



Vendor Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

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PURCHASING AGENT

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ASSISTANT PURCHASING AGENT

RFQ NO. 2018-091

**REQUEST FOR QUALIFICATIONS FOR
ANNUAL CONTRACT
FOR
TEMPORARY HEALTHCARE PERSONNEL**

**RESPONSES DUE MAY 7, 2018
2:00 P.M.**

RFQ NO. 2018-091

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ATTACHMENT A – PUBLIC HEALTH CONFIDENTIALITY AND PRIVACY AGREEMENT

This Table of Contents is intended as an aid to respondents and not as a comprehensive listing of the RFQ package. Respondents are responsible for reading the entire RFQ package and complying with all specifications.

RFQ FOR ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL

Tarrant County is soliciting qualifications for **ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL** for **VARIOUS COUNTY DEPARTMENTS**.

BY MAIL VIA US POSTAL SERVICE
ORIGINAL AND FOUR (4) COPIES

OF
COMPLETED RESPONSES
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE MAY 7, 2018 AT 2:00 P.M.

BY COURIER, FEDERAL EXPRESS, UPS
ORIGINAL AND FOUR (4) COPIES

OF
COMPLETED RESPONSES
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102
ON OR BEFORE MAY 7, 2018 AT 2:00 P.M.

All responses are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All responses must be clearly marked with the RFQ Number, the name of the company submitting the qualifications package, and the date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. Original response must be clearly marked "ORIGINAL" and contain all original signatures.

Any response received after the date and/or hour set for the RFQ opening will not be accepted. Respondent will be notified and will advise the 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 responses are sent by mail to the Tarrant County Purchasing Department, the Respondent shall be responsible for actual delivery of the qualifications package to the Tarrant County Purchasing Department before the advertised date and hour set for opening of RFQs. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the advertised date and hour set for the RFQ opening, responses thus delayed will not be considered and will be disposed of as authorized.

Responses 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, responses 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 Commissioners' Court.

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

GWEN PETERSON, C.P.M., A.P.P., SENIOR BUYER
FAX: (817) 884-2629

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

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The deadline for receipt of all questions is 12:00 (Noon), Fort Worth time, Monday, April 16, 2018. All questions and their responses will be posted on the website and available for download by interested parties.

All Response Forms and Questionnaires must be fully completed and included in your response. 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.

This RFQ is issued in compliance with the Chapter 2254 of the Government Code. Negotiations shall be conducted with responsible vendor(s) who submit responses determined to be reasonably susceptible of being selected for award.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Open Records Act. 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 LCG, Texas Government Code, Chapter 552.

Responses shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All responses 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 response and identified as such.

The successful Respondent shall defend, indemnify, and hold harmless Tarrant County from any and all liability or loss of any nature whatsoever arising out of or relating to the Respondent performing work on County premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

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) days notice prior to cancellation.

Responses will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistencies and to make award in the best interest of Tarrant County.

Responses may be rejected, among other reasons, for any of the following specific reasons:

1. Responses containing any inconsistencies
2. Unbalanced value of any items.

Respondents may be disqualified and their responses 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 (1) Response for the work contemplated.

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3. Respondent being interested in any litigation against Tarrant County.
4. Respondent being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed, including but not limited to, by a financial statement, experience and equipment and questionnaires.
6. Uncompleted work which 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. Limited competition.

It is the Respondent's sole responsibility to print and review all pages of the RFQ 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 response non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire response.

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.

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

TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) VENDOR'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDORS, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

VENDOR(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.

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VENDOR(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS, AND PAY ALL TAXES, AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. THE SUCCESSFUL VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. VENDOR 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, effective from date of award or notice to proceed as determined by the Tarrant County Purchasing Department. At Tarrant County's option and approval by the Vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options.
2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for two (2) additional twelve (12) month periods, provided such option is stipulated 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. 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 or seek a new solicitation.
3. **MINIMUM INSURANCE REQUIREMENTS:**
 - A. Vendor 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 — \$1,000,000 per occurrence
\$2,000,000 aggregate
 - b. Property Damage — \$500,000 aggregate
 - 3) Professional Liability as it applies to the position being filled
— \$1,000,000 per occurrence
\$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 work commencing.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- 2) All Certificates shall provide Tarrant County with an unconditional thirty (30) days 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 solicitation number for which the insurance is being supplied.
- 5) Vendor 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) If applicable, the Vendor 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.
- 7) All Contractor's Employees and Assignees must be covered by Contractor with regards to All Workers' Compensation Employer's Liability, Commercial General Liability Insurance as well as all required coverages to comply with the Affordable Care Act.

4. 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 undergo 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.

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STATEMENT OF WORK

I. SCOPE:

- A. Tarrant County is seeking qualification packages from experienced and qualified Temporary Personnel Agencies capable of providing high-quality Temporary Healthcare Personnel on an as-needed, as-requested basis. There is no guarantee of business resulting from this Request for Qualifications (RFQ).
- B. Positions needed are: Physician, Nurse Practitioner (NP), Physician's Assistant (PA), Registered Nurse (RN), Licensed Vocational Nurse (LVN), Phlebotomist/Laboratory Technician, Certified Medical Assistant (CMA), and Medical Radiologic Technologists.
- C. Temporary Healthcare Personnel will remain employees of the Agency and are not eligible for any Tarrant County benefits.
- D. Tarrant County will evaluate all responsive RFQ submittals and will rank them in order from highest to lowest based on their evaluation score.
- E. Once the Tarrant County Commissioners Court has approved the ranking order, a contract will be negotiated with the top ranking Agencies for fair and reasonable pricing. More than one (1) Agency may be selected so Tarrant County will have back-up Vendors in case the top ranked firm is unable to fill a position. The top ranked Agency that Tarrant County has successfully negotiated a contract with will be the first vendor contacted to fill a position. If the top ranked firm cannot fill the position by the deadline provided by Tarrant County, then the second ranked firm that Tarrant County has successfully negotiated a contract with may be contacted. This will continue in order until the position is successfully filled.

II. VENDOR RESPONSIBILITIES:

A. Overview:

- 1. Vendor(s) must provide temporary Healthcare Personnel who are experienced in their relevant medical field and have the necessary education, training, certification, and registration for the position.
- 2. Temporary Healthcare Personnel will work at various locations within Tarrant County.
- 3. Work hours and location will vary based on the needs of Tarrant County.
- 4. The Vendor(s) should assign one (1) representative to the Tarrant County contract as the first point-of-contact. If the assigned individual is replaced, Tarrant County should be notified as soon as possible.
- 5. The Vendor(s) should provide a contact number for after-hours contact.
- 6. The Vendor(s) must return calls within four (4) hours, 24 hours per day and 7 days per week (24/7).

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7. A Tarrant County representative, from the requesting department, will make contact and provide details such as the position needed, location, and projected start and end dates. The Vendor will be given a deadline for filling the open position, based on the need at that time. If the Vendor is unable to fill the position by the set deadline, Tarrant County may choose to move to the next ranked Vendor. Tarrant County reserves the right to reject any or all individuals selected by the Vendor.
8. No person currently employed by Tarrant County may be assigned to work at any Tarrant County facility as a temporary under this contract.
9. Background Screenings Required for all Positions:
 - a. To the extent permissible by law, the Vendor(s) shall conduct, pay for, and submit verification of conducting a background check covering the last seven (7) years on all temporary Healthcare Personnel assigned to Tarrant County. Background check must include, but not be restricted to the following:
 - 1) Verification of previous employment.
 - 2) Verification of education, licensure and/or certification.
 - 3) Criminal activity background check to include:
 - National Criminal Search,
 - State Criminal Search,
 - County Criminal Search to include: Tarrant, Dallas, Collin, Denton and other applicable counties,
 - Federal Criminal Search,
 - Nationwide Wants and Warrants,
 - Social Security Number (SSN) Verification,
 - Past Address History,
 - Sex Offender Registry Search.
 - 4) Pre-employment drug screen with confirmatory testing in the event of a positives screen. Drug screen should be a ten (10) panel test and include commonly known abused substances.
10. **Communicable Disease Screenings:**
 - a. The Vendor(s) must ensure that all temporary Healthcare Personnel assigned to Tarrant County comply with the Tarrant County Public Health communicable disease requirements for Healthcare Personnel. All histories must have supporting documentation. If the Vendor is unable to verify such documentation then the Vendor must not assign such personnel to any Tarrant County facility. All Vendor personnel who provide direct patient care shall meet at a minimum the following requirements:

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- 1) Tuberculosis Testing: For any Healthcare Personnel who tests positive, the Vendor must present documentation of treatment status. For Healthcare Personnel with previous known positive skin tests, the Vendor must present a yearly screening of clinical symptoms for active tuberculosis.
 - 2) Vaccination, and/or evidence of immunity for the following: Hepatitis B, MMR (measles/mumps/rubella), Chicken Pox (Varicella), Tetanus, diphtheria, and acellular pertussis (Td/TdaP), and Influenza.
 - 3) Vendor, or temporary Healthcare Personnel, will bear the costs associated with providing any testing, documentation, examination, vaccinations or immunizations necessary to comply with the requirements of this RFQ and any Tarrant County policies.
 - 4) Both parties agree that release of healthcare information may be subject to proper written authorization and it shall be the Vendor's responsibility to obtain such authorization.
11. Before a temporary may start their assignment, the following information must be provided to the Tarrant County division that made the temporary Healthcare Personnel request:
- a. Name.
 - b. License number.
 - c. Specialty, if applicable.
 - d. Estimated time available for the temporary assignment.
 - e. Background screening.
 - f. Last 4 digits of their social security number.
 - g. Documentation of communicable disease screenings.

B. Temporary Healthcare Personnel Requirements and Duties by Position:

Duties will vary by area assigned, so are not limited to those included below.

1. **Physician (MD or DO):** Must be currently licensed in the State of Texas, and have a minimum of three (3) years of related experience.
 - a. Must have current Basic Life Support (BLS) for Healthcare Providers certification.
 - b. Expert level of professional knowledge of concepts, practices and procedures in the field of specialty.
 - c. Provides senior-level clinical services in specialty medical clinic, including medical assessment and treatment.

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- d. Evaluates and interprets patient condition through physical examination and laboratory procedures, diagnoses patient condition, provides patient treatment.
 - e. Performs routine and non-routine medical procedures based on approved protocols and departmental guidelines.
 - f. Monitors and evaluates compliance of clinic staff with various state and federal grant requirements.
 - g. Instructs, educates and counsels patients.
 - h. Senior level verbal and written communication/presentation skills.
 - i. Maintains confidentiality of client information as outlined in Health Insurance Portability and Accountability Act (HIPAA) guidelines.
 - j. Practice all Occupational Safety and Health Administration (OSHA) safety standards including disposal of biohazard waste.
2. **Nurse Practitioner (NP)**: Must be currently licensed to practice as a Registered Nurse and as a Nurse Practitioner in the State of Texas, and have a minimum of two (2) years of related experience, and preferred Certification in Adult, Family, or Public Health.
- a. Must have current Basic Life Support (BLS) for Healthcare Providers certification.
 - b. Senior-level knowledge of fundamental concepts, practices, and procedures in the field of specialty.
 - c. Very proficient ability to make professional nursing decisions and operate autonomously under written protocol.
 - d. Provides senior-level clinical services in specialty medical clinic, including medical assessment and treatment.
 - e. Evaluates and interprets patient condition through physical examination and laboratory procedures based on approved protocols; diagnoses patient condition, provides patient treatment.
 - f. Performs routine and non-routine medical procedures based on approved protocols and departmental guidelines.
 - g. Instructs, educates, and counsels patients.
 - h. Senior level verbal and written communication/presentation skills.
 - i. Maintains confidentiality of client information as outlined in HIPAA guidelines.
 - j. Practice all OSHA safety standards including disposal of biohazard waste.

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3. **Physician's Assistant (PA):** Must be currently licensed in the State of Texas, have a minimum of two (2) years of related experience, and preferred experience in family practice or infectious disease.
 - a. Must have current Basic Life Support (BLS) for Healthcare Providers certification.
 - b. Expert level of professional knowledge of concepts, practices and procedures.
 - c. Provides expert level clinical services in specialty medical clinic, including medical assessment and treatment.
 - d. Evaluates and interprets patient condition through physical examination and laboratory procedures based on approved protocols; diagnoses patient condition, provides patient treatment.
 - e. Performs routine and non-routine medical procedures based on approved protocols and departmental guidelines.
 - f. Instructs, educates and counsels patients.
 - g. Expert level verbal and written communication/presentation skills.
 - h. Maintains confidentiality of client information as outlined in HIPAA guidelines.
 - i. Practice all OSHA safety standards including disposal of biohazard waste.

4. **Registered Nurse (RN):** Must be currently licensed in the State of Texas, and have a minimum of two (2) years of related experience.
 - a. Must have current Basic Life Support (BLS) for Healthcare Providers certification.
 - b. Performs health duties within the scope of RN practice/protocol as prescribed by the Texas Board of Nursing.
 - c. Provide intermediate level professional public health nursing services including assessment, prioritization, treatment, counseling and education to patients.
 - d. Interact with patients, general public, and medical workers in a professional and courteous manner at all times.
 - e. Maintains confidentiality of client information as outlined in HIPAA guidelines.
 - f. Practice all OSHA safety standards including disposal of biohazard waste.
 - g. Issues and educates patients on various medications and importance of adherence to medications.
 - h. Perform accurate, legal, and ethical documentation at all times.

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- i. Document problems and report critical issues as they occur to supervisor or physician/provider.
5. **Licensed Vocational Nurse (LVN):** Must be currently licensed in the State of Texas, and have a minimum of one (1) year of related experience.
- a. Must have current Basic Life Support (BLS) for Healthcare Providers certification.
 - b. Performs health duties within the scope of LVN practice/protocol as prescribed by the Texas Board of Nursing.
 - c. Interact with patients, general public and medical personnel in a professional and courteous manner at all times.
 - d. Maintains confidentiality of client information as outlined in HIPAA guidelines.
 - e. Practice all OSHA safety standards including disposal of biohazard waste.
 - f. Perform accurate, legal, and ethical documentation at all times.
 - g. Issues and educates patients on various medications and importance of adherence to medications.
 - h. Gathers information and prepares LVN activity reports.
 - i. Performs all other related duties as assigned.
 - j. Document problems and report critical issues as they occur to supervisor or physician/provider.
6. **Phlebotomist/Laboratory Technician:** Must be currently trained and/or certified, and have a minimum of one (1) year of related experience.
- a. Should have current Basic Life Support (BLS) for Healthcare Providers certification.
 - b. Serve patients by performing skills that comprise the essence of phlebotomy according to established procedures.
 - c. Interact with patients, general public, and medical personnel in a professional and courteous manner at all times.
 - d. Maintains confidentiality of client information as outlined in HIPAA guidelines.
 - e. Practice all OSHA safety standards including disposal of biohazard waste.
 - f. Perform accurate, legal, and ethical documentation at all times.
 - g. Maintains confidentiality of client information as outlined in HIPAA guidelines.
 - h. Document problems and report critical issues as they occur to supervisor or physician/provider.

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7. **Certified Medical Assistant (CMA):** Must be currently certified, including medical scribe, and have a minimum of one (1) year of related experience.
 - a. Should have current Basic Life Support (BLS) for Healthcare Providers certification.
 - b. **Administrative Tasks:**
 - 1) Front desk duties: Reception, answer phones, appointment scheduling, greet patients, complete intake forms, and give instructions.
 - 2) Handle record keeping, accounting, and correspondence.
 - 3) Perform computer applications for patient billing, transcription, scheduling, insurance claims, accounts receivable, and others.
 - 4) Process, code, and complete insurance claim forms.
 - 5) Stock and maintain supplies and equipment.
 - 6) Interact with patients, general public, and medical personnel in a professional and courteous manner at all times.
 - 7) Maintain confidentiality of client information as outlined in HIPAA guidelines.
 - 8) Practice all OSHA safety standards including disposal of biohazard waste.
 - 9) Must have good communication skills including use of appropriate medical terminology.
 - c. **Clinical Duties:**
 - 1) Assist in health treatment within the scope of CMA practice and protocol.
 - 2) Monitors clinic and patient flow and triage patients for urgent appointments/consultations as needed.
 - 3) Document problems and report critical issues as they occur to supervisor or physician/provider.
 - 4) Assist as medical scribe.
8. **General Medical Radiologic Technologist:** Required completion of an accredited program in Radiologic Technology, licensed by the State of Texas Medical Board as a Medical Radiologic Technologist (MRT), certified by the American Registry of Radiologic Technologists - ARRT (R), and have a minimum of one (1) year of related experience.
 - a. Should have current Basic Life Support (BLS) for Healthcare Providers certification.
 - b. Performs high quality Diagnostic and Fluoroscopic Imaging procedures as requested by a physician or other licensed provider.

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- c. Explains the procedure to the patient and be sure the patient is comfortable and at ease during the exam.
- d. Provide care to and gain cooperation from the patient while obtaining quality images for interpretation by a Radiologist.
- e. Must be able to identify, communicate, and document patient service requirements using proper radiation techniques.
- f. Interact with patients, general public and medical personnel in a professional and courteous manner at all times.
- g. Maintains confidentiality of client information as outlined in HIPAA guidelines.
- h. Practice all OSHA safety standards including disposal of biohazard waste.
- i. Must have good communication skills including use of appropriate medical terminology.

C. Additional Temporary Personnel Responsibilities:

1. Depending on the clinic or location the temporary employee is assigned to work, the employee may be required to sign the Public Health Confidentiality and Privacy Agreement (Attachment A).
2. All temporary Healthcare Personnel are required to dress appropriately for their jobs. Clothing should be clean, neat, and comfortable. Apparel that creates a distraction or presents a potential safety hazard should not be worn in the workplace. Proper dress code includes a photo identification (ID) badge. **Vendor will provide each temporary employee an ID badge with a picture and clearly identifiable credentials.**
3. All temporary Healthcare Personnel shall meet all continuing education (CE) and regulatory requirements appropriate to their duties, certification(s), and license(s), at their own expense.
4. Upon discovering a medical or healthcare error, the temporary employee must report the error as soon as it becomes known to them. Failure to do so will result in an investigation of the incident with appropriate actions taken at the conclusion of the investigation. The temporary employee may be required to complete a written report.
 - a. Patient safety medical or healthcare errors are defined as:
 - 1) Unintended acts, either of omission or commission, or acts that do not achieve their intended outcome.
 - 2) The failure of a planned action to be completed as intended (i.e., error of execution) or the use of a wrong plan to achieve an action (i.e., error of planning).

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5. Temporaries must park in the visitor's parking lot. Tarrant County will not be responsible for payment of parking fees, towing, mileage, fuel, damage or loss to vehicle.
6. Temporaries must sign in and out of designated areas according to standard written procedures and report to the person in charge.

D. Additional Vendor Responsibilities:

1. At the request of Tarrant County, the Vendor shall submit verification of: orientation provided to personnel, peer review mechanism, performance improvement (Quality Assurance, Continuous Quality Improvement) programs, and annual credentialing. Verification must be submitted immediately upon request by Tarrant County.
2. At the request of Tarrant County, the Vendor shall assist Tarrant County in scheduling interviews with proposed personnel.
3. The following minimum requirements must be communicated by the Vendor to the temporary Healthcare Personnel prior to them being assigned as a temporary at Tarrant County:
 - a. Tarrant County's drug free workplace policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol and controlled substances in the workplace. Employees, temporary or otherwise, may not report to work under in the influence of inhalants, alcohol or drugs, or have the odor of alcohol or drugs on their breath.
4. The Vendor agrees not to assign or refer any temporary for duties at a Tarrant County facility if they are:
 - a. Under indictment for any crime of violence or violation of the Texas or U.S. Controlled Substances Acts.
 - b. Under investigation by any Texas Medical Licensing Board or have license restrictions due to a settled action after investigation.
 - c. Subject to other judicial action and has posted bail or bond while awaiting trial for any crime of violence or violation of the Texas or U.S. Controlled Substances Acts.
 - d. On deferred adjudication or parole for any crime of violence or violation of the Texas or U.S. Controlled Substances Acts.
 - e. Under suspension by the contractor, whether that suspension has been placed in effect for a confirmed impropriety or for investigative purposes.
 - f. Suffering any degree of physical or mental incapacitation.
 - g. Has restrictions on his or her license through the regulating board.

RFQ FOR ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL

5. Time Sheets:
 - a. The Vendor must provide their temporaries with appropriate form(s) for documenting time worked. These time sheets must meet Tarrant County minimum standards with respect to information to be entered, including:
 - 1) Name of temporary employee.
 - 2) Name and responsibility number of the employee's unit of assignment.
 - 3) A brief description of services rendered.
 - 4) Date, time, and number of hours worked.
 - 5) The signature of the temporary employee.
 - 6) The signature of the designated department representative.
 - b. Originals of form(s) will be left with the unit supervisor or designee before the temporary leaves the facility. A copy may be made if needed for the Vendor.
6. All temporary Healthcare Personnel shall be subject to the continuing acceptance of Tarrant County, which reserves the right to reject any of the Vendor's assigned personnel when, in the opinion of Tarrant County, the retention of that individual is not in the best interest of Tarrant County, its employees, medical staff, patients and/or visitors. Such rejection may be exercised with or without cause and without effect on the contract. The Vendor is responsible for notifying the assigned personnel of the rejection after notification by Tarrant County representative.
7. Vendor must comply with all laws, ordinances, rules, and regulations which govern the work specified in this contract.
8. Peer Review:
 - a. The Vendor assumes full responsibility for conducting peer review of registered nurses and licensed vocational nurses in accordance with the laws of the State of Texas and the Texas Nurse Practice Act. Upon request, the Vendor shall disclose written and oral communications and the records and proceedings of the peer review to the District's nurse peer review committee and Tarrant County as applicable.
9. Scheduling:
 - a. Once the Vendor confirms acceptance of a work assignment, Tarrant County may cancel the assignment after the Vendor's acceptance.
 - b. Tarrant County will pay for four (4) hours if the employee arrives at the assigned department prior to cancellation.

RFQ FOR ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL

- c. Temporaries should not be scheduled more than forty (40) hours per week. Tarrant County does not pay overtime in the normal course of business. Overtime will be paid on an exception basis only and must be pre-approved by and authorized by the Tarrant County manager to whom the temporary is reporting.
 - d. Holiday pay rates may be available but will be for Tarrant County approved holidays only. Holiday pay rates will only be paid if the temporary works on the holiday. Tarrant County holidays typically include: New Year's Day, Martin Luther King Jr. Day, President's Day, Cesar Chavez Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, and Christmas Day.
10. Payroll:
- a. Vendor accepts full responsibility for the payment of wages, compensation, and benefits to its personnel, including compliance with the Affordable Care Act, insurance coverage, etc.
 - b. The Vendor further accepts responsibility for payment of all taxes, assessments, fees, and fines that may be due and owing to any State or Federal government.
11. Record Keeping, Invoicing, and Payments:
- a. Vendor will be expected to maintain records for all temporaries placed with Tarrant County and invoices submitted to the Tarrant County Auditor's Office for payments.

III. VENDOR PERFORMANCE STANDARDS:

- A. Tarrant County must be completely satisfied with the performance of every assigned temporary. If not satisfied, the Vendor must replace the temporary as soon as possible after notification, subject to the conditions listed above.
- B. Temporaries are assigned to work for a specific department. They may be reassigned within the department based on their level of competency, patient care experience, and the healthcare needs of the patients.
- C. Temporary Healthcare Personnel whose performance exposes a patient or other person unnecessarily to a risk of harm, engages in unprofessional conduct, or whose practice fails to conform to the minimum standards of acceptable practice for their area or profession, may be designated as a "No Return to any Tarrant County Facility".
- D. The Vendor will report to Tarrant County any assigned temporary undergoing investigation by his or her appropriate regulatory board or who is participating in any substance abuse rehab program. Such notification must be made verbally to the designated Tarrant County contact person of the using facility within twenty-four (24) hours of the Vendor becoming aware of such status, followed in writing to the Tarrant County Local Health Authority/Medical Health Director.

RFQ FOR ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL

- E. The Vendor agrees that any temporary identified by Tarrant County as "No Return to any Tarrant County Facility" may not work nor be dispatched to work at any Tarrant County facility. Vendor employees designated as "No Return" may be dispatched to a Tarrant County facility only after Tarrant County removes the "No Return" status in writing to the Vendor.
- F. Failure to Fill Positions:
If the Vendor is routinely late in filling positions or is unable to fill positions (either with their own staff or through a sub-contractor), then Tarrant County may terminate the contract with that vendor.

IV. TEMPORARY TO PERMANENT OPTION:

- A. A temporary employee working under this contract is eligible for permanent placement after he or she has worked at a location for seven-hundred twenty (720) hours. After this period, Tarrant County reserves the right to place the employee permanently or to keep them on as a temporary employee for an indefinite period of time. Should Tarrant County elect to make the temporary employee a permanent employee, he or she will be transferred to the Tarrant County payroll. This will not incur a placement fee.
- B. A placement fee will be negotiated with the Vendor in the event that Tarrant County desires to permanently hire a temporary employee whom has not yet worked seven-hundred twenty (720) hours.

V. RESPONSE SUBMISSIONS:

- A. Provide RFQ response in the format and order listed below. Do not include any electronic submission such as CD's, DVD's or Flash Drives. All documentation should be in typed or written format on standard 8½ x 11 pages. Hard copy submissions only. Responses should be tabbed as outlined below.

Tab 1: Required Forms:

Include all forms exactly as they are presented in the RFQ document and in the order stated below. Do not make any changes to these forms, such as headers or footers. Do not add confidentiality statements to the forms.

1. Signature Form with signature.
2. Addendum Signature Form(s) with signature (if applicable).
3. Compliance with Federal and State Laws Form with signature.
4. References.
5. Deficiencies and Deviations Form. Please write N/A on the form if none exist.
6. Confirmation of meeting the required insurance for this RFQ (a sample certificate will suffice).
7. HUB Certificate/Form for Disadvantaged Business Enterprises and a copy of your HUB Certificate. Please write N/A on the form if this is Not Applicable.

Tab 2: Qualifications and Experience of Agency

1. Provide legal company name, location of the company headquarters, location of all offices, location of the office that would be servicing Tarrant County, and the location of the office from which employees checks will be issued.
2. Provide prior experience in delivering the type, scope, and magnitude of services solicited under this RFQ.
3. Provide a brief overview of your Agency. Include the number of years your Agency has been in business in the current business form and operating under the same name.
4. Provide a company structure chart that identifies the complete structure of the Agency, including any parent company, headquarters, regional offices, and subsidiaries.
5. Provide information regarding the office that will be used to service the needs of Tarrant County. How long has this office been in existence? If more than one office will service Tarrant County, then please describe the services each will provide.
6. What are the business hours and days of operation?
7. If needed can the Agency handle a request for personnel 24/7?
8. Provide the name, title, and contact information of the person(s) to be contacted if temporary Healthcare Personnel placement is needed in Tarrant County. Are they available 24/7?
9. Confirm that the Agency will return phone calls within four (4) hours.
10. Describe what sets your Agency apart from other temporary healthcare staffing agencies in the Tarrant County area.
11. Provide affirmation that your Agency does, has, and will maintain compliance with all governing regulations and laws, including Federal, State and Municipal.
12. Provide affirmation that all temporary employees provided by your Agency will be considered employees of your Agency, or of your Agency's sub-contractors.
13. Indicate if the Agency/company has had a contract terminated for non-performance or poor performance in the last five (5) years.
14. Provide details of all past, pending, or threatened litigations, administrative or regulatory proceedings, investigations, or similar manners that could materially affect your Company.
15. Provide evidence of Agency solvency.
16. Provide the name, title, and contact information of the person authorized to negotiate the contract on behalf of the Agency.

RFQ FOR ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL

17. Provide the name, title, and contact information of the person to be contacted for clarifications to this response.
18. Provide any additional information regarding Qualifications and Experience of the Agency that you deem pertinent, but please limit this to one (1) page.

Tab 3: Qualifications and Experience of Personnel Assigned to Tarrant County

1. Provide name(s), experience, and capabilities of the manager(s) and administrative staff who will be assigned to the Tarrant County account.
2. Describe the roll of the manager who will assigned as the primary manager to the Tarrant County account. Provide their contact information.
3. Provide an organizational chart of all staff employees assigned to the Tarrant County account, showing relationships between key personnel.
4. Provide any applicable education, resumes, licenses, certifications, and continuing education (CE) training, of Healthcare Personnel who may be assigned to this contract. Show, at minimum, that the experience required for this RFQ can be met.
 - a. Respondent should submit two (2) candidate resumes for each of the eight (8) positions specified in Section III., B.
 - Note: Years of required experience is cumulative clinical experience, or equivalent, and must not include experience obtained through preceptor or internship programs.
 - Indicate if the personnel are experienced with eClinical Works.
 - Indicate if the personnel have any specialized training or certifications beyond the listed requirements?

TAB 4: Approach, Methodology, and Implementation Plan

1. Include a narrative and work plan outlining your approach, methodology, and implementation plan for meeting the requirements of this RFQ. Provide a statement of the Agency's qualifications as they pertain to the Scope of Services in the RFQ. Describe how you will accomplish the work and satisfy the County's objectives described here.
2. Describe the methodology used to fill a request for a temporary Healthcare Personnel. Are there qualified Healthcare Personnel currently registered with your Agency who are available for immediate assignment to Tarrant County? How many employees do you currently have registered for each of the positions specified in Section III., B?
3. What is your average response time from request to assignment of Healthcare Personnel?
4. What is the termination process if the temporary Healthcare Personnel is not meeting the client's expectations?

RFQ FOR ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL

5. What is the process or policy regarding replacing temporary Healthcare Personnel (e.g. temporary employee is excessively tardy, absent or other employee related issues)?
6. What is the credit policy for an unsatisfactory personnel placement?
7. Describe how your Agency tests, screens and interviews for the positions specified in this RFQ.
8. What is your reference checking policy?
9. How do you retain qualified personnel?
10. What is your turnover rate for your temporary Healthcare Personnel?
11. What benefits (i.e. Medical, Hospitalization, Accidental Injury, Disability, Life Insurance, vacation accrual) does the Agency offer their temporary Healthcare Personnel?
12. Is your company, and employees, in compliance with the HIPPA? What is the Agency process for assuring such?
13. Describe how you manage and maintain current records of all of the temporary employees' licenses, certifications, peer reviews, etc.
14. Describe your agencies methods for monitoring and/or measuring client satisfaction and performance of Agency employees assigned to the client? If applicable include examples of satisfaction surveys and describe how the results are incorporated in staff development and organizational change management.
15. Do you use sub-contractors for filling needed temporary Healthcare Personnel? Please describe how you anticipate that sub-contractors will be used. If sub-contractor(s) will be used, please provide the legal name of the sub-contractor(s), address, and contact information.
16. Provide an invoice example.
17. Provide a copy of time sheet to be used by Temporary Healthcare Personnel assigned to Tarrant County.

TAB 5: Vendor Contracts

1. Do you have a contract that would need to be signed by Tarrant County? If yes, provide an example of that proposed contract or agreement.
2. All vendor required contracts and or agreements for the proposed services should be submitted with response. All contracts and agreements will be preliminarily reviewed by Tarrant County in the evaluation process.
3. Prior to an award recommendation, Tarrant County and the vendor will review all contracts/agreements. The contract(s) will then be subjected to review by Tarrant County's Criminal District Attorney's Office.

RFQ FOR ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL

4. Following this review, the Vendor should incorporate any necessary changes or addenda into the contract(s) and quickly provide four (4) signed originals to Tarrant County for contract award and signature by the Tarrant County Commissioners Court. Once award has been made, and the contracts have been countersigned, one (1) complete set will be returned to the Vendor by Tarrant County.
5. Failure of the Vendor to provide all applicable contracts in a timely and orderly manner may jeopardize award recommendation.
6. The contract will be in accordance with the laws of the State of Texas without giving effect to any choice or conflict of law provision or rule that would cause the application of the laws of any jurisdiction other than the State of Texas. The parties mutually consent to the jurisdiction of the federal and state courts in Tarrant County, Texas and agree that any action, suit or proceeding concerning, related to or arising out of this document will be brought only in a federal or state court in Tarrant County, Texas and the parties agree that they will not raise any defense or objection or file any motion based on lack of personal jurisdiction, improper venue, inconvenience of the forum or the like in any case filed in federal or state court in Tarrant County, Texas.

VI. EVALUATION AND AWARD:

- A. Approach:
 1. The Tarrant County Purchasing Department will guide the evaluation of the responses received. An Evaluation Committee will be established to evaluate and score the submitted Responses. The Evaluation Committee may consist of representatives from various Tarrant County 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 responses, as the County deems necessary.
 3. Tarrant County shall rank responsive Agencies in order based on their written response to this RFQ.
 4. The respondents with the highest initial evaluation scores may be invited to an interview with Tarrant County. Interview scores will be based on the same evaluation criteria used in the initial ranking.
 5. Once the evaluation committee has finalized the ranking order, the Tarrant County Commissioners Court will be requested to approve the ranking order.
 6. Tarrant County will then initiate negotiations with the top ranked Agencies.

RFQ FOR ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL

B. Evaluation Criteria:

SCORING CATEGORY	VALUE
Qualifications and Experience of Agency	25%
Qualification and Experience of Personnel Assigned to Tarrant County	30%
Approach, Methodology and Implementation Plan	30%
Preparation and Presentation of Response	5%
References	10%
Total:	100%



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, responses 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 responses 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 responses 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 responses 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 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 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)

RFQ FOR ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

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

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

Tarrant 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 your company is already certified, attach a copy of the certification to this form and return with bid.

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

RFQ FOR ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL

REFERENCES

Please list three (3) references, **other than past or present employees of 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 request. The 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 company has completed a project of similar size and scope of work in the Request. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your response.

Failure to supply required references will deem Respondent as non-responsive and 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.

*****DO NOT LIST TARRANT COUNTY AS A REFERENCE*****

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: _____

**REFERENCES MUST BE RETURNED WITH RESPONSE!
THE ORIGINAL AND FOUR (4) COPIES MUST BE RETURNED.**

RFQ FOR ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH RESPONSE!

THE ORIGINAL AND FOUR (4) COPIES MUST BE RETURNED.

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this RFQ 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 response.

The undersigned agrees, on behalf of Respondent, that if this response is accepted, Respondent will furnish all items/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 response will be one hundred twenty (120) calendar days.

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

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 RFQ package. ***Failure to sign and return this form will result in the rejection of the entire response.***

Signature _____ **X**
Authorized Representative

LEGAL NAME AND ADDRESS OF RESPONDENT:

Date _____
Name _____
Title _____
Tel. No. _____ FAX No. _____
E-Mail Address: _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND FOUR (4) COPIES MUST BE RETURNED WITH RESPONSE!



Did you provide References,
sign your Response and/or
your Addendum?

If not, your Response
will be rejected.

RFQ FOR ANNUAL CONTRACT FOR TEMPORARY HEALTHCARE PERSONNEL

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: _____

THE ORIGINAL AND FOUR (4) COPIES OF THIS FORM MUST BE RETURNED WITH RESPONSE!

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 KNOWN 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

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid 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.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND FOUR (4) COPIES MUST BE RETURNED WITH RESPONSE!

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