



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. 2020-148

**REQUEST FOR PROPOSALS
FOR
ANNUAL CONTRACT FOR PAYROLL
SERVICES FOR TEMPORARY LABOR**

**PROPOSALS DUE JULY 2, 2020
2:00 P.M.**

RFP NO. 2020-148



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PURCHASING DEPARTMENT

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SPECIAL NOTICE DUE TO COVID-19

Due to the COVID-19 outbreak and an ongoing effort to facilitate social distancing, the Tarrant County Purchasing Department has suspended all public meetings for the foreseeable future.

Pre-Proposal Conference

All pre-proposal conferences are suspended however, Respondents are still able to submit questions regarding RFP specifications by the deadline published in each RFP document.

All questions must be faxed to 817-884-2629 at the attention of the Senior Buyer or Buyer listed in the RFP document. Be sure to reference the RFP number on your submission.

It is important to take the time to be very specific in the questions submitted and refer to the section and item number relating to your question. Submitter's names will not be used when answers to questions or addenda are published on line.

The Tarrant County Purchasing Department appreciates all your cooperation and understanding during this difficult time.

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

RFP FOR ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

Tarrant County is soliciting proposals for **ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR** for the **ELECTIONS ADMINISTRATION**.

THE ORIGINAL AND FIVE (5) COPIES
OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE JULY 2, 2020 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 package, 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 the form included in the section under forms.

Any proposal received after the date and hour set for Proposal opening will not be accepted. The Respondent will be notified and will advise Tarrant County Purchasing 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, therefore, tax must not be included in the proposal. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

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 the County.

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No oral explanation or instructions will be given by 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. Request from interested proposers for additional information or interpretation of the information included in the specifications should be directed in writing to:

ERICK WARE, 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, Tuesday, June 16, 2020. After the question deadline, all questions and their responses will be posted on the website and available for download by interested parties.

All Proposal 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 designated response forms that have been provided. Unless deviations are specifically stated herein, benefits will be provided according to the specifications at no additional charge.

The proposal is issued in compliance with the 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 answers, 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 References, Compliance with Federal and State Laws, 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).

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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 the 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 advised that Tarrant County cannot and will not make an agreement to withhold information from the public contrary to the 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 records request 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 the proposal. 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 Purchasing 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. The vendor will be given a reasonable opportunity before termination to correct deficiencies. This, however, shall in no way be construed as negating the basis for termination for nonperformance.

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

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

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

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

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 the County.
4. The Respondent in the arrear 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 the 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 past performance record with Tarrant County.
9. Limited competition.

Due care and diligence have been used in the 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 successful Vendor may not assign their rights and duties under an award without the written consent of Tarrant County 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. The Vendor must agree that Tarrant County will have access during normal working hours to all necessary facilities, staff and workspace 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.

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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 OR PROVISIONS OF THIS AGREEMENT OR (ii) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDOR, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

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, 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.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from the date of award or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by the Vendor, the contract may be renewed for three (3) additional twelve (12) month periods, 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 three (3) additional twelve (12) month periods, provided such option be 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. **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 in compliance with Texas Local Government Code 262.027(g).
 - A. 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 cause the removable of the Vendor from the contract. Calling upon the secondary or alternate Vendors do not necessarily affect the status of any awarded Vendor, including the Primarily Vendor.
 - B. 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.
 - C. Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

_____Yes _____No

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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 the 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 the bid.**

_____Yes _____No

- 1) If you, the Bidder, 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.
 - 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 Intergovernmental 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. The information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

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

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

175.	City of Lewisville	230.	City of Saginaw	281.	Dallas/Fort Worth International Airport Board
176.	City of Lindale	231.	City of San Angelo	282.	Dallas ISD
177.	City of Little Elm	232.	City of San Benito	283.	Decatur ISD
178.	City of Littlefield	233.	City of San Marcos	284.	Denison ISD
179.	City of Live Oak	234.	City of Sanger	285.	Denton County
180.	City of Lubbock	235.	City of Sansom Park	286.	Denton County Fresh Water Supply Dist. No. 1-A
181.	City of Lucas	236.	City of Seagoville	287.	Denton ISD
182.	City of Lufkin	237.	City of Sherman	288.	DeSoto ISD
183.	City of Lumberton	238.	City of Sour Lake	289.	Diana Special Utility District
184.	City of Mansfield	239.	City of Southlake	290.	Duncanville ISD
185.	City of Marshall	240.	City of Southmayd	291.	Duval County
186.	City of McAllen	241.	City of Springtown	292.	Eagle Mountain-Saginaw ISD
187.	City of McKinney	242.	City of Stephenville	293.	East Texas Council of Governments
188.	City of Melissa	243.	City of Sulphur Springs	294.	Ector County
189.	City of Merkel	244.	City of Taft	295.	Ector County ISD
190.	City of Mesquite	245.	City of Taylor	296.	Eddy County, NM
191.	City of Midlothian	246.	City of Temple	297.	El Paso County
192.	City of Mineola	247.	City of Terrell	298.	El Paso County Hospital District dba University Medical Center of El Paso
193.	City of Mineral Wells	248.	City of Texarkana, AR	299.	Electra ISD
194.	City of Morgan's Point Resort	249.	City of Texarkana, TX	300.	Ellis County
195.	City of Murphy	250.	City of The Colony	301.	Erath County
196.	City of Nacogdoches	251.	City of Universal City	302.	Everman ISD
197.	City of Nederland	252.	City of University Park	303.	Fanning County
198.	City of New Braunfels	253.	City of Van Alstyne	304.	Farmersville ISD
199.	City of North Richland Hills	254.	City of Venus	305.	Floyd County
200.	City of Odessa	255.	City of Vernon	306.	Fort Bend County
201.	City of Odessa	256.	City of Waco	307.	Fort Bend County ESD #2
202.	City of Palestine	257.	City of Watauga	308.	Fort Worth Housing Authority
203.	City of Parker	258.	City of Waxahachie	309.	Fort Worth ISD
204.	City of Pasadena	259.	City of Weatherford	310.	Fort Worth Transportation Authority
205.	City of Pelican Bay	260.	City of Westworth Village	311.	Franklin County
206.	City of Perryton	261.	City of White Settlement	312.	Freestone County
207.	City of Pharr	262.	City of Whitesboro	313.	Frisco ISD
208.	City of Plano	263.	City of Whitewright	314.	Glasscock County
209.	City of Port Isabel	264.	City of Wills Point	315.	Goliad County
210.	City of Poteet	265.	City of Wilmer	316.	Gonzales County
211.	City of Pottsboro	266.	City of Winnsboro	317.	Grand Prairie ISD
212.	City of Princeton	267.	City of Wylie	318.	Grandview Police Department
213.	City of Quinlan	268.	Clay County	319.	Grapevine/Colleyville ISD
214.	City of Ralls	269.	Clear Creek ISD	320.	Grayson County
215.	City of Red Oak	270.	Cleburne ISD	321.	Greenville ISD
216.	City of Rhome	271.	Cochran County	322.	Gregg County
217.	City of Richardson	272.	Collin County	323.	Grimes County
218.	City of Richland Hills	273.	Collin County Community College District	324.	Guadalupe County
219.	City of Rio Grande City	274.	Comal County	325.	Hardin County
220.	City of River Oaks	275.	Cooke County	326.	Harris County Emergency Services District #7
221.	City of Roanoke	276.	Coryell County	327.	Harris County Emergency Services District #10
222.	City of Robinson	277.	Cottondale Volunteer Fire Department	328.	Harris County Emergency Services District #24
223.	City of Rockwall	278.	Crowley ISD		
224.	City of Round Rock	279.	Dallas County		
225.	City of Rowlett	280.	Dallas County Utility & Reclamation District		
226.	City of Royse City				
227.	City of Runaway Bay				
228.	City of Rusk				
229.	City of Sachse				

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

329. Harris County Emergency Services (ESD) #48	379. McKinney ISD	426. Richardson ISD
330. Harris-Fort Bend Emergency Services District #100	380. McLennan County	427. Rockwall County
331. Harrison County	381. McLennan Community College	428. Round Rock ISD
332. Hawkins ISD	382. Medina Valley ISD	429. Sam Rayburn ISD
333. Hays County	383. MHMR of Tarrant County	430. San Jacinto College District
334. Heart of Texas Region MHMR Center	384. Midland County	431. San Patricio County
335. Henderson County	385. Midland ISD	432. Schleicher County
336. Hill County	386. Midway ISD	433. Seabrook Vol Fire Dept.
337. Hood County	387. Milam County	434. Senior Center Resource and Public Transit, Inc. of Hunt County
338. Hopkins County	388. Mills County	435. Seven Points Fire Rescue
339. Housing Authority of the City of Austin	389. Montgomery County	436. Sherman ISD
340. Humble ISD	390. Montgomery County Emergency Services District No. 10	437. Smith County
341. Hunt County	391. Montgomery County Hospital District	438. Springtown ISD
342. Hurst Euleless Bedford ISD	392. Mount Pleasant Police Department	439. South Montgomery Fire Department
343. Hutchinson County	393. Mount Vernon PD	440. South Texas College
344. Idea Public Schools	394. Nacogdoches County	441. SPAN, Inc
345. Irving ISD	395. Navarro County	442. Starr County.
346. Jack County	396. Nevada Volunteer Fire Department	443. Stephens County
347. Jasper County	397. New Caney ISD	444. Sterling County
348. Jefferson County	398. Nolan County	445. Stonewall County
349. Jefferson County Drainage District #7	399. Normangee ISD	446. Tarleton State University
350. Jim Wells County	400. North Central Texas Council of Governments	447. Tarrant Appraisal District
351. Johnson County	401. North Texas Municipal Water District	448. Tarrant County 9-1-1 Emergency Assistance District
352. Johnson County Special Utility District	402. North Texas Tollway Authority (NTTA)	449. Tarrant County College District
353. Joshua ISD	403. Northwest ISD	450. Tarrant County Emergency Services District 1
354. Karnes County	404. Nueces County	451. Tarrant County Hospital District
355. Kaufman County	405. Olton Police Department	452. Tarrant County Workforce Development Board
356. Kaufman ISD	406. Orange County	453. Tarrant Regional Water District
357. Keller ISD	407. Orange County Drainage District	454. Taylor County
358. Kennedale ISD	408. Palo Pinto County	455. Temple College
359. Kerens ISD	409. Panola County	456. Terrell ISD
360. Kinney County	410. Paradise ISD	457. Texarkana ISD
361. Krum ISD	411. Parker County	458. Texas A&M University at Commerce
362. Lake Dallas ISD	412. Parker County Emergency Services District 1	459. Texas A&M University-Kingsville
363. Lake Worth ISD	413. Parmer County	460. Texas A&M University-Texarkana
364. Lamar County	414. Plano ISD	461. Texas Alcoholic Beverage Commission
365. Lamb County	415. Potter County	462. Texas Dept. of Parks & Wildlife
366. Lampasas County	416. Public Transit Service of Mineral Wells	463. Texas Dept. of Public Safety
367. Lavon Police Department	417. Quinlan ISD	464. Texas Woman's University
368. Leon County	418. Rains County ESD #1	465. The Woodlands Township
369. Leonard ISD	419. Rancho Viejo Police Department	466. Titus County
370. Lewisville ISD	420. Randall County	467. TML Multistate Intergovernmental Employee Benefits Pool
371. Limestone County	421. Red Oak ISD	468. Tom Green County
372. Little Elm ISD	422. Red River County	469. Town of Addison
373. Lovejoy ISD	423. Refugio County	
374. Lowry Crossing Volunteer Fire Dept.	424. Region 9 Education Service Center Wichita	
375. Lubbock County	425. Region II Education Service Center (ESC)	
376. Mansfield ISD		
377. Marilee Special Utility Dist		
378. Maverick County		

RFP FOR ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

470.	Town of Argyle	517.	White Settlement ISD
471.	Town of Double Oak	518.	Williamson County
472.	Town of Edgecliff Village	519.	Williamson County Emergency Services District No. 3
473.	Town of Fairview	520.	Wilson County
474.	Town of Flower Mound	521.	Winkler County
475.	Town of Hickory Creek	522.	Winnsboro ISD
476.	Town of Highland Park	523.	Wise County
477.	Town of Lakeside	524.	Wood County
478.	Town of Little Elm	525.	YMCA of Metropolitan Dallas
479.	Town of Northlake	526.	Young County
480.	Town of Pantego	527.	Zapata County
481.	Town of Pecos City		
482.	Town of Ponder		
483.	Town of Prosper		
484.	Town of Providence Village		
485.	Town of Sunnyvale		
486.	Town of Trophy club		
487.	Town of Westlake		
488.	Town of Westover Hills		
489.	Travis County		
490.	Travis County Emergency Services District #6		
491.	Travis County Healthcare District		
492.	Trinity River Authority		
493.	Tyler Junior College		
494.	United States Marshals Service		
495.	University of North Texas		
496.	University of North Texas Health Science Center		
497.	University of Texas at Arlington		
498.	University of Texas at Dallas		
499.	University of Texas MD Anderson Cancer Center		
500.	Upper Trinity Regional Water District		
501.	Upshur County		
502.	Upton County		
503.	Val Verde County		
504.	Van Alstyne ISD		
505.	Van Zandt County		
506.	Vernon ISD		
507.	Victoria County		
508.	Waco ISD		
509.	Walker County		
510.	Waller County		
511.	Ward County		
512.	Waxahachie ISD		
513.	Weatherford College		
514.	Weatherford ISD		
515.	Westminster Fire Dept.		
516.	Weston Volunteer Fire Department		

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. 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/Property Damage
— \$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3. Auto Liability:
 - a. Combined Single Limit (CSL) – \$500,000 per occurrence
- B. Tarrant County reserves the right to review the insurance requirements of the 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 Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, TX 76196 prior to work commencing.
 - 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 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 subcontractor(s) performing work under the agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

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 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. The Vendor's 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 the Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a required Criminal Background Check Could affect the award of the contract or result in the 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 the duration of the contract.

7. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

- A. The following is only applicable when the Vendor is providing an 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 suspects 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.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

3. **Data**
All Tarrant County data will remain in the 48 contiguous states at all times.
4. **Right to Audit**
Tarrant County reserves the right to audit vendor data centers which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.)

STATEMENT OF WORK

I. PURPOSE:

- A. Tarrant County is soliciting responses from qualified Vendors to provide payroll services for temporary personnel for Elections Administration and other Tarrant County departments. These workers are typically appointed/recruited by the Elections Office. As a result of this RFP, Tarrant County expects to receive and evaluate responses, select a Vendor(s), and enter into a services contract based on hourly rate fees. Tarrant County prefers to enter into a contract with a vendor who can provide all of the services listed. The intent is to award this contract as all or none to a Primary, Secondary, and Alternate vendor.

II. BACKGROUND:

- A. Elections Administration uses a payroll service agency to process payroll checks for temporary Elections workers. There are Temporary Weekly Workers and Temporary Election Officials working at Elections throughout the year. Use of temporary labor fluctuates depending on the size of each election held. In even number years, major elections are the Primary Elections in March, City/ISD Elections in May, both of which may have run-offs and the General Election in November. Special Elections may be held throughout the year. In odd numbered years, City/ISD Elections are held in May and various Special Elections may be held throughout the year and in November. Some temporary workers may continue to work throughout the year.
- B. Other County departments may choose to use this contract to process payroll for Tarrant County recruited temporaries, grant funded employees, or paid volunteers.

III. SCOPE OF WORK:

- A. There are primarily two (2) types of positions required for this contract: Temporary Weekly Workers and Temporary Election Officials.
 - 1. Temporary Weekly Workers are Administrative/Clerical, Drivers (box trucks, mini-vans, forklifts), and Light Industrial workers. County certification is required for forklift drivers. Drivers travel to various elections sites. Temporary Weekly Workers generally work forty (40) hours per week for approximately sixty (60) days at each election cycle.
 - 2. Temporary Election Officials are assigned to specific polling sites and serve as Early Voting Clerks and Election Day Clerks. Temporary Election Officials typically work during the early voting period (approximately two (2) weeks) and/or on Election Day (one (1) day assignment).
- B. For Tarrant County recruited temporaries, the Elections Administration will provide a list of qualified, experienced workers to the vendor. Respondent must submit pricing to process payroll for Tarrant County recruited Weekly Workers and Election Officials on Sections 1 and 2 of the Proposal Pricing Forms.

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- C. The vendor may be asked to recruit additional workers on as needed basis (see separate pricing form for these services). These needs will be communicated via telephone or email with a lead time from one (1) hour to two (2) weeks. Tarrant County reserves the right to interview temporary workers prior to them being assigned to the County. Final approval of all workers will remain with Tarrant County. For vendor recruited temporaries, the respondent must submit pricing on Section 3 of the Proposal Pricing Forms.
- D. The vendor must allow for pay rate changes to be affected on a periodic basis as deemed appropriate by Tarrant County. Said rate may increase as requested by and at the sole discretion of Tarrant County, but will not decrease without at least twenty-four (24) hours' notice provided by Tarrant County.
- E. Additionally, Tarrant County pays a flat rate payment to temporaries for the delivery of election supplies on Election Day by Election Day Judges. The Respondent must bid a rate to Tarrant County to process those payments on Section 4 of the Proposal Pricing Forms.
- F. To the extent permissible by law, the vendor shall conduct a criminal background check, at vendor's expense, on all temporary employees assigned to Tarrant County. Tarrant County may also choose to conduct an additional criminal background check at Tarrant County's expense.
- G. The successful vendor must provide time sheets which the temporary worker and Tarrant County Supervisor will complete on a weekly basis. Recorded time worked and approved mileage must be attached to the invoice submitted to Tarrant County weekly for payment. Separate invoices must be submitted to each County Department using his contract.
- H. The vendor must furnish, to the Elections Administration, weekly and monthly usage reports by classification/department, which include employee name, pay rate, regular hours, total hours, bill rate, overtime bill rate, gross pay, mileage, total billed, and taxes paid to enhance documentation of funds for State, County, and contract budget requirements. Reports showing this detailed information should be submitted electronically.
- I. All records are to be available at any time, during normal working hours, for review by the County Auditor.
- J. Payroll Checks
 - 1. The vendor will prepare payroll checks, make all necessary deductions and pay all taxes and insurance required by Federal, State and Local laws. The vendor accepts full responsibility for the payment of wages, compensation and benefits to temporaries, including compliance with the Affordable Care Act, insurance coverage, etc. The vendor further accepts responsibility for payment of all taxes, assessments, fees, and fines that may be due and

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- owing to any Local, State or Federal government agencies. The vendor should proof and verify all electronic and manual time entry and money amounts prior to pay checks being issued.
2. In accordance with the Social Security Independence and Program Improvements Act, the election worker's pay is not subject to FICA withholding until their earnings equal \$1,800 or more in a calendar year. If an election worker is paid \$1,800 or more, FICA taxes apply from the first dollar paid (See Attachments A-C).
 3. Amounts paid to Election Poll Workers continue to be exempt from Federal Income Tax Withholding Requirements. The amounts are also exempt from withholding for Federal Unemployment Taxes and State Unemployment Taxes if the remuneration received by the individual during the calendar year is less than \$1,000.
 4. As of May 5, 2020, the Immigration and Naturalization Service maintains the policy it adopted in February 1988, that it will not enforce the requirements that I-9's be kept for Election Poll Workers. However, this is a matter of federal policy. If this federal policy changes, the successful contractor must be ready and able to comply promptly with changes in this requirement.
 5. Tarrant County will not be responsible for Stop Payment Fees on payroll checks. Respondent should include procedures for replacing checks, and clarify if temporary employee will be charged stop payment fees.
- K. The vendor should offer a benefits package to Temporary Weekly Workers meeting an eligibility requirement. Benefits should include but not be limited to medical insurance. Your response should include information on the benefits package offered.
- L. The vendor should allow for temporary workers to stay in the vendor's database without having to re-enter all of their information after each election to prevent errors and missed payments during reactivation. Does your system allow this? Please describe.
- M. Election Official Pay
1. Tarrant County Elections Administration will provide electronic files in a format mutually agreed upon for the processing of Election Officials payroll. Said files will include at least fifteen (15) fields, consisting of precinct number, first name, last name, address, city/state/zip, Social Security Number, hours worked, rate of pay, training, delivery, mileage, telephone, Miscellaneous, Miscellaneous Total, Check Total).
 2. Election Official payroll checks should be processed within ten (10) days.

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- N. Mileage reimbursements may be required and will be determined by the Tarrant County Elections Coordinator. The mileage payments to the temporaries will be a pass-through payment with no agency fee. The temporary employees who are eligible to receive mileage for Election Day circumstances that is approved by the Elections Coordinator must sign a payroll slip in the indicated area and confirm their mileage in order to be compensated for that mileage.

IV. RESPONDENT QUALIFICATIONS:

- A. Respondent should have a minimum of three (3) years of business experience in temporary employment and payroll services.
- B. Respondent should demonstrate financial stability and viability to the sole satisfaction of the County Auditor's Office.

V. PROPOSAL SUBMISSIONS: Provide RFP response in the format and order listed below. All documentation should be in typed or written format on standard 8½ x 11 pages. Do not include any electronic submission such as CD's, DVD's or Flash Drives. Follow the response guidelines precisely. Tarrant County considers how well a vendor follows RFP instructions in evaluation of their response to the RFP.

- A. Required Forms (Tab 1): This section should be the first section of your response and should be the forms exactly as they are presented in the RFP document and in the order stated below. Do not add items such as headers or footers to these forms. Do not remake these forms into your own format
1. Proposal Signature Form
 2. Compliance with Federal and State Laws Form with signature
 3. Addendum Signature Form(s) (if applicable)
 4. Form for Disadvantaged Business Enterprises
 5. HUB certification form and HUB Certificate (if applicable). Please write N/A on the form if it is Not Applicable
 6. Confirmation of meeting the required insurance for this RFP (a sample certificate will suffice)
 7. Deficiencies and Deviations Form
 8. Cooperative and Secondary Award (pages 6 - 7)
 9. References
 10. Proposal Pricing Forms
- B. Vendor Experience and Qualifications (Tab 2)
1. Executive Summary – provide a brief narrative highlighting company background. Include a brief description of the company including the length of time the company has been in business and years of experience in payroll services.

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2. This section should detail your firm's experience providing the services outlined in the RFP document. Experience should be for work done of a similar scale as Tarrant County. Additionally, experience with a government entity is preferred. The Respondent must demonstrate to the sole satisfaction of Tarrant County that the Respondent can successfully deliver services of the type and scope set forth in this RFP.
- C. Financial Stability (Tab 3):
1. In order to assist Tarrant County in making a determination of the financial stability of the firm, the respondent should provide complete financial statements, for the past three (3) years prepared by an independent certified public accountant including:
 - a. Balance Sheet.
 - b. Income Statement.
 - c. Cash Flow Statement.
 - d. Note to Financial Statements.
 - e. Accountant's Report.
 2. The Auditor's report may either be an Accountant's Review Report (prepared in accordance with standards issued by the American Institute of Public Accountants) or Audit Report (prepared in accordance with standards issued by the American Institute of Certified Public Accountants). Compilation Reports or Unaudited reports **are not** suitable reports for Tarrant County to use in making a determination of the financial stability of a firm.
 3. The awarded vendor must be able to cover up to two (2) months payroll.
 4. Respondent's financial stability may affect the outcome of award determination.
- D. Proposed Approach and Management of Contract (Tab 4):
1. This section should contain a narrative that clearly demonstrates the Respondent's approach to meet the goals and requirements of this RFP.
 2. Provide a narrative on how you propose to manage this contract.
 3. Provide your company's procedures for reissued check requests and stop payments on payroll checks including any cost to employee.
- E. Benefits Offered to Temporary Staff (Tab 5):
1. Provide a detailed explanation of insurance and other benefits offered to employees. Include eligibility requirements and weekly costs to employee.

VI. EVALUATION:

- A. Respondents shall have NO contact regarding this RFP with any known member of the Evaluation Committee, member(s) of the Tarrant County Commissioners

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Court or their staff, or any other Tarrant County elected officials or their staff, prior to award. Any contact regarding this RFP, may result in the Respondents' disqualification and removal from consideration by the Tarrant County Commissioners Court. Contact may be initiated by the Tarrant County Purchasing Department for purposes of evaluation and clarification. The only contact should be facilitated by the Tarrant County Purchasing Department.

B. 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 Proposals. The Evaluation Committee may consist of representatives from various 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 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.

C. Evaluation Criteria:

- | | |
|--|-----|
| 1. Vendor Experience and Qualifications | 25% |
| 2. Financial Stability | 10% |
| 3. Proposed Approach and Management..... | 15% |
| 4. Employee Benefits Offered to Temporary Staff..... | 10% |
| 5. Price..... | 30% |
| 6. References..... | 10% |

D. Evaluation of Price:

1. The Price section will be scored using the following formula:
$$\frac{\text{Lowest Total Price Proposal}}{\text{Respondent's Total Price Proposal}} \times 30\%$$

Maximum Price Proposal Points: 30%

E. Vendor Presentations:

1. The Respondents with highest initial scores may be invited to and make a Presentation(s) to the Evaluation Committee. Invited Respondents will receive additional direction with the invitations.
2. Evaluation Scores for the presentations will be based on the same criteria used for the initial ranking. The Presentation Score for these Respondents will override the initial score.
3. Tarrant County reserves the right at its sole discretion to determine if oral presentation(s) are in the best interest of the County. Tarrant County is under no obligation to request presentations.

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F. Contract Negotiations:

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

G. Best and Final Offer (BAFO):

1. The Respondents with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee.
2. Tarrant 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 previously described.



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 does recognize other agencies' certifications. 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 bid notifications 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 meeting specifications. 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)

Amended: Court Order 127875 (June 19, 2018)

RFP FOR ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) is encouraged to participate in Tarrant County's Proposal process. The Tarrant County 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, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 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

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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 Proposal. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Respondent's company provide 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 the required references will deem Respondent as non-responsive and will not be considered for the 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: _____

REFERENCES MUST BE RETURNED WITH PROPOSAL!

RFP FOR ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

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 PROPOSAL!

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 that 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, Respondent will 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 the 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 the Proposal.

Respondent hereby assigns to Tarrant County 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 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. _____ Date _____
E-Mail Address: _____ 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 ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

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 KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Bidder verifies that they do not boycott Israel and will not boycott Israel in accordance with Texas Government Code Sections 2270.001(2) and 808.001 during the term of this contract. Bidder 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 nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. 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.

Signature _____ X

THIS FORM MUST BE SIGNED.

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

RFP FOR ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

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 the Proposal. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of the Proposal stipulated must be fulfilled at no additional expense to Tarrant County.

[illegible]

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

NO-PROPOSAL 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.
- ☐ The scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- ☐ The 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

RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

PROPOSAL PRICING FORM SECTION 1 - TEMPORARY WEEKLY WORKERS RECRUITED BY TARRANT COUNTY

Hourly Pay Rate to Temporary	Est. Annual Regular Hours	Hourly Regular Bill Rate to Tarrant County	Extended Price for Regular Time (Est. Maximum Regular Hours x Bill Rate)	Hourly Overtime Rate to Temporary	Est. Annual Overtime Hours	Hourly Overtime Bill Rate to Tarrant County	Extended Price for Overtime (Est. Maximum Overtime Hours x Bill Rate)
\$8.00	0 - 1000 Hours	\$ _____	\$ _____	\$12.00	0 - 50 Hours	\$ _____	\$ _____
\$8.50	0 - 1000 Hours	\$ _____	\$ _____	\$12.75	0 - 50 Hours	\$ _____	\$ _____
\$9.00	0 - 1000 Hours	\$ _____	\$ _____	\$13.50	0 - 50 Hours	\$ _____	\$ _____
\$9.25	0 - 1000 Hours	\$ _____	\$ _____	\$13.88	0 - 50 Hours	\$ _____	\$ _____
\$9.50	0 - 1000 Hours	\$ _____	\$ _____	\$14.25	0 - 50 Hours	\$ _____	\$ _____
\$9.75	0 - 1000 Hours	\$ _____	\$ _____	\$14.63	0 - 50 Hours	\$ _____	\$ _____
\$10.00	0 - 1000 Hours	\$ _____	\$ _____	\$15.00	0 - 50 Hours	\$ _____	\$ _____
\$10.25	0 - 1000 Hours	\$ _____	\$ _____	\$15.38	0 - 50 Hours	\$ _____	\$ _____
\$10.50	0 - 31,500 Hours	\$ _____	\$ _____	\$15.75	0 - 5,900 Hours	\$ _____	\$ _____
\$10.75	0 - 1,650 Hours	\$ _____	\$ _____	\$16.13	0 - 300 Hours	\$ _____	\$ _____
\$11.00	0 - 3,700 Hours	\$ _____	\$ _____	\$16.50	0 - 300 Hours	\$ _____	\$ _____
\$11.25	0 - 750 Hours	\$ _____	\$ _____	\$16.88	0 - 200 Hours	\$ _____	\$ _____

The Original And Five (5) Copies Must Be Returned With Proposal!

RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

PROPOSAL PRICING FORM SECTION 1 - TEMPORARY WEEKLY WORKERS RECRUITED BY TARRANT COUNTY

Hourly Pay Rate to Temporary	Est. Annual Regular Hours	Hourly Regular Bill Rate to Tarrant County	Extended Price for Regular Time (Est. Maximum Regular Hours x Bill Rate)	Hourly Overtime Rate to Temporary	Est. Annual Overtime Hours	Hourly Overtime Bill Rate to Tarrant County	Extended Price for Overtime (Est. Maximum Overtime Hours x Bill Rate)
\$11.50	0 - 200 Hours	\$ _____	\$ _____	\$17.25	0 - 10 Hours	\$ _____	\$ _____
\$11.75	0 - 100 Hours	\$ _____	\$ _____	\$17.63	0 - 10 Hours	\$ _____	\$ _____
\$12.00	0 - 700 Hours	\$ _____	\$ _____	\$18.00	0 - 100 Hours	\$ _____	\$ _____
\$12.25	0 - 1200 Hours	\$ _____	\$ _____	\$18.38	0 - 10 Hours	\$ _____	\$ _____
\$12.50	0 - 600 Hours	\$ _____	\$ _____	\$18.75	0 - 10 Hours	\$ _____	\$ _____
\$12.75	0 - 500 Hours	\$ _____	\$ _____	\$19.13	0 - 10 Hours	\$ _____	\$ _____
\$13.00	0 - 100 Hours	\$ _____	\$ _____	\$19.50	0 - 10 Hours	\$ _____	\$ _____
\$13.25	0 - 100 Hours	\$ _____	\$ _____	\$19.88	0 - 10 Hours	\$ _____	\$ _____
\$13.50	0 - 725 Hours	\$ _____	\$ _____	\$20.25	0 - 10 Hours	\$ _____	\$ _____
\$13.75	0 - 100 Hours	\$ _____	\$ _____	\$20.63	0 - 10 Hours	\$ _____	\$ _____
\$14.00	0 - 100 Hours	\$ _____	\$ _____	\$21.00	0 - 10 Hours	\$ _____	\$ _____
\$14.25	0 - 100 Hours	\$ _____	\$ _____	\$21.38	0 - 10 Hours	\$ _____	\$ _____

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RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

PROPOSAL PRICING FORM SECTION 1 - TEMPORARY WEEKLY WORKERS RECRUITED BY TARRANT COUNTY

Hourly Pay Rate to Temporary	Est. Annual Regular Hours	Hourly Regular Bill Rate to Tarrant County	Extended Price for Regular Time (Est. Maximum Regular Hours x Bill Rate)	Hourly Overtime Rate to Temporary	Est. Annual Overtime Hours	Hourly Overtime Bill Rate to Tarrant County	Extended Price for Overtime (Est. Maximum Overtime Hours x Bill Rate)
\$14.50	0 - 10 Hours	\$ _____	\$ _____	\$21.75	0 - 4 Hours	\$ _____	\$ _____
\$14.75	0 - 10 Hours	\$ _____	\$ _____	\$22.13	0 - 4 Hours	\$ _____	\$ _____
\$15.00	0 - 10 Hours	\$ _____	\$ _____	\$22.50	0 - 4 Hours	\$ _____	\$ _____
\$15.25	0 - 10 Hours	\$ _____	\$ _____	\$22.88	0 - 4 Hours	\$ _____	\$ _____
\$15.50	0 - 10 Hours	\$ _____	\$ _____	\$23.25	0 - 4 Hours	\$ _____	\$ _____
\$15.75	0 - 275 Hours	\$ _____	\$ _____	\$23.63	0 - 50 Hours	\$ _____	\$ _____
\$16.00	0 - 10 Hours	\$ _____	\$ _____	\$24.00	0 - 4 Hours	\$ _____	\$ _____
\$16.25	0 - 10 Hours	\$ _____	\$ _____	\$24.38	0 - 4 Hours	\$ _____	\$ _____
\$16.50	0 - 10 Hours	\$ _____	\$ _____	\$24.75	0 - 4 Hours	\$ _____	\$ _____
\$16.75	0 - 10 Hours	\$ _____	\$ _____	\$25.13	0 - 4 Hours	\$ _____	\$ _____
\$16.50	0 - 10 Hours	\$ _____	\$ _____	\$25.50	0 - 4 Hours	\$ _____	\$ _____
\$16.75	0 - 10 Hours	\$ _____	\$ _____	\$25.88	0 - 4 Hours	\$ _____	\$ _____

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RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

PROPOSAL PRICING FORM SECTION 1 - TEMPORARY WEEKLY WORKERS RECRUITED BY TARRANT COUNTY

Hourly Pay Rate to Temporary	Est. Annual Regular Hours	Hourly Regular Bill Rate to Tarrant County	Extended Price for Regular Time (Est. Maximum Regular Hours x Bill Rate)	Hourly Overtime Rate to Temporary	Est. Annual Overtime Hours	Hourly Overtime Bill Rate to Tarrant County	Extended Price for Overtime (Est. Maximum Overtime Hours x Bill Rate)
\$17.50	0 - 10 Hours	\$ _____	\$ _____	\$26.25	0 - 4 Hours	\$ _____	\$ _____
\$17.75	0 - 10 Hours	\$ _____	\$ _____	\$26.63	0 - 4 Hours	\$ _____	\$ _____
\$18.00	0 - 10 Hours	\$ _____	\$ _____	\$27.00	0 - 4 Hours	\$ _____	\$ _____
\$18.25	0 - 10 Hours	\$ _____	\$ _____	\$27.38	0 - 4 Hours	\$ _____	\$ _____
\$18.50	0 - 10 Hours	\$ _____	\$ _____	\$27.75	0 - 4 Hours	\$ _____	\$ _____
\$18.75	0 - 10 Hours	\$ _____	\$ _____	\$28.13	0 - 4 Hours	\$ _____	\$ _____
\$19.00	0 - 10 Hours	\$ _____	\$ _____	\$28.50	0 - 4 Hours	\$ _____	\$ _____
\$19.25	0 - 10 Hours	\$ _____	\$ _____	\$28.88	0 - 4 Hours	\$ _____	\$ _____
\$19.50	0 - 10 Hours	\$ _____	\$ _____	\$29.25	0 - 4 Hours	\$ _____	\$ _____
\$19.75	0 - 10 Hours	\$ _____	\$ _____	\$29.63	0 - 4 Hours	\$ _____	\$ _____
\$20.00	0 - 10 Hours	\$ _____	\$ _____	\$30.00	0 - 4 Hours	\$ _____	\$ _____
\$20.50	0 - 10 Hours	\$ _____	\$ _____	\$30.75	0 - 4 Hours	\$ _____	\$ _____

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RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

PROPOSAL PRICING FORM SECTION 1 - TEMPORARY WEEKLY WORKERS RECRUITED BY TARRANT COUNTY

Hourly Pay Rate to Temporary	Est. Annual Regular Hours	Hourly Regular Bill Rate to Tarrant County	Extended Price for Regular Time (Est. Maximum Regular Hours x Bill Rate)	Hourly Overtime Rate to Temporary	Est. Annual Overtime Hours	Hourly Overtime Bill Rate to Tarrant County	Extended Price for Overtime (Est. Maximum Overtime Hours x Bill Rate)
\$21.00	0 - 150 Hours	\$ _____	\$ _____	\$31.50	0 - 4 Hours	\$ _____	\$ _____
\$21.50	0 - 10 Hours	\$ _____	\$ _____	\$32.25	0 - 4 Hours	\$ _____	\$ _____
\$22.00	0 - 10 Hours	\$ _____	\$ _____	\$33.00	0 - 4 Hours	\$ _____	\$ _____
\$22.50	0 - 10 Hours	\$ _____	\$ _____	\$33.75	0 - 4 Hours	\$ _____	\$ _____
\$23.00	0 - 10 Hours	\$ _____	\$ _____	\$34.50	0 - 4 Hours	\$ _____	\$ _____
\$23.50	0 - 10 Hours	\$ _____	\$ _____	\$35.25	0 - 4 Hours	\$ _____	\$ _____
\$24.00	0 - 10 Hours	\$ _____	\$ _____	\$36.00	0 - 4 Hours	\$ _____	\$ _____
\$24.50	0 - 10 Hours	\$ _____	\$ _____	\$36.75	0 - 4 Hours	\$ _____	\$ _____
\$25.00	0 - 10 Hours	\$ _____	\$ _____	\$37.50	0 - 4 Hours	\$ _____	\$ _____
\$25.50	0 - 10 Hours	\$ _____	\$ _____	\$38.25	0 - 4 Hours	\$ _____	\$ _____
\$26.00	0 - 10 Hours	\$ _____	\$ _____	\$39.00	0 - 4 Hours	\$ _____	\$ _____
\$26.50	0 - 10 Hours	\$ _____	\$ _____	\$39.75	0 - 4 Hours	\$ _____	\$ _____

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RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

PROPOSAL PRICING FORM SECTION 1 - TEMPORARY WEEKLY WORKERS RECRUITED BY TARRANT COUNTY

Hourly Pay Rate to Temporary	Est. Annual Regular Hours	Hourly Regular Bill Rate to Tarrant County	Extended Price for Regular Time (Est. Maximum Regular Hours x Bill Rate)	Hourly Overtime Rate to Temporary	Est. Annual Overtime Hours	Hourly Overtime Bill Rate to Tarrant County	Extended Price for Overtime (Est. Maximum Overtime Hours x Bill Rate)
\$27.00	0 - 10 Hours	\$ _____	\$ _____	\$40.50	0 - 4 Hours	\$ _____	\$ _____
\$27.50	0 - 10 Hours	\$ _____	\$ _____	\$41.25	0 - 4 Hours	\$ _____	\$ _____
\$28.00	0 - 10 Hours	\$ _____	\$ _____	\$42.00	0 - 4 Hours	\$ _____	\$ _____
\$28.50	0 - 10 Hours	\$ _____	\$ _____	\$42.75	0 - 4 Hours	\$ _____	\$ _____
\$29.00	0 - 10 Hours	\$ _____	\$ _____	\$43.50	0 - 4 Hours	\$ _____	\$ _____
\$29.50	0 - 10 Hours	\$ _____	\$ _____	\$44.25	0 - 4 Hours	\$ _____	\$ _____
\$30.00	0 - 10 Hours	\$ _____	\$ _____	\$45.00	0 - 4 Hours	\$ _____	\$ _____
\$30.50	0 - 10 Hours	\$ _____	\$ _____	\$45.75	0 - 4 Hours	\$ _____	\$ _____
\$31.00	0 - 10 Hours	\$ _____	\$ _____	\$46.50	0 - 4 Hours	\$ _____	\$ _____
\$31.50	0 - 10 Hours	\$ _____	\$ _____	\$47.25	0 - 4 Hours	\$ _____	\$ _____
\$32.00	0 - 10 Hours	\$ _____	\$ _____	\$48.00	0 - 4 Hours	\$ _____	\$ _____
\$32.50	0 - 10 Hours	\$ _____	\$ _____	\$48.75	0 - 4 Hours	\$ _____	\$ _____

The Original And Five (5) Copies Must Be Returned With Proposal!

RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

PROPOSAL PRICING FORM SECTION 1 - TEMPORARY WEEKLY WORKERS RECRUITED BY TARRANT COUNTY

Hourly Pay Rate to Temporary	Est. Annual Regular Hours	Hourly Regular Bill Rate to Tarrant County	Extended Price for Regular Time (Est. Maximum Regular Hours x Bill Rate)	Hourly Overtime Rate to Temporary	Est. Annual Overtime Hours	Hourly Overtime Bill Rate to Tarrant County	Extended Price for Overtime (Est. Maximum Overtime Hours x Bill Rate)
\$33.00	0 - 10 Hours	\$ _____	\$ _____	\$49.50	0 - 4 Hours	\$ _____	\$ _____
\$33.50	0 - 10 Hours	\$ _____	\$ _____	\$50.25	0 - 4 Hours	\$ _____	\$ _____
\$34.00	0 - 10 Hours	\$ _____	\$ _____	\$51.00	0 - 4 Hours	\$ _____	\$ _____
\$34.50	0 - 10 Hours	\$ _____	\$ _____	\$51.75	0 - 4 Hours	\$ _____	\$ _____
\$35.00	0 - 10 Hours	\$ _____	\$ _____	\$52.50	0 - 4 Hours	\$ _____	\$ _____
\$35.50	0 - 10 Hours	\$ _____	\$ _____	\$53.25	0 - 4 Hours	\$ _____	\$ _____
\$40.00	0 - 10 Hours	\$ _____	\$ _____	\$54.00	0 - 4 Hours	\$ _____	\$ _____

The Original And Five (5) Copies Must Be Returned With Proposal!

<p align="center">RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR</p>

**PROPOSAL PRICING FORM
SECTION 2 - ELECTION OFFICIALS RECRUITED BY TARRANT COUNTY**

Hourly Pay Rate to Temporary	Estimated Annual Hours	Hourly Bill Rate to Tarrant County	Extended Price (Estimated Maximum Annual Hours x Hourly Bill Rate)
\$8.00	0 - 10 Hours	\$ _____	\$ _____
\$8.50	0 - 10 Hours	\$ _____	\$ _____
\$9.00	0 - 12,850 Hours	\$ _____	\$ _____
\$9.50	0 - 10 Hours	\$ _____	\$ _____
\$10.00	0 - 28,100 Hours	\$ _____	\$ _____
\$10.50	0 - 10 Hours	\$ _____	\$ _____
\$11.00	0 - 7,900 Hours	\$ _____	\$ _____
\$11.50	0 - 10 Hours	\$ _____	\$ _____
\$12.00	0 - 10 Hours	\$ _____	\$ _____
\$12.50	0 - 10 Hours	\$ _____	\$ _____
\$13.00	0 - 10 Hours	\$ _____	\$ _____
\$13.50	0 - 10 Hours	\$ _____	\$ _____
\$14.00	0 - 10 Hours	\$ _____	\$ _____
\$14.50	0 - 10 Hours	\$ _____	\$ _____

The Original And Five (5) Copies Must Be Returned With Proposal!

<p align="center">RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR</p>

**PROPOSAL PRICING FORM
SECTION 2 - ELECTION OFFICIALS RECRUITED BY TARRANT COUNTY**

Hourly Pay Rate to Temporary	Estimated Annual Hours	Hourly Bill Rate to Tarrant County	Extended Price (Estimated Maximum Annual Hours x Hourly Bill Rate)
\$15.00	0 - 10 Hours	\$ _____	\$ _____
\$15.50	0 - 10 Hours	\$ _____	\$ _____
\$16.00	0 - 10 Hours	\$ _____	\$ _____
\$16.50	0 - 10 Hours	\$ _____	\$ _____
\$17.00	0 - 10 Hours	\$ _____	\$ _____
\$17.50	0 - 10 Hours	\$ _____	\$ _____
\$18.00	0 - 10 Hours	\$ _____	\$ _____
\$18.50	0 - 10 Hours	\$ _____	\$ _____
\$19.00	0 - 10 Hours	\$ _____	\$ _____
\$19.50	0 - 10 Hours	\$ _____	\$ _____
\$20.00	0 - 10 Hours	\$ _____	\$ _____
\$20.50	0 - 10 Hours	\$ _____	\$ _____
\$21.00	0 - 10 Hours	\$ _____	\$ _____
\$21.50	0 - 10 Hours	\$ _____	\$ _____

The Original And Five (5) Copies Must Be Returned With Proposal!

<p align="center">RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR</p>

**PROPOSAL PRICING FORM
SECTION 2 - ELECTION OFFICIALS RECRUITED BY TARRANT COUNTY**

Hourly Pay Rate to Temporary	Estimated Annual Hours	Hourly Bill Rate to Tarrant County	Extended Price (Estimated Maximum Annual Hours x Hourly Bill Rate)
\$22.00	0 - 10 Hours	\$ _____	\$ _____
\$22.50	0 - 10 Hours	\$ _____	\$ _____
\$23.00	0 - 10 Hours	\$ _____	\$ _____
\$23.50	0 - 10 Hours	\$ _____	\$ _____
\$24.00	0 - 10 Hours	\$ _____	\$ _____
\$24.50	0 - 10 Hours	\$ _____	\$ _____
\$25.00	0 - 10 Hours	\$ _____	\$ _____
\$25.50	0 - 10 Hours	\$ _____	\$ _____
\$26.00	0 - 10 Hours	\$ _____	\$ _____

The Original And Five (5) Copies Must Be Returned With Proposal!

RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

PROPOSAL PRICING FORM

SECTION 3 - TEMPORARY ELECTION OFFICIALS - RECRUITED BY AGENCY (VENDOR)

Hourly Pay Rate to Temporary	Est. Annual Regular Hours	Hourly Regular Bill Rate to Tarrant County	Extended Price for Regular Time (Est. Maximum Regular Hours x Bill Rate)	Hourly Overtime Rate to Temporary	Est. Annual Overtime Hours	Hourly Overtime Bill Rate to Tarrant County	Extended Price for Overtime (Est. Maximum Overtime Hours x Bill Rate)
\$10.00	0 - 15,000 Hours	\$ _____	\$ _____	\$15.00	0 - 1,100 Hours	\$ _____	\$ _____
\$10.50	0 - 31,500 Hours	\$ _____	\$ _____	\$15.75	0 - 5,900 Hours	\$ _____	\$ _____
\$11.00	0 - 3,700 Hours	\$ _____	\$ _____	\$16.50	0 - 300 Hours	\$ _____	\$ _____
\$11.50	0 - 3,700 Hours	\$ _____	\$ _____	\$17.25	0 - 300 Hours	\$ _____	\$ _____
\$12.00	0 - 3,700 Hours	\$ _____	\$ _____	\$18.00	0 - 300 Hours	\$ _____	\$ _____
\$12.50	0 - 3,700 Hours	\$ _____	\$ _____	\$18.75	0 - 300 Hours	\$ _____	\$ _____
\$13.00	0 - 3,700 Hours	\$ _____	\$ _____	\$19.50	0 - 300 Hours	\$ _____	\$ _____
\$13.50	0 - 3,700 Hours	\$ _____	\$ _____	\$20.25	0 - 300 Hours	\$ _____	\$ _____
\$14.00	0 - 3,700 Hours	\$ _____	\$ _____	\$21.00	0 - 300 Hours	\$ _____	\$ _____
\$14.50	0 - 3,700 Hours	\$ _____	\$ _____	\$21.75	0 - 300 Hours	\$ _____	\$ _____
\$15.00	0 - 3,700 Hours	\$ _____	\$ _____	\$22.50	0 - 300 Hours	\$ _____	\$ _____
\$15.50	0 - 3,700 Hours	\$ _____	\$ _____	\$23.25	0 - 300 Hours	\$ _____	\$ _____

The Original And Five (5) Copies Must Be Returned With Proposal!

RFP FOR THE ANNUAL CONTRACT FOR PAYROLL SERVICES FOR TEMPORARY LABOR

PROPOSAL PRICING FORM
SECTION 4 - FLAT RATE PAYMENTS FOR TEMPORARY SERVICES

Flat Rate to Temporary	Description	Estimated Quantity	Rate Charged to Tarrant County	Extended Price (Maximum Quantity Listed x Rate Charged to Tarrant County)
\$25.00	Delivery of Election Supplies on Election Day by Election Day Judges	0 - 760 ea.	\$ _____	\$ _____
\$12.50	1/2 Delivery of Election Supplies (two (2) people providing service and splitting the rate) on Election Day by Election Day Judges	0 - 55 ea.	\$ _____	\$ _____

The Original And Five (5) Copies Must Be Returned With Proposal!

Please cut out and affix to the outside of your response package



**TARRANT COUNTY
SEALED BID/PROPOSAL/RESPONSE**

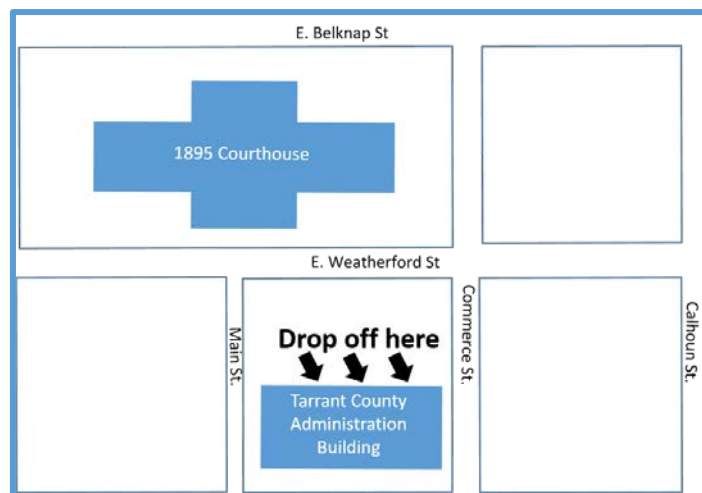
RFP No. 2020-148

**RFP FOR ANNUAL CONTRACT FOR PAYROLL
SERVICES FOR TEMPORARY LABOR**

Due Date: JULY 2, 2020 at 2:00 P.M.

**Tarrant County Administration Building
ATTN: Purchasing Department
100 E. Weatherford St., Third Floor, Suite 303
Fort Worth, Texas 76196-0104**

Street View



Building View

