockrell Hill	127. City of Hurst
13. Bethany Spec Utility Dist	70. City of Colleyville	128. City of Hutchins
14. Bexar County	71. City of Columbus	129. City of Hutto
15. Birdville ISD	72. City of Combine	130. City of Irving
16. Blue Ridge Fire Department	73. City of Commerce	131. City of Italy
17. Bosque County	74. City of Converse	132. City of Jacksboro
18. Branch Fire Department	75. City of Coppell	133. City of Jefferson
19. Brazoria County	76. City of Copperas Cove	134. City of Keene
20. Brazos County	77. City of Corinth	135. City of Keller
21. Briar Volunteer Fire Dept.	78. City of Corsicana	136. City of Kennedale
22. Brooks County Constables, Precincts 1-4	79. City of Crowley	137. City of Killeen
23. Brown County	80. City of Cumby	138. City of Krum
24. Bulverde Police Department	81. City of Dalworthington Gardens	139. City of Kyle
25. Burnet County	82. City of De Leon	140. City of La Vernia
26. Cameron County	83. City of Decatur	141. City of Lake Dallas
27. Carroll ISD	84. City of Deer Park	142. City of Lake Worth
28. Carrollton-Farmers Branch ISD	85. City of Denison	143. City of Lancaster
29. Castleberry ISD	86. City of Denton	144. City of Laredo
30. Cedar Hill ISD	87. City of DeSoto	145. City of League City
31. Chambers County	88. City of Diboll	146. City of Leander
32. Cherokee County	89. City of Duncanville	147. City of Lewisville
33. City of Aledo	90. City of Early	148. City of Lindale
34. City of Allen	91. City of Eastland	149. City of Little Elm
35. City of Alvord	92. City of El Paso	150. City of Littlefield
36. City of Amarillo	93. City of Electra	151. City of Live Oak
37. City of Anna	94. City of Emory	152. City of Lubbock
38. City of Arlington	95. City of Euless	153. City of Lucas
39. City of Athens	96. City of Escobares	154. City of Lufkin
40. City of Aubrey	97. City of Everman	155. City of Lumberton
41. City of Austin	98. City of Farmers Branch	156. City of Mansfield
42. City of Azle	99. City of Farmersville	157. City of Marshall
43. City of Balch Springs	100. City of Ferris	158. City of McAllen
44. City of Bangs	101. City of Floresville	159. City of McKinney
45. City of Baytown	102. City of Forest Hill	160. City of Melissa
46. City of Bedford	103. City of Forney	161. City of Merkel
47. City of Bells	104. City of Fort Worth	162. City of Mesquite
48. City of Benbrook	105. City of Frisco	163. City of Midlothian
49. City of Blue Mound	106. City of Gainesville	164. City of Morgan's Point Resort
50. City of Bovina	107. City of Galena Park	165. City of Murphy
51. City of Bowie	108. City of Galveston	166. City of Nacogdoches
52. City of Boyd	109. City of Ganado	167. City of Nederland
53. City of Bridge City	110. City of Garland	168. City of New Braunfels
54. City of Bridgeport	111. City of Gatesville	169. City of North Richland Hills
55. City of Brownwood	112. City of Georgetown	170. City of Odessa
56. City of Bryan	113. City of Glen Heights	171. City of Ovilla
57. City of Burkburnett	114. City of Godley	172. City of Palestine
	115. City of Granbury	173. City of Parker
		174. City of Pasadena

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

175.	City of Pelican Bay	235.	Collin County		MHMR Center
176.	City of Pharr	236.	Collin County Community College District	288.	Henderson County
177.	City of Plano			289.	Hill County
178.	City of Port Isabel	237.	Comal County	290.	Hood County
179.	City of Poteet	238.	Cooke County	291.	Hopkins County
180.	City of Pottsboro	239.	Coryell County	292.	Housing Authority of the City of Austin
181.	City of Princeton	240.	Cottdale Vol Fire Dept		
182.	City of Ralls	241.	Crowley ISD	293.	Humble ISD
183.	City of Red Oak	242.	Dallas County	294.	Hunt County
184.	City of Rhome	243.	Dallas/Fort Worth International Airport Board	295.	Hurst Euleless Bedford ISD
185.	City of Richardson			296.	Hutchinson County
186.	City of Richland Hills	244.	Dallas ISD	297.	Idea Public Schools
187.	City of River Oaks	245.	Decatur ISD	298.	Jack County
188.	City of Roanoke	246.	Denison ISD	299.	Jasper County
189.	City of Rockwall	247.	Denton County	300.	Jefferson County
190.	City of Round Rock	248.	Denton County Fresh Water Supply Dist No. 1-A	301.	Jim Wells County
191.	City of Rowlett			302.	Johnson County
192.	City of Royse City	249.	Denton ISD	303.	Johnson County SUD
193.	City of Runaway Bay	250.	DeSoto ISD	304.	Karnes County
194.	City of Rusk	251.	Diana Special Utility District	305.	Kaufman County
195.	City of Sachse	252.	Duncanville ISD	306.	Kaufman ISD
196.	City of Saginaw	253.	Duval County	307.	Keller ISD
197.	City of San Angelo	254.	Eagle Mountain-Saginaw ISD	308.	Kennedale ISD
198.	City of San Benito	255.	East Texas Council of Govs.	309.	Kerens ISD
199.	City of San Marcos	256.	Ector County	310.	Kinney County
200.	City of Sanger	257.	Ector County ISD	311.	Krum ISD
201.	City of Sansom Park	258.	Eddy County, NM	312.	Lake Dallas ISD
202.	City of Seagoville	259.	El Paso County	313.	Lake Worth ISD
203.	City of Sherman	260.	El Paso County Hospital District dba University Medical Center of El Paso	314.	Lamar County
204.	City of Sour Lake			315.	Lamb County
205.	City of Southlake			316.	Lampasas County
206.	City of Southmayd	261.	Electra ISD	317.	Lavon Police Department
207.	City of Springtown	262.	Ellis County	318.	Leon County
208.	City of Stephenville	263.	Erath County	319.	Lewisville ISD
209.	City of Sulphur Springs	264.	Everman ISD	320.	Limestone County
210.	City of Taft	265.	Fannin County	321.	Little Elm ISD
211.	City of Taylor	266.	Floyd County	322.	Lovejoy ISD
212.	City of Temple	267.	Fort Bend County	323.	Lowry Crossing Vol Fire Dept
213.	City of Terrell	268.	Fort Bend County ESD#2	324.	Lubbock County
214.	City of Texarkana, AR	269.	Fort Worth Housing Authority	325.	Mansfield ISD
215.	City of Texarkana, TX	270.	Fort Worth ISD	326.	Maverick County
216.	City of The Colony	271.	Fort Worth Trans Authority	327.	McKinney ISD
217.	City of University Park	272.	Franklin County	328.	McLennan County
218.	City of Van Alstyne	273.	Freestone County	329.	McLennan Comm. College
219.	City of Venus	274.	Frisco ISD	330.	Medina Valley ISD
220.	City of Vernon	275.	Grandview Police Dept.	331.	Merilee Special Utility Dist.
221.	City of Waco	276.	Grapevine\Colleyville ISD	332.	MHMR of Tarrant County
222.	City of Watauga	277.	Grayson County	333.	Midland County
223.	City of Waxahachie	278.	Gregg County	334.	Midway ISD
224.	City of Weatherford	279.	Grimes County	335.	Milam County
225.	City of Westworth Village	280.	Guadalupe County	336.	Mills County
226.	City of White Settlement	281.	Hardin County	337.	Montgomery County
227.	City of Whitesboro	282.	Harris County Emg Svcs District #7	338.	Montgomery County Emg Svcs Dis No 10 (ESD 10)
228.	City of Whitewright			339.	Montgomery County Hospital District
229.	City of Wills Point	283.	Harris County Emg Svcs District #24		
230.	City of Wilmer			340.	Mount Pleasant Police Dept.
231.	City of Wylie	284.	Harrison County	341.	Mount Vernon Police Dept.
232.	Clay County	285.	Hawkins ISD	342.	Nacogdoches County
233.	Clear Creek ISD	286.	Hays County		
234.	Cochran County	287.	Heart of Texas Regional		

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

343. Navarro County	392. Tarrant County 9-1-1 Emergency Assistance District	436. Upshur County
344. Nevada Vol Fire Dept		437. Upton County
345. New Caney ISD		438. Van Alstyne ISD
346. Nolan County	393. Tarrant County College District	439. Van Zandt County
347. Normangee ISD		440. Victoria County
348. North Central Texas Council of Governments	394. Tarrant County Emergency Services District 1	441. Waco ISD
349. North Texas Municipal Water District	395. Tarrant County Hospital District	442. Walker County
350. North Texas Tollway Auth	396. Tarrant County Workforce Development Board	443. Waller County
351. Northwest ISD	397. Tarrant Regional Water District	444. Ward County
352. Nueces County		445. Weatherford College
353. Olton Police Department	398. Taylor County	446. Westminster Fire Dept.
354. Orange County	399. Terrell ISD	447. Weston Volunteer Fire Department
355. Orange Cnty Drainage Dist	400. Texas A&M University at Commerce	448. White Settlement ISD
356. Palo Pinto County	401. Texas Alcoholic Beverage Commission	449. Williamson County
357. Panola County	402. Texas Dept. of Parks & Wildlife	450. Williamson County Emg Services District #3
358. Paradise ISD		451. Wilson County
359. Parker County	403. Texas Dept. of Public Safety	452. Wise County
360. Parker County Emergency Services District 1	404. Texas Woman's University	453. Wood County
361. Parmer County	405. Titus County	454. Young County
362. Potter County	406. TML MultiState Intergov Employee Benefits Pool	455. Zapata County
363. Public Transit Service of Mineral Wells	407. Tom Green County	
364. Quinlan ISD	408. Town of Addison	
365. Rains County ESD #1	409. Town of Argyle	
366. Rancho Viejo Police Dept.	410. Town of Edgecliff Village	
367. Randall County	411. Town of Fairview	
368. Red Oak ISD	412. Town of Flower Mound	
369. Red River County	413. Town of Hickory Creek	
370. Refugio County	414. Town of Highland Park	
371. Region 9 Education Service Center of Wichita	415. Town of Lakeside	
372. Region II Education Service Center (ESC)	416. Town of Little Elm	
373. Richardson ISD	417. Town of Northlake	
374. Rockwall County	418. Town of Pantego	
375. Round Rock ISD	419. Town of Ponder	
376. Sam Rayburn ISD	420. Town of Prosper	
377. San Jacinto Community College District	421. Town of Providence Village	
378. San Patricio County	422. Town of Sunnyvale	
379. Schleicher County	423. Town of Trophy Club	
380. Senior Center Resource and Public Transit, Inc. of Hunt County	424. Town of Westlake	
	425. Town of Westover Hills	
381. Seven Points Fire Rescue	426. Travis County	
382. Sherman ISD	427. Travis County Healthcare District	
383. Smith County	428. Trinity River Authority	
384. Springtown ISD	429. U.S. Marshals Service	
385. South Montgomery Fire Department	430. University of North Texas	
386. South Texas College	431. University of North Texas Health Science Center	
387. SPAN, Inc.	432. University of Texas at Arlington	
388. Stephens County	433. University of Texas at Dallas	
389. Sterling County	434. University of Texas MD Anderson Cancer Center	
390. Tarleton State University	435. Upper Trinity Regional Water District	
391. Tarrant Appraisal District		

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. MINIMUM INSURANCE REQUIREMENTS:

- A. The Respondent shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
- 1) Workers' Compensation/Employer's Liability:
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2) Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage —
\$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3) Auto Liability:
 - a. Combined Single Liability (CSL) — \$500,000 per occurrence
 - 4) Professional Liability — \$1,000,000
\$2,000,000 aggregate
- B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
- C. Required Provisions:
- 1) Proof of Carriage of Insurance - All Certificates of Insurance will be required in duplicate and filed with the Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to commencing work.
 - 2) All Certificates shall provide Tarrant County with an unconditional thirty (30) day written notice in case of cancellation or any major change.
 - 3) As to all applicable coverage, policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 - 4) All copies of the Certificates of Insurance shall reference the project name and Proposal number for which the insurance is being supplied.
 - 5) The Respondent agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 - 6) The Respondent is responsible for making sure any sub-contractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

6. CRIMINAL BACKGROUND CHECK:

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to under a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. Vendor must provide information, including, but not limited to, Employee Name, date of birth, and driver's license number for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a Criminal Background Check could affect the award of the contract or could result in termination of the contract.
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for duration of the contract.

7. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

- A. The following is only applicable when Vendor is providing Information Technology hosted or cloud solution:
1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
 2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
 3. **Data**
All Tarrant County data will remain in the 48 contiguous United States at all times.
 4. **Right to Audit**
Tarrant County reserves the right to audit Vendor datacenters which house Tarrant County Data or receive SSAI 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

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8. There is no opportunity for remote attendance at the Pre-Proposal Conference. Respondents are not allowed to call in to attend this meeting.

STATEMENT OF WORK

I. SCOPE:

- A. Tarrant County's Information Technology Department is requesting qualified Information Technology Staffing Augmentation firms that can provide skilled Information Technology personnel to assist with a range of projects and support initiatives. Respondent's proposed hourly rate must be all inclusive (include all fees, expenses, travel time, etc.). Tarrant County will not pay for additional charges listed as separate fees.
- B. The required personnel are categorized into five (5) groups of like positions. This grouping is for organizational purposes only and the Respondent is expected to respond to all positions in all groups as this RFP will be awarded on an "All or None" basis. Only those Respondent(s) who provide pricing for all classifications listed in this RFP will be considered for award.
- C. Normal business hours are from 8:00 am to 5:00 pm CST Monday through Friday but this can vary based on the personnel classification role. The Staff Augmentation Request Form will provide:
 - 1. The anticipated working hours for the job classification, the projected hours, start and end date of project, a brief description of the project, and what skills/knowledge is required.
 - 2. All personnel resources will be required to submit weekly timesheets detailing specific working times and tasks. Payment of work over forty (40) hours will be at the hourly rate quoted and must be pre-approved by Tarrant County.
 - 3. Only the following Tarrant County holidays will be treated as holidays:

Thanksgiving Day	President's Day
Day After Thanksgiving	Cesar Chavez Day
Christmas Eve	Good Friday
Christmas Day	Memorial Day
New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
 - 4. The official holiday schedule will be provided to the Vendor each year when the dates are approved by the Tarrant County Commissioners Court.
- D. The awarded Vendor will provide a single point of contact for resource requests.
- E. The awarded Vendor will provide contact information for candidate references upon request.
- F. Tarrant County reserves the right to conduct CJIS-based background checks on any and all assigned Consultants and can disqualify any Consultant at any time at its sole discretion. Any Consultant assigned to this engagement will require authorization from Tarrant County after a background check is performed and reviewed.

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- G. At the request of Tarrant County, Vendor shall provide résumés and references of potential consultants. Tarrant County reserves the right to conduct interviews with selected personnel after review of such information. Tarrant County reserves the right to reject any or all individuals selected by Vendor. All Vendor responses should be completed within two (2) business days of request and contain the following:
1. Three (3) résumés for applicants who best fit the role.
 2. Complete and signed Background Check form for each applicant submitted. The CJIS based background check, Attachment A, will only be processed for selected candidates and will be performed at Tarrant County's expense.
 3. Vendor shall email forms to individuals listed on Staff Augmentation Request Form listed under "Vendor Instructions", Attachment B.
 4. Tarrant County reserves the right to modify Attachment A & B during the effective period of this contract, if needed.
- H. It is acceptable to use resources that currently hold a valid US Green Card or a valid US H1B work permit (that is actively and currently sponsored by Vendor or one of Vendor's subcontractors) and that are able to work locally onsite at Tarrant County offices as required.
- I. Ownership Rights:
1. Ownership. The County shall be the owner of all rights, title, and interest in and to the Work Products, Deliverables and all tangible and intangible property produced or created by vendor pursuant to this RFP and the owner of all copyright, patent, trademark, trade secret, and all other proprietary rights in and to such Work, Work Product, Deliverables, and property.
 2. Work Made for Hire. All Work Products, Deliverables, and other property subject to copyright protection produced for Tarrant County (County) by vendor under this RFP shall be deemed "work made for hire" within the meaning of the US Copyright of 1976, as amended. If any Work, Work Product, Deliverables or other property is determined to not be made work for hire, vendor hereby assigns to the County all right, title and interest in and to such Work Products, Deliverables and other property, as well as all related copyright and all other related proprietary rights therein. Vendor agrees to execute any documents reasonably requested by the County to vest fully such rights in the County.
 3. Further Assurances. Vendor shall execute any instruments and do all other things reasonably requested by the County (both during and after the term of this RFP) in order to vest more fully in the County and all ownership rights in those items hereby transferred by vendor to the County. In the event the County is unable, after reasonable effort, to secure vendor's signature on any letter, patent, copyright applications or documents or instruments necessary to evidence the County's ownership rights in, or to evidence to

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transfer to the County of ownership rights in the Work Products, Deliverables or other property, for any reason whatsoever, Vendor hereby irrevocably designates and appoints the County and its duly authorized officers and agents as Vendor's agent and attorney-in-fact, to act for and on its behalf to execute and file any such application or applications and to do all other lawfully permitted acts to further the prosecution and issuance of letter patent and copyright registrations, and other analogous protection therein with the same legal force and effect as if executed by Vendor.

4. No Rights. Nothing in this RFP shall be construed as granting to or conferring upon Vendor any right, title, or interest in any intellectual property that is now owned or subsequently owned by the County. Nothing in this RFP shall be construed as granting to conferring upon the County any right, title, or interest in any intellectual property owned by Vendor that is outside the scope of this RFP.
- J. Tarrant County reserves the right to require Consultants to sign a non-disclosure agreement as part of the onboarding process.
- K. Knowledge transfer to Tarrant County employees will include:
 1. Testing, evaluation, and documenting knowledge by assigned Consultant.
 2. Information Technology Staffing Augmentation Personnel will report knowledge transfer results to Tarrant County Management.
 3. All Information Technology Staffing Augmentation Personnel must provide weekly status reports of work performed.
- L. There is no guarantee of business resulting from this RFP. Services will be requested as needed.
- M. Tarrant County reserves the right to directly hire a Consultant after 1,080 billed hours or six (6) months of work for the County. This will not incur a placement fee.

II. PERSONNEL CLASSIFICATION(S) AND STATEMENT OF WORK:

Group 1

A. Senior/Lead Information Technology Business Analyst

1. Bachelor's degree and four (4) years of documented work experience in requirements definition, system design and implementation for either commercially available or custom developed solutions.
2. Works closely with project stakeholders and directly with Subject Matter Experts (SME) to identify and document complex end-user technology needs including ensuring any suggested technology complies with all rules, statutes and standards.
3. Expertise in research, analysis, and documentation of existing business processes, business process re-engineering, functional requirements, nonfunctional requirements, user interface requirements, system interfaces and data requirements of a complex nature.
4. Establish, maintain and execute knowledge transfer strategies to internal and external customers.
5. Expert skills in process mapping, requirements definition, design documentation and system implementation including using Microsoft® Visio and Adobe.
6. The expert ability to research, analyze, and acquire or develop software to meet end-user technology needs with the ability to identify, prioritize, and resolve fit or gap issues between current and future software systems.
7. Excellent technical writing skills with the ability to develop and maintain business processes, policies and procedures.
8. Provides complex problem resolution and tech support of new software system(s) during implementation and post-implementation until project closure.
9. Familiar with Software and System Development Life Cycles and Agile Development methodology.
10. Understands the concepts, best practices, and execution of Business Analysis and Project Management principles.

B. Senior/Lead Information Technology Quality Assurance Analyst

1. Bachelor's Degree and three (3) years of experience in developing and maintaining version control of QA-related documentation, testing strategies, and test execution in a broad variety of environments.
2. International Software Testing Qualifications Board (ISTQB) Certification considered a plus.
3. Understands requirements and traceability matrix.

4. Familiar with Software and System Development Life Cycles and Agile Development methodology.
5. Understands the concepts, best practices, and execution of Business Analysis and Project Management principles.
6. Familiar with test automation tools such as Selenium and LoadRunner.

C. Senior/ Lead Project Manager

1. Bachelor's degree or equivalent, five (5) years of information technology project management experience.
2. Project Management Professional (PMP) certification is preferred.
3. Proficiency with Microsoft Visio and Microsoft Project, or other Project Management software is required.
4. Performs project development for medium to large projects of moderate to high complexity.
5. Manages project progress and budget and reports on a regular and timely basis to appropriate parties.
6. Coordinates project activities across all concerned departments, users, IT, external suppliers, sub-projects and other project teams.
7. Analyzes and translates business strategies, plans and requirements into IT support systems, working with users to define system requirements and resolve problems.
8. Translates and applies the enterprise vision to all system, technical and application projects.
9. Coordinates activities and programs with other departments to expedite work and improve interdepartmental performance using tact and diplomacy.
10. Directs the design, testing and documentation of application programs in all phases of application development for medium to large projects.
11. Maintains a good working knowledge of processes and best practices and legislative initiatives, regulations or activities in area of responsibility.
12. Advanced knowledge of concepts, practices and procedures in field of specialty.
13. In-depth understanding of Agile Development methodology principles.
14. Strong background in Scrum software development framework, preferably Scrum Master.
15. Excellent and very persuasive oral and written communication/presentation skills.
16. Exemplary, advanced interpersonal, conflict resolution and leadership skills.

D. Project Portfolio Management Office (PPMO) Consultant

1. Bachelor's degree or equivalent ten (10) years of information technology project management experience.
2. Project Management Professional (PMP) certification is preferred.
3. Proficiency with Microsoft Project, Visio, and Microsoft Office Software suite.
4. Develops solutions for PPMO Enhancement to include current state assessment, recommended training, deployment and operational strategies.
5. Align with PPMO and ITD leadership to develop a transformational roadmap, identifying areas of opportunity, and will collaboratively create an implementation plan for deployment.
6. Strategic knowledge of presenting opportunities to enhance the ITD capabilities to deliver strategic value to Tarrant County through competency evaluation, identifying areas of improvement and collaboration for deployment.
7. Provide recommendations for resource optimization through an evaluation of demand management of both projects and operations work, while identifying key areas of organizational change.
8. Coaching, mentoring, and training of Project Portfolio Management Office professionals.
9. Coordinates activities and programs with other departments to expedite work and improve interdepartmental performance using tact and diplomacy.
10. Directs the design, testing and documentation of application programs in all phases of application development for medium to large projects.
11. Maintains a good working knowledge of processes and best practices and legislative initiatives, regulations or activities in area of responsibility.
12. Advanced knowledge of concepts, practices and procedures in field of specialty.
13. In-depth understanding of Agile Development methodology principles. Strong background in Scrum software development framework, preferably Scrum Master.

Group 2

A. Senior Customer Care Specialist

1. Bachelor's degree or equivalent with two (2) years of experience in information technology including experience or training in a Customer Care Center (Service or IT Help Desk) or desktop support environment.
2. Current relevant experience with remote desktop tools and standard desktop applications.
3. Must possess high level knowledge of desktop systems and standard desktop applications such as but not limited to Microsoft® Outlook, Word, Excel, Access, and PowerPoint.
4. Must have a high level understanding of Active Directory and MS Exchange.
5. Must have the ability to gather requirements, analyze systems, develop solutions, test and document changes working in collaboration with other team members in a team environment.
6. Must have the ability to gather, understand and translate business requirements into system.
7. Must have strong interpersonal skills with the ability to easily and effectively interact with technical, non-technical, support, and business staff at all levels.
8. Ability to resolve requests or incident tickets from customers and provide support by telephone or remote connections to troubleshoot and fix customer department end-user problems.
9. Ability to analyze and resolve complex application and data problems.
10. Ability to communicate clearly with customers by telephone, voice messages, or e-mail to obtain requirements to fully document requests and incidents for input into the approved workflow tracking system.

B. Customer Care Specialist

1. Associate's degree or equivalent with three (3) years of experience in information technology including experience or training in a Customer Care Center (Service or IT Help Desk) or desktop support environment.
2. Current relevant experience with remote desktop tools and standard desktop applications.
3. Must possess advanced knowledge of desktop systems and standard desktop applications such as but not limited to Microsoft Outlook, Word, Excel, Access, and PowerPoint.
4. Must also have an intermediate understanding of Active Directory and MS Exchange.

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5. Must have the ability to gather requirements, analyze systems, develop solutions, test and document changes working in collaboration with other team members in a team environment.
6. Must have the ability to gather, understand and translate business requirements into system solutions.
7. Must have strong interpersonal skills with the ability to easily and effectively interact with technical, non-technical, support, and business staff at all levels.
8. Position requires the ability to understand the concepts, best practices, and execution of a Customer Care Center.
9. Position requires the ability to follow standard operating procedures.
10. Ability to communicate clearly with customers by telephone, voice messages, or e-mail to obtain requirements to fully document requests and incidents for input into the approved workflow tracking system.

C. Senior Customer Support Specialist

1. Bachelor's degree or three (3) years equivalent combination of education and experience. Requirements can be met with any combination of related experience or education.
2. Minimum of one (1) year experience in information services.
3. Experience in communicating and accepting Help Desk calls from users and provides telephone and on-site technical support to troubleshoot and fix PC system and application problems or routes the user to the appropriate personnel for problem resolution.
4. Experience in analyzing and resolving PC user problems by telephone, remote connections, and on-site.
5. Ability to install, configure, and maintain software and hardware.
6. Ability to manage network accounts and security for all County computer users and computers by assigning security profiles while following procedures established by Technical Services, including: establishing, maintaining, and monitoring all LOG-ON identifications and access rules, defining specific access to network files, database management systems, and monitoring environment for security violations.
7. Ability to use system monitors to detect problems in the network or operating system that could affect system availability and advises appropriate Technical Services personnel.
8. Experience in performing small scale wiring projects and scheduling and performing equipment installations, relocations and removals.
9. Experience in providing end users with technical training on the basic functionality of software, hardware and Internet use.

10. Advises end users on software and hardware purchases and/or upgrades that are within budget.
11. Assists with installs of new software releases, system upgrades and patches.

D. Associate Customer Support Specialist

1. High school diploma or equivalent with three (3) years of information technology work experience; knowledge of mainframe systems, related software, business principles and procedures.
2. Ability to work independently or as part of a team.
3. Must have good oral and written communication skills, strong analytical and organizational skills, ability to solve problems quickly and completely and coordinate activities simultaneously.
4. Must be able to provide first level PC technical support for all County employees and remote sites for both hardware and software.
5. Must be able to coordinate ordering, receiving, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.
6. Monitors and manipulates computer setup options for routine computer operations.
7. Coordinates orders for needed computer equipment.
8. Ensures that all equipment is ordered by purchase orders and verifies delivery dates.
9. Ensures that equipment is delivered in good condition and contacts vendor(s) to resolve any problems (delivery, equipment, etc.) and/or coordinates delivery schedule and destination of computer hardware and software.
10. Verifies hardware and software shipments against County purchase orders and inspects equipment upon arrival.
11. Ability to assemble hardware and software components, performs hardware and software integration to provide a stand-alone computer system and ensure it is operating as it is designed and operates properly.
12. Experience in configuring and installing PCs and related software and set up and configure network connections to file servers, application servers and the Internet.
13. Experience coordinating deliveries and installation of equipment to user installations and performs tests to ensure the system is operating properly, de-installs equipment and provides replacement system as required.
14. Ability to communicate with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges.

E. Senior Command Center Specialist

1. Bachelor's degree or equivalent with three (3) years of experience and familiarity with a range of security and network concepts and applications such as anti-virus, intrusion detection systems, firewalls, Active Directory, security information and event management (SIEM) solutions, vulnerability assessment tools and other security and network tools found in large network environment.
2. Familiarity with various network and host-based security applications and tools such as network and host assessment/scanning tools, network and host based intrusion detection systems, and other security software packages.
3. Experience gathering requirements, analyzing systems, developing solutions, testing and documenting changes and working in collaboration with other developers in a team environment.
4. Working technical knowledge of current network hardware and protocols.
5. Experience analyzing and resolving complex issues by telephone and remote connections.
6. Experience with SAP NetWeaver® portal security including role-based access control and single sign-on through the portal, creates individual e-mail accounts and distribution groups in Exchange and modifies group memberships.
7. Experience with installations of new software releases, system upgrades, anti-virus, and patches.
8. Applies patch and security changes per policy and proactively monitors the environment for patch and anti-virus compliance.
9. Analyzes patches and anti-virus updates for compatibility with each customer or internal infrastructure environment.

F. Part-Time Microsoft Office Instructor/Trainer

1. Bachelor's degree preferred or the equivalent of three to five (3–5) years of government or public sector experience as an instructor, trainer, or teacher may substitute for degree.
2. Experience performing computer functions using Microsoft Office 2010, 2013 and later applications; specifically, Microsoft Word, Excel, PowerPoint, and Windows 7 and Windows 10 operating system, Microsoft OneNote a plus.
3. Experience as a Microsoft Office instructor/trainer in order to assist in the instruction and delivery of Microsoft Office, Windows 7 and Windows 10 training curriculum that are provided in-house to Tarrant County employees.
4. Must have the ability to utilize different methods and mediums in delivering curriculum, such as PowerPoint presentations, demonstrations, printed handouts and videos. be ability to utilize different methods and mediums in delivering course The instructor/trainer must be able to commit to a flexible monthly schedule to accommodate a published quarterly course calendar.
5. The trainer should have effective interpersonal and presentation skills, and be able to communicate instructions logically and clearly.

Group 3

A. .Net Application Programmer Analyst

1. Bachelor's and/or a Master's Degree or equivalent with four (4) to six (6) years minimum .Net desktop and web application development experience, specifically C# and ASP.NET.
2. Able to provide 24-hour support.
3. Able to communicate with end-users and third-party vendors to obtain requirements for projects and application updates for major complex applications.
4. Able to lead the design, development, maintenance and execution of testing of new and changed functionality for complex major applications.
5. Writes advanced programs for complex specific applications and designs special reports and forms as requested by various County departments in compliance with County and IT department policy and procedures.
6. Updates system end-user and training documentation.
7. Ability to lead efforts of actively partnering with business units to identify improvements that will increase efficiency of the systems.
8. Able to conduct statistical reporting to management relating to application performance, usability and upgrade requirements to properly support County departments.
9. Manages interface and associate error logs.
10. Maintains business process procedures in conjunction with the process owners.
11. Resolves Request/Incident tickets from users and provides telephone and onsite technical support to troubleshoot and fix the most complex customer department end-user problems.
12. Creates Request and Incident tickets from users and generates Requests for Change to the production environment to troubleshoot and fix the most complex customer department end-user problems
13. Able to work closely with vendors to resolve issues and manage deployments.
14. Analyzes and resolves the most complex application and data problems.
15. Strong SQL 2008 or higher experience.
16. Strong analytical and problem solving skills.
17. Strong documentation skills.
18. Strong written and verbal communication skills.
19. Effective in Team Setting or as Individual Contributor.
20. Able to multi-task.

21. Experience in WCF (Web Communication Foundation) is beneficial.
22. Good understanding of Service-oriented Architecture (SOA) principles, SQL Server Reporting Services (SSRS), and SQL Server Integration Services (SSIS) packages is beneficial.

B. Senior Programmer Analyst

1. Bachelor's degree or equivalent with five (5) years of information technology programmer analyst experience. Must have a valid and current driver's license.
2. Experience or training in systems analysis and design using Unified Modeling Language (UML).
3. Current relevant experience with web application development using Java platform along with Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), Extensible Markup Language (XML), Extensible Stylesheet Language (XSLT), and JavaScript or Microsoft Visual Studio (2008 and newer), SQL Reporting Services (SSRS), SQL Server Integration services (SSIS), Online Analytical Processing (OLAP) and Online Transaction processing (OLTP), and Open Database Connectivity (ODBC). *Licensure or certification not required, but considered a plus.*
4. Excellent and very persuasive oral and written communication/presentation skills.
5. Exemplary, advanced interpersonal, conflict resolution and leadership skills.
6. Experience in analyzing and resolving small, medium and progressively more complex application and data problems via the web, Internet and Intranet and/or client-server.
7. Experience in writing programs for specific applications and designing special reports and forms as requested by various County departments in compliance with County and IT department policy and procedures.
8. Ability to communicate with senior-level Application Programmer Analyst, end-users and third-party vendors to obtain requirements for projects and application updates for small, medium and progressively more complex applications.

C. GIS Programmer Analyst

1. Bachelor's degree or equivalent, three (3) years of experience in information technology including experience or training in ESRI's ArcGIS platform, systems analysis, design and application development.
2. Current relevant experience with Web-based Application development tools, Microsoft® Visual Studio, .NET programming languages including [VB.NET](#), C#, AJAX along with HTML5, CSS, XML, JavaScript, DOJO, and JSON.

3. Extensive experience with SQL Server 2008 or above.
4. Experience planning, architecture, development, maintenance and support of Geographic Information Systems (GIS) applications for the enterprise delivered via the web, Internet and Intranet, and/or client-server.
5. Must be able to adhere to Software Development Life Cycle (SDLC) best practices, change control policies, and Service Level Agreement (SLA) compliance.
6. Must have experience in gathering requirements, analyzing systems, developing solutions, testing and documenting changes working in collaboration with other developers in a team environment.
7. Must have the ability to gather, understand and translate business requirements into system solutions.

D. Data Architect

1. Bachelor's degree or equivalent. Five (5) years of experience in information technology including experience or training in database systems.
2. Knowledge of relational database technology, transaction processing and data warehouse design and modeling and design tools is required.
3. Strong knowledge of Structured Query Language (SQL), XML schema design, metadata registry, master data management, data dictionaries, data warehousing and relational databases is preferred.
4. Must have the ability to gather requirements, analyze systems, develop solutions, test and document changes working in collaboration with other team members.
5. Develops and designs logical and physical data models of varying degrees of complexity.
6. Participates in communications with end-users and subject matter experts to understand information needs and imbed into a logical data model in support of data warehouse/business intelligence initiatives.
7. Participates in data model reviews with developers, architects, business analysts and subject matter experts to collaborate and gain consensus.
8. Keeps the logical and physical models synchronized and understands how information translates between the two models.
9. Evolves the logical data model over time and works with developers to ensure it is leveraged across all projects.
10. Advocates for the practice of modeling in technology and communicates the benefits to Tarrant County.
11. Drives metadata documentation and makes it available to those that depend upon it.

12. Writes moderately to complex SQL queries to database for data manipulation and reporting.
13. Maintains business process procedures in conjunction with the process owners.
14. Analyzes and resolves moderate to complex data model problems.

E. IT Solutions Architect

1. Bachelor's degree with a minimum of eight to ten (8–10) years of experience in software development/engineering for Enterprise Class Software Applications using a Service Oriented Architectural approach.
2. Five (5) years of experience in managing cross-functional application development teams of 10-12 resources.
3. Relevant and significant work experience with one or more of the following technology platforms:
 - a) Microsoft .Net.
 - b) Java 2 Platform Enterprise Edition (J2EE).
 - c) Windows Server 2012 R2.
 - d) Unix/Linux.
 - e) Biztalk.
 - f) Virtual Desktop Infrastructure (VDI).
 - g) Microsoft Dynamics CRM.
4. Relevant and significant work experience with one (1) or more of the following technology tools:
 - a) Microsoft Visual Studio.
 - b) Microsoft SQL Server.
 - c) Eclipse Integrated Development Environment.
 - d) JBoss Application Server Version.
5. Relevant and significant work experience with one (1) or more of the following technology frameworks:
 - a) Microsoft .NET Framework (Includes ADO, WCF, MVC).
 - b) Spring - Aspect Oriented Framework.
 - c) ACEGI – Aspect Oriented Security Framework.
 - d) Service Oriented Architecture (SOA).

6. Relevant and significant work experience with one (1) or more of the following development methodologies:
 - a) Microsoft Solutions Framework.
 - b) Agile/SCRUM.
7. Designs and organizes the development effort for complex system solutions.
8. Responsible for transforming the overall business vision case into a projected solution.
9. Provides leadership in solving complex business problems through the effective use of technology.
10. Assists in the development of strategic roadmaps and technical implementation plans.
11. Develops system architecture and design including software, hardware, communications and interface requirements.
12. Leads and participates in code and system design reviews.
13. Performs leadership role during the software development lifecycle (SDLC).

F. Data Scientist

1. Bachelor's degree in a quantitative field (Statistics, Mathematics, Economics, etc.) with a minimum of two (2) years of experience in modeling and predictive analytics with experience working with unstructured data.
2. The ideal candidate is a rare hybrid, a computer scientist with the programming abilities to scrape, combine, and manage data from a variety of sources and a statistician who knows how to derive insights from the information within. S/He will combine skills to create new prototypes with the creativity and thoroughness to ask and answer the deepest questions about the data, what "secrets" it holds, and to push the boundaries of what is possible with big data. Qualified candidates will have a strong academic background in mathematics or statistics, passion for data science, data mining, machine learning and experience with big data architecture and methods.
3. Excellent problem solving skills with the ability to design algorithms, which may include data cleaning, data mining, data clustering and pattern recognition methodologies.
4. Strong skills in statistical analyses with abilities in advanced data management.
5. Experience designing and implementing Big Data solutions and experience with a range of big data architectures.
6. Experience in customer scoring, risk modeling, causal analysis, and pattern recognition.

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7. Familiarity with Agile methodology.
8. Ability to work cross-functionally in a highly matrix driven organization, at times under ambiguous circumstances.
9. Broad understanding and experience in real-time analytics.
10. Proven research background, in industry work or academia, with an emphasis on delivering research that has a critical impact on multiple projects.
11. Provide a unique blend of skills that both unlock the insights of data and tell a fantastic story through the data.
12. Ability to use a hands-on approach to integrate math, algorithms, and an understanding of human behavior to answer difficult ad-hoc human questions.
13. Ability to rapidly prototype solutions by combining background in computer science with statistics to derive insights from populations of information.
14. Personal qualities desired: creativity, tenacity, curiosity, and passion for deep technical excellence.
15. Responsibilities include:
 - a) Research innovative data solutions to solve problems.
 - b) Drive the creation of new models and capabilities that will leapfrog traditional bureau-based modeling done at county governments leveraging a wide array of data from both traditional and non-traditional (data aggregators & other) sources.
 - c) Conceptualize, analyze and develop actionable recommendations for strategic challenges facing the County.
 - d) Work with key stakeholders and understand their needs to develop new or improve existing solutions around data and analytics.
 - e) Develop analytical approaches to meet business requirements; this involves translating requests into use cases, test cases, preparation of training data sets and iterative algorithm development.
 - f) Manage data analysis to develop face-based recommendations for innovative projects.
 - g) Mine Big Data and other unstructured data to tap untouched data sources and deliver insight into new and emerging solutions.
 - h) Work with cross-functional teams to develop ideas and execute business plans.
 - i) Remain current on new developments in data analytics, Big Data, predictive analytics, and technology.

G. Data Analyst

1. Five to seven (5-7) years of experience working as a data analyst or role with equivalent responsibility.
2. Technical expertise regarding data models, database design development, data mining and segmentation techniques.
3. Strong knowledge of and experience with reporting packages, databases, SQL programming and ETL frameworks.
4. Knowledge of statistics and experience using statistical packages/tools for analyzing large datasets (Excel, HDInsight, Machine Learning, etc.)
5. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
6. Adept at queries, report writing and presenting findings.
7. At least two (2) years of experience working with business users to articulate and identify ways to visualize data in clear and actionable ways.
8. Significant experience creating dashboards for visualization of key business metrics.

H. Microsoft CRM Dynamics Consultant

1. Five (5) years technical consulting experience in Microsoft Dynamics with focus on installation, configuration, source code deployment.
2. Must have industry experience and understand the challenges associated with implementing vertical applications.
3. Three to five (3-5) years software development and customization experience, preferably as a lead.
4. Assist in the review of functional requirement and design documents. Develop and own technical design documents.
5. Design/Develop/Configure Dynamics CRM environment to meet customer requirements.
6. Monitor and manage Dynamics CRM environments.
7. Create and maintain Dynamics CRM development/implementation strategy based on established Microsoft guidelines.
8. Daily administration and support of Microsoft Dynamic CRM system including but not limited to managing multiple user setup, profiles and roles, customization of objects, fields, record types, page layouts, and validations.
9. Working with management, business analysis and end-users to create and manage complex workflow rules, data validation, and triggers.

10. Train new and existing users on system functionality and enhancements.
11. Create and maintain documentation on processes, policies, application configuration and related materials.
12. Manage the software testing process, which includes devising test plans, creating test cases, establishing protocols and appropriate testing environments and coordinating actual software testing.
13. Collaborate with the project teams to ensure adherence to development test practices during the project lifecycle.

I. Mainframe Application Programmer Analyst

1. Bachelor's and/or a Master's Degree or equivalent with ten (10) years minimum Mainframe application development experience, specifically Cobol, Customer Information Control System (CICS), Information Management System – Database (IMS-DB) and DB2.
2. Ability to provide 24-hour support.
3. Communicates with end-users and third-party vendors to obtain requirements for projects and application updates for major/complex applications.
4. Leads the design, development, maintenance and execution of testing of new and changed functionality for complex/major applications.
5. Writes advanced programs for complex specific applications and designs special reports and forms as requested by various County departments in compliance with County and IT department policy and procedures.
6. Updates system end-user and training documentation.
7. Leads the effort of actively partnering with business units to identify improvements that will increase efficiency of the systems.
8. Conducts statistical reporting to management relating to application performance, usability and upgrade requirements to properly support County departments.
9. Manages interface and associate error logs.
10. Maintains business process procedures in conjunction with the process owners.
11. Resolves Request and Incident tickets from users and provides telephone and onsite technical support to troubleshoot and fix the most complex customer department end-user problems.
12. Creates Request and Incident tickets from users and generates Requests for Change to the production environment to troubleshoot and fix the most complex customer department end-user problems.

13. Works closely with vendors to resolve issues and manage deployments.
14. Analyzes and resolves the most complex application and data problems.
15. Strong SQL 2008 or higher experience.
16. Strong analytical and problem solving skills.
17. Able to multi-task.
18. Strong verbal and written communication skills.
19. Strong documentation skills.
20. Effective in Team Setting or as Individual Contributor.

Group 4

A. Senior Network Services Specialist

1. Bachelor's degree or equivalent with five (5) years of information technology network services experience.
2. Experience performing moderately complex to complex analysis, testing, and implementation of multiple telephone system installations and telephone platform modification projects.
3. Experience inspecting workmanship and coordinating with contractors and vendors to ensure compliance with established budgets, schedules, plans, specifications, statutes and regulations.
4. Experience facilitating the delivery of multiple telephone related projects.
5. Project Management Skills preferred. Required to assist with migration from legacy phone systems to VoIP.
6. Design, implement, analyze, and modify telephone applications to effectively and efficiently support County operations.
7. Knowledge of telephone concepts and terminology (single-line through analog, digital and VOIP) and central office-based platforms.
8. Configure voice devices and related features in the following systems and applications:
 - a) AT&T Plexarmate.
 - b) Cisco Communications Manager.
 - c) Cisco Unity.
 - d) Informacast.
 - e) Cisco IP Contact Center.

B. Lead Network Engineer - Network and Data Center Infrastructure

1. Bachelor's degree or equivalent. With five (5) years of information technology network experience. Cisco Certified Network Professional (CCNP) certification preferred but Cisco Certified Network Associate (CCNA) certification required.
2. Cisco Engineer needed to assist with implementation, configuration, maintenance, troubleshooting, securing, and monitoring, the Tarrant County Cisco network environment.
3. Routing and Switching Configuration and Management.
4. WAN Configuration and Management.
5. Cisco ASA Firewall / VPN Configuration and Management.
6. Cisco Wireless Configuration and Management.
7. Cisco Voice Configuration and Management.
8. Cisco Adaptive Security Appliance (ASA) or Identity Services Engine (ISE) Configuration and Management.

C. Associate Network Services Specialist

1. Associate's degree or equivalent work experience. Two (2) years of telephony experience required.
2. Ability to configure, maintains, troubleshoots, monitors, and implements network-based voice hardware and features.
3. Configuration of voice end points and related features for County end-users in the following systems:
 - a) AT&T Plexarmate (Configuration tool used Hosted Centrex Environment).
 - b) Cisco Communications Manager.
 - c) Cisco Unity.
4. Maintain and update AT&T's Private Switch 911 database for VoIP locations.
5. Provide training and technical know-how on usage of voice equipment and features to customers.
6. Coordinate deliveries and installation of equipment for user installations of a routine nature and performs tests to ensure the voice device is operating properly. Uninstalls equipment and provides replacement devices as required.
7. Assemble hardware and software components and ensures it is operating properly and as designed.
8. Maintain logs of all service and maintenance activities and follows up with equipment vendors to ensure resolution of user problems.

D. Lead Systems Administrator

1. Bachelor's degree or equivalent. Four (4) years of server administration experience.
2. Expert-level, hands-on experience in computer operations, installations, and configuration of operating systems (OS) and applications on server-class machines. Hands-on experience with VMware Virtual Server environments.
3. Ability to work independently or as part of a team.
4. Extreme attention to detail is mandatory.
5. Ability to communicate user system requirements to both technical and non-technical County staff and vendors.
6. Strong analytical and organizational skills with ability to solve the most complex problems accurately, completely and quickly.
7. Ability to participate in multiple projects concurrently without loss of quality on any project.
8. Specific expertise will be required in one (1) or more of the following areas, which will be specified at time of request:
 - a) Microsoft Active Directory.
 - b) Microsoft Exchange Server.
 - c) Microsoft Lync Server.
 - d) Microsoft SharePoint Server.
 - e) Microsoft Internet Information Server (IIS).
 - f) Microsoft Private Key Infrastructure (PKI).
 - g) Microsoft Windows Server 2008 or higher (Windows Server 2012R2 preferred).
 - h) VMware vSphere version 5.5 or higher.
 - i) Storage Area Network (SAN) Provisioning and Management.
 - j) Network Attached Storage (NAS) Provisioning and Management.
 - k) SAP Basis Administration.
 - l) Foundational knowledge, skills, and abilities necessary to administer and perform operating tasks for the following systems: Vblock 200, Vblock® Systems 300 and Vblock® Systems 700 series.
 - m) Enterprise Hybrid Cloud Administration Expert.

9. Specific certifications may be required in one (1) or more of the following areas, which will be specified at time of request:
 - a) Microsoft Certified Solutions Associate (MCSA) in Windows Server 2008, Windows Server 2012, SQL Server 2013 or Office 365.
 - b) Microsoft Certified Solutions Expert (MCSE) in Server Infrastructure, Private Cloud, Messaging, Communication or SharePoint.
 - c) VMware Certified Professional 5 – Data Center Virtualization (VCP5-DCV).
 - d) VMware Certified Advanced Professional 5 – Data Center Administration (VCAP5-DCA).
 - e) VMware Certified Advanced Professional 5 – Data Center Design (VCAP5-DCD).
 - f) VMware Certified Design Expert 5 – Data Center Virtualization (VCDX5-DCV).
 - g) VMware Certified Professional – Cloud (VCP-Cloud).
 - h) VMware Certified Advanced Professional – Cloud Infrastructure Design (VCAP-CID).
 - i) VMware Certified Advanced Professional – Cloud Infrastructure Administration (VCAP-CIA).
 - j) VMware Certified Design Expert – Cloud (VCDX-Cloud).
 - k) CompTIA Storage+ Certified.
 - l) EMC Information Storage and Management Certified (EMCISA).
 - m) EMC Backup Recovery Certified (EMCBA).

E. Lead Database Administrator

1. Bachelor's degree or equivalent and three (3) years of Microsoft SQL database experience to include SQL cluster administration.
2. MCSA SQL certification required. MCSE: SQL is preferred on SQL 2008 or higher.
3. Expert-level database experience, including database server and cluster administration, security, troubleshooting, SQL Server Reporting Services, SQL Server Integration Services, replication, SQL performance analysis, query tuning, plus database design and data recovery.
4. Must adhere to Microsoft SQL best practices, change control policies, and service level agreement compliance.
5. Experience in software lifecycle, code analysis and code review preferred.
6. Experience with PowerShell preferred.
7. Able to work independently or as part of a team.
8. Extreme attention to detail is mandatory.

9. Able to communicate user system requirements to both technical and non-technical County staff and vendors.
10. Strong analytical and organizational skills with ability to solve the most complex problems accurately, completely and quickly.
11. Able to participate in multiple projects concurrently without loss of quality on any project.

F. Lead Database Administrator - Mainframe

1. Bachelor's degree or equivalent and three to five (3–5) years as a Mainframe Database Administrator experience to include TSO/ISPF, IMS/DB, CICS and DB2 with a good understanding of CA-Compress, GT Software's IVORY and BMS/TS, Cobol, CA-Top Secret, MVS, JCL, H&W software's SYSD, CA-SYSView, VTAM and CA-ENDEVOR.
2. Installs and maintains IBM DB2 and IMS/DB database software.
3. Maintains all databases, database software and related products. Maintains and tunes databases for performance; database tables for application systems and all documents.
4. Must adhere to industry best practices, change control policies, and service level agreement compliance.
5. Experience in software lifecycle and code analysis.
6. Able to work independently or as part of a team.
7. Extreme attention to detail is mandatory.
8. Able to communicate user system requirements to both technical and non-technical County staff and vendors.
9. Strong analytical and organizational skills with ability to solve the most complex problem accurately, completely and quickly.
10. Able to participate in multiple projects concurrently without loss of quality of any project.

Group 5

A. Security Analyst 1

1. Two to four (2–4) years of experience in information security. Assist system users relative to information systems security matters. Perform access and identity management functions.

B. Security Analyst 2

1. Five (5) or more years of experience in information security. Responsible for creating, testing and implementing business continuity and disaster recovery plans. Performing risk assessments and testing of data processing systems. Installing firewalls, data encryption and other security measures. Recommending security enhancements and purchases. Training staff on network and information security procedures. Develop reports about the efficiency of security policies and recommend any changes. Organize and conduct training for all employees regarding company security and information safeguarding.

C. Security Engineer

1. Two to five (2–5) years of experience. Responsible for the research, technical analysis, recommendation, configuration, and administration of systems and procedures to ensure the protection of information processed, stored or transmitted. Provides security design, consultation, and technology governance oversight for various projects and initiatives. Undertakes complex projects requiring additional specialized technical knowledge. Acts as information liaison and subject matter expert (SME) to various business units and information technology departments. Acts as a resource for direction, training and guidance for less experienced staff. Demonstrate ability to perform complex security analysis of existing systems for compliance with security requirements. High organizational skills. Excellent written and verbal communication skills. Strong ability to produce technical documentation.

D. Security Architect

1. Three to seven (3–7) years designing and building secure systems, networks, and infrastructures. Responsible for planning, designing and implementing of security systems and controls in the infrastructure layer within enterprise IT. Ensures adequate controls on interfaces across platforms. Perform risk/vulnerability assessments of systems. Identify and update missing or outdated policies and procedures. Possesses knowledge of encryption and PKI technologies. High organizational skills. Excellent written and verbal communication skills. Strong ability to produce technical documentation.

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III. SECURITY:

- A. Tarrant County reserves the right to conduct background checks on all assigned employees and can disqualify any employee at any time at its sole discretion. Any Vendor employee assigned to this engagement will require authorization from Tarrant County after a background check is performed and reviewed.
 - 1. Federal and County Criminal Check (10 years back).
 - 2. State and National Sex Offenders (10 years back, felonies only).
 - 3. Nationwide Wants and Warrants (current).
 - 4. Background check must be submitted for approval by the Tarrant County Information Security Officer.
 - 5. Existing U.S. Department of Defense Security Clearances are not sufficient.
- B. Any deliverables generated pursuant to this Agreement ("Deliverables") are deemed works made for hire as defined by U.S. Code Title 17, 101. Delivery of the same to Tarrant County by Vendor of all rights therein, including all copyrights. Neither Vendor nor its employees shall have any ownership rights in the materials produced hereunder at any time. Any inventions or ideas in whole or in part conceived or made by Vendor or its employees during or after the term of this Agreement which are made through the use of any of the Confidential Information or any of Tarrant County's equipment, facilities, trade secrets, computer information systems, or which result from any work performed for Tarrant County shall belong exclusively to Tarrant County. Nothing in the foregoing Section shall in any way divest or limit Vendor from its intellectual property, including but not limited to patents, trademarks, patents in progress, or trademarks in progress.
- C. All Vendors and their representatives will be required to comply with Tarrant County Information Security policies. A Professional Services Agreement constitutes consent to security monitoring and testing.

IV. PROPOSAL REQUIREMENTS:

- A. Qualifications:
 - 1. Include Qualifications Form. This should be no longer than five (5) total pages.
- B. References:
 - 1. List three (3) references. (One (1) of the references should be from a public sector customer).
- C. Proposed Cost:
 - 1. Include Proposal Pricing Form.

RFP FOR INFORMATION TECHNOLOGY STAFFING AUGMENTATION SERVICES
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D. Subcontractor(s) Declaration:

1. Use of Subcontractors for this contract is subject to the provisions of this RFP. If Subcontractors are proposed for this contract, including wholly owned corporate subsidiaries, the Proposal shall include a description of all proposed Subcontractors on the form on page 54.

E. Required Documents:

1. Signed Proposal Signature Page.
2. Signed Compliance with Federal and State Laws Form.
3. Deficiencies and Deviations Form.
4. Form for Disadvantaged Business Enterprises, if applicable.
5. Addenda, if applicable.
6. Secondary/Alternate Award Confirmation.
7. Cooperative Purchasing Award Confirmation.
8. Proposal Price Form.

V. PROPOSAL EVALUATION AND AWARD:

A. Approach:

1. Tarrant County Purchasing Department will guide the evaluation of the responses received. An Evaluation Committee will be established to evaluate and score the submitted Proposals. The Evaluation Committee may consist of representatives from various Departments.
2. The County reserves the right at its sole determination to include additional Department(s), Employee(s), or Contractor(s) in the evaluation of proposals, as the County deems necessary.
3. The County reserves the right at its sole discretion to determine the process for proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating evaluation phases, if it is deemed in the public interest to do so.

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B. Evaluation Criteria:

1. The County will use the following criteria to conduct evaluation of the proposal responses:

a)	Vendor Qualifications/Experience	300
b)	Approach and Management	300
c)	References – Verifiable	100
d)	Proposed Price	300

TOTAL	1,000
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2. The County will award on an “All or None” basis.

C. Evaluation of Price Proposal:

1. Respondents must submit hourly pricing for support areas listed on the Proposal Price Sheet.
2. Price evaluation will be based on the total overall extension dollar amount. Price Proposal will be scored using the following formula:
 - a) $(\text{Lowest Price Proposal} / \text{Vendor Price Proposal}) \times 300$ *Maximum Price Proposal Points: 300 points.*

D. Best and Final Offer (BAFO):

1. The Proposals with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee.
2. The County reserves the right at its sole discretion to determine if pursuing BAFO(s) is in the best interest of the County. The County is under no obligation to pursue BAFO(s).
3. In the event, the County elects not to pursue BAFO(s); Contract Negotiation will be conducted based on the Final Rankings.

E. Contract Negotiation:

1. The Tarrant County Purchasing Department may conduct Contract Negotiations along with representatives from the District Attorney and Information Technology Departments.
2. The County reserves the right at its sole discretion to determine if pursuing Contract Negotiation is in the best interest of the County. The County is under no obligation to pursue Contract Negotiation.

F. Prohibited Communication:

1. Any communication regarding this RFP with any Tarrant County elected official or judiciary; any member of the evaluation committee; any member of Information Technology; is strictly prohibited. Only communication method approved in this RFP, including the pre-proposal conference and faxed questions will be allowed.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

RFP FOR INFORMATION TECHNOLOGY STAFFING AUGMENTATION SERVICES
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FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's Proposal process. The Purchasing Department will provide additional clarification of specifications, assistance with Forms, and further explanation of procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, Texas 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, Texas 76011
(817) 640-0606

If Respondent is already certified, attach a copy of your certification to this form and return with Proposal.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO . _____

Indicate all that apply:

_____ Minority-Owned Business Enterprise
_____ Women-Owned Business Enterprise
_____ Disadvantaged Business Enterprise

RFP FOR INFORMATION TECHNOLOGY STAFFING AUGMENTATION SERVICES

REFERENCES

Please list three (3) references, **other than Tarrant County**, who can verify your performance as a Vendor. Performance includes but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Respondent's ability to provide the intended goods or service of this Proposal. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Respondent's company provides and that the Respondent has completed a project of similar size and scope of work in this solicitation. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your Proposal.

Failure to supply required references will deem Respondent as non-responsive and it will not be considered for award.

Respondent involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!

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REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

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SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this Proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a Proposal.

The undersigned agrees, on behalf of Respondent, that if this Proposal is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this Proposal has not been prepared in collusion with any other Respondent, nor any employee of Tarrant County, and that the contents of this Proposal have not been communicated to any other Respondent or to any employee of Tarrant County prior to the official opening of this Proposal.

Respondent hereby assigns to purchase all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire Proposal.***

Signature _____ **X**

Authorized Representative

LEGAL NAME AND ADDRESS OF RESPONDENT:

 Tel. No. _____
 E-Mail Address: _____

Date _____
 Name _____
 Title _____
 FAX No. _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THIS FORM MUST BE SIGNED.

**THE ORIGINAL WITH ORIGINAL SIGNATURE AND FIVE (5) COPIES MUST BE RETURNED
WITH PROPOSAL!**



Did you sign and
submit all required
forms?

If not, your Proposal
will be rejected!

RFP FOR INFORMATION TECHNOLOGY STAFFING AUGMENTATION SERVICES
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COMPANY IS:

Business included in a Corporate Income Tax Return? _____YES _____NO

_____Corporation organized & existing under the laws of the State of _____

_____Partnership consisting of _____

_____Individual trading as _____

_____Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Proposal submission and time of award, the Respondent will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY OTHER FOREIGN TERRORIST ORGANIZATIONS.

Effective September 1, 2017, Respondent verifies that they do not boycott Israel and will not boycott Israel during the term of this contract. The term "boycott Israel" is defined by Texas Government Code Section 808.001, effective September 1, 2017. Respondent further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

By submitting a Proposal in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Visit https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm for more information.

Signature _____ X

THIS FORM MUST BE **SIGNED**.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND FIVE (5) COPIES MUST BE RETURNED
WITH PROPOSAL!

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DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements as outlined in this Proposal. Unless specifically listed, your response will be considered to be in FULL compliance with this Proposal. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of this Proposal stipulated must be fulfilled at no additional expense to Tarrant County.

[illegible]

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!

NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- ☐ Could not meet specifications.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ Scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- ☐ Project not suited to our organization.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid/proposal.
- ☐ Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196

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PROPOSED SUBCONTRACTORS

Provide an overview of subcontractors proposed for the Project, if any. Respondent must provide further description of each subcontractor on the following sheet(s), and must include subcontractor information for each subcontractor.

List in descending order largest to smallest of scope of services provided to project.

SUBCONTRACTOR NAME	TEAM SIZE	ROLE	RESPONSIBILITIES

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RFP FOR INFORMATION TECHNOLOGY STAFFING AUGMENTATION SERVICES

PRICE PROPOSAL

Firm submitting Proposal: _____

Note: If there is a discrepancy between proposed rate and extended rate, the proposed rate will be used.

ITEM	STAFF AUGMENTATION AREA	EST. HOURS	PROPOSED RATE	*EXTENDED RATE
Group 1				
A.	Senior/Lead Information Technology Business Analyst	0 - 12,500	\$ _____	\$ _____
B.	Senior/Lead Information Technology Quality Assurance Analyst	0 - 6,200	\$ _____	\$ _____
C.	Senior/Lead Project Manager	0 - 6,200	\$ _____	\$ _____
D.	Project Portfolio Management Office (PPMO) Consultant	0 - 2,080	\$ _____	\$ _____
			TOTAL:	\$ _____
 Contract resulting from this RFP will be awarded "All or None".				
 *Extended Rate = Proposed Rate times upper limit of Est. Hours.				

RFP FOR INFORMATION TECHNOLOGY STAFFING AUGMENTATION SERVICES**PRICE PROPOSAL****Firm submitting Proposal:** _____**Note:** If there is a discrepancy between proposed rate and extended rate, the proposed rate will be used.

ITEM	STAFF AUGMENTATION AREA	EST. HOURS	PROPOSED RATE	*EXTENDED RATE
Group 2				
A.	Senior Customer Care Specialist	0 - 120	\$ _____	\$ _____
B.	Customer Care Specialist	0 - 240	\$ _____	\$ _____
C.	Senior Customer Support Specialist	0 - 240	\$ _____	\$ _____
D.	Associate Customer Support Specialist	0 - 360	\$ _____	\$ _____
E.	Senior Command Center Specialist	0 - 400	\$ _____	\$ _____
F.	Part-Time Microsoft Office Instructor/Trainer	0 - 140	\$ _____	\$ _____
			TOTAL:	\$ _____
 Contract resulting from this RFP will be awarded "All or None".				
 *Extended Rate = Proposed Rate times upper limit of Est. Hours.				

RFP FOR INFORMATION TECHNOLOGY STAFFING AUGMENTATION SERVICES

PRICE PROPOSAL

Firm submitting Proposal: _____

Note: If there is a discrepancy between proposed rate and extended rate, the proposed rate will be used.

ITEM	STAFF AUGMENTATION AREA	EST. HOURS	PROPOSED RATE	*EXTENDED RATE
Group 3				
A.	.NET Application Programmer Analyst	0 - 3,120	\$ _____	\$ _____
B.	Senior Programmer Analyst	0 - 3,120	\$ _____	\$ _____
C.	GIS Programmer Analyst	0 - 640	\$ _____	\$ _____
D.	Data Architect	0 - 1,040	\$ _____	\$ _____
E.	IT Solutions Architect	0 - 2,080	\$ _____	\$ _____
F.	Data Scientist	0 - 1,040	\$ _____	\$ _____
G.	Data Analyst	0 - 2,080	\$ _____	\$ _____
H.	Microsoft CRM Dynamics Consultant	0 - 2,080	\$ _____	\$ _____
I.	Mainframe Application Programmer Analyst	0 - 1,000	\$ _____	\$ _____
			TOTAL:	\$ _____
Contract resulting from this RFP will be awarded "All or None". *Extended Rate = Proposed Rate times upper limit of Est. Hours.				

RFP FOR INFORMATION TECHNOLOGY STAFFING AUGMENTATION SERVICES

PRICE PROPOSAL

Firm submitting Proposal: _____

Note: If there is a discrepancy between proposed rate and extended rate, the proposed rate will be used.

ITEM	STAFF AUGMENTATION AREA	EST. HOURS	PROPOSED RATE	*EXTENDED RATE
Group 4				
A.	Senior Network Services Specialist	0 - 320	\$ _____	\$ _____
B.	Lead Network Engineer - Network and Data Center Infrastructure	0 - 480	\$ _____	\$ _____
C.	Associate Network Services Specialist	0 - 1,920	\$ _____	\$ _____
D.	Lead Systems Administrator	0 - 2,080	\$ _____	\$ _____
E.	Lead Database Administrator	0 - 1,040	\$ _____	\$ _____
F.	Lead Database Administrator - Mainframe	0 - 2,080	\$ _____	\$ _____
			TOTAL:	\$ _____
 Contract resulting from this RFP will be awarded "All or None".				
 *Extended Rate = Proposed Rate times upper limit of Est. Hours.				

RFP FOR INFORMATION TECHNOLOGY STAFFING AUGMENTATION SERVICES

PRICE PROPOSAL

Firm submitting Proposal: _____

Note: If there is a discrepancy between proposed rate and extended rate, the proposed rate will be used.

ITEM	STAFF AUGMENTATION AREA	EST. HOURS	PROPOSED RATE	*EXTENDED RATE
Group 5				
A.	Security Analyst 1	0 - 80	\$ _____	\$ _____
B.	Security Analyst 2	0 - 80	\$ _____	\$ _____
C.	Security Engineer	0 - 80	\$ _____	\$ _____
D.	Security Architect	0 - 80	\$ _____	\$ _____
			TOTAL:	\$ _____
 Contract resulting from this RFP will be awarded "All or None".				
*Extended Rate = Proposed Rate times upper limit of Est. Hours.				

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QUALIFICATIONS FORM

Firm submitting Form: _____

A. Vendor Capability and Ability to Meet Commitment in RFP:

1. Describe services provided by firm.
2. How long has the proposer been providing services?
3. Describe how service level performance statistics are tracked and reported to clients.
4. Describe security standards for protecting the privacy and confidentiality of data. Provide examples of any experience with HIPAA and/or HITECH data and regulation compliance.

B. Experience:

1. Describe experience of firm in sourcing IT technical staff in public and private sectors.
2. Describe relevant services carried out in the last five (5) years which best illustrate firm's experience as it relates to this RFP and the support areas that are included in this document.
3. Describe methods used to facilitate Knowledge Transfers from contractors to permanent employees.

C. Qualifications of Staff:

1. Describe hiring practices and minimum skills sets for functional and technical support staff/consultants. Must provide résumés of potential staff. At least three (3) per position is preferred.

NOTE: Use no more than five (5) pages for this form excluding résumés.