



Bidder 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

RFB NO. 2020-184

**REQUEST FOR BID
FOR
ANNUAL CONTRACT
FOR
SAP CONSULTANT SERVICES**

**BIDS DUE AUGUST 17, 2020
2:00 P.M.**

RFB NO. 2020-184

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PRE-BID CONFERENCE

A Pre-Bid GoToMeeting Video Conference will be held:

THURSDAY, JULY 30, 2020 AT 10:00 A.M.

Tarrant County will not provide copies of RFB documents. Please download and print prior to meeting.

RSVP: Vendors planning to attend the Pre-Bid GoToMeeting Video Conference must RSVP to Christina Martinez, Senior Buyer, via facsimile at (817) 884-2629 by 5:00 p.m., Wednesday, July 29, 2020.

An RSVP must be completed by each company representative wishing to participate in the GoToMeeting and an email address must be provided for each.

After the RSVP deadline, a GoToMeeting invitation will be sent to participants.

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES** for the **INFORMATION TECHNOLOGY DEPARTMENT**. All bids must be submitted on the attached Price Forms. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

Original and One (1) Copy
OF
COMPLETED BID PROPOSALS
MUST BE RECEIVED IN THE
TARRANT COUNTY PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE AUGUST 17, 2020 AT 2:00 P.M.

All bids are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. The original bid 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 bid received after the date and/or hour set for bid opening will not be accepted. The Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Bidder's expense, or destroyed with written authorization of the Bidder. If bids are sent by mail to the Tarrant County Purchasing Department, the Bidder shall be responsible for actual delivery of the bid to the Tarrant County Purchasing Department before the advertised date and hour for opening of bids. 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 bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendation 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 this bid. Tarrant 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 bids submitted and to waive any technicalities for the best interest of Tarrant County.

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

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CHRISTINA MARTINEZ, SENIOR BUYER
FAX: (817) 884-2629

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

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth, Texas time, Friday, July 31, 2020. After the question deadline, all questions and their responses will be posted on the website and available for download by interested parties.

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

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

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

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

Bids 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 Tarrant County.

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

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

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

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one (1) Bid for the work contemplated.
3. Bidder being interested in any litigation against Tarrant County.
4. Bidder 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. Bidders shall not owe delinquent property tax in Tarrant County.
8. Limited competition.

It is the Bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid 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 the entire bid.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Section 552.136, Texas Government Code. Notice will be sent to you pursuant to Section 552.305 of the Texas Government Code should Tarrant County receive an open records request to inspect your bid. This notice will allow you to assert any objections to the release of confidential information in response to an open records request. It is your responsibility to assert any objections to the release of your bid in response to an open records request. Tarrant County cannot argue on your behalf that the information contained in your bid is exempt from public release. Trade secrets or confidential information **MUST** be placed in a separate envelope marked **"CONFIDENTIAL INFORMATION."** Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR BID.**

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 Bidder. 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 Bidder to determine the full extent of the exposures.

Vendor 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.

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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 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.

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.

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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 the Tarrant County Purchasing Department. At Tarrant County's option and approval by the Vendor, the contract may be renewed for one (1) additional twelve (12) month period, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**
2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for one (1) additional twelve (12) month period, 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. **SURVIVABILITY:** All applicable service agreements that were entered into between Bidder and Customer under the terms and conditions of the Contract shall survive the expiration or termination of the contract. At Tarrant County's discretion, existing Purchase Orders issued and accepted by Bidder shall survive the expiration or termination of the Contract.
4. **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 removal of the Vendor from the contract. Calling upon the Secondary or Alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primary Vendor.
 - 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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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website.

A. Should other Governmental Entities decide to participate in this contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? **A “NO” answer could result in complete rejection of 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. This 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 DISTRICT	62. CITY OF BENBROOK	123. CITY OF FORT WORTH
2. ALAMO HEIGHTS ISD	63. CITY OF BIG SPRING	124. CITY OF FRISCO
3. ALLEN ISD	64. CITY OF BLUE MOUND	125. CITY OF FULSHEAR
4. ALVARADO ISD	65. CITY OF BONHAM	126. CITY OF GAINESVILLE
5. ALVORD ISD	66. CITY OF BOVINA	127. CITY OF GALENA PARK
6. ANNA FIRE DEPARTMENT	67. CITY OF BOWIE	128. CITY OF GALVESTON
7. ANDERSON COUNTY	68. CITY OF BOYD	129. CITY OF GANADO
8. ANDREWS COUNTY	69. CITY OF BRIDGE CITY	130. CITY OF GARLAND
9. ARANSAS COUNTY	70. CITY OF BRIDGEPORT	131. CITY OF GATESVILLE
10. ARGYLE ISD	71. CITY OF BROWNWOOD	132. CITY OF GEORGETOWN
11. ARLINGTON ISD	72. CITY OF BRYAN	133. CITY OF GLEN HEIGHTS
12. ARMSTRONG COUNTY	73. CITY OF BUDA	134. CITY OF GODLEY
13. ASPERMONT ISD	74. CITY OF BURKBURNETT	135. CITY OF GRANBURY
14. ATASCOSA COUNTY	75. CITY OF BURLESON	136. CITY OF GRAND PRAIRIE
15. AUBREY ISD	76. CITY OF CADDO MILLS	137. CITY OF GRAND SALINE
16. AZLE ISD	77. CITY OF CANTON	138. CITY OF GRAPEVINE
17. BASTROP COUNTY	78. CITY OF CARROLLTON	139. CITY OF GREENVILLE
18. BASTROP ISD	79. CITY OF CASTLE HILLS	140. CITY OF HALTOM CITY
19. BELL COUNTY	80. CITY OF CEDAR HILL	141. CITY OF HARLINGEN
20. BENBROOK WATER AUTHORITY	81. CITY OF CEDAR PARK	142. CITY OF HASLET
21. BETHANY SPEC UTILITY DIST	82. CITY OF CELESTE	143. CITY OF HEATH
22. BEXAR COUNTY	83. CITY OF CELINA	144. CITY OF HEWITT
23. BIRDVILLE ISD	84. CITY OF CIBOLO	145. CITY OF HITCHCOCK
24. BLUE RIDGE FIRE DEPARTMENT	85. CITY OF CLEBURNE	146. CITY OF HORIZON CITY
25. BOSQUE COUNTY	86. CITY OF COCKRELL HILL	147. CITY OF HUDSON OAKS
26. BRANCH FIRE DEPARTMENT	87. CITY OF COLLEYVILLE	148. CITY OF HUNTSVILLE
27. BRAZORIA COUNTY	88. CITY OF COLUMBUS	149. CITY OF HURST
28. BRAZOS COUNTY	89. CITY OF COLORADO CITY	150. CITY OF HUTCHINS
29. BREWSTER COUNTY	90. CITY OF COMBINE	151. CITY OF HUTTO
30. BRIAR VOLUNTEER FIRE DEPT.	91. CITY OF COMMERCE	152. CITY OF INGLESIDE
31. BROOKS CNTY CNSTBLS. PRECS 1-4	92. CITY OF CONVERSE	153. CITY OF IRVING
32. BROWN COUNTY	93. CITY OF COPPELL	154. CITY OF ITALY
33. BULVERDE POLICE DEPARTMENT	94. CITY OF COPPERAS COVE	155. CITY OF JACKSBORO
34. BURNET COUNTY	95. CITY OF CORINTH	156. CITY OF JONESTOWN
35. BYNUM ISD	96. CITY OF CORSICANA	157. CITY OF JEFFERSON
36. CAMERON COUNTY	97. CITY OF CROWLEY	158. CITY OF JUSTIN
37. CANTON ISD	98. CITY OF CUMBY	159. CITY OF KATY
38. CANYON ISD	99. CITY OF DALWORTHINGTON GRDN	160. CITY OF KEENE
39. CARROLL ISD	100. CITY OF DE LEON	161. CITY OF KELLER
40. CARROLLTON-FARMERS BRANCH ISD	101. CITY OF DECATUR	162. CITY OF KENNEDALE
41. CASTLEBERRY ISD	102. CITY OF DEER PARK	163. CITY OF KERMIT
42. CEDAR HILL ISD	103. CITY OF DENISON	164. CITY OF KILLEEN
43. CHAMBERS COUNTY	104. CITY OF DENTON	165. CITY OF KRUM
44. CHEROKEE COUNTY	105. CITY OF DESOTO	166. CITY OF KYLE
45. CITY OF ALEDO	106. CITY OF DIBOLL	167. CITY OF LA GRULLA
46. CITY OF ALLEN	107. CITY OF DUNCANVILLE	168. CITY OF LA VERNIA
47. CITY OF ALVORD	108. CITY OF EARLY	169. CITY OF LAKE DALLAS
48. CITY OF AMARILLO	109. CITY OF EASTLAND	170. CITY OF LAKE WORTH
49. CITY OF ANGLETON	110. CITY OF EL PASO	171. CITY OF LANCASTER
50. CITY OF ANNA	111. CITY OF ELECTRA	172. CITY OF LAREDO
51. CITY OF ARLINGTON	112. CITY OF EMORY	173. CITY OF LEAGUE CITY
52. CITY OF ATHENS	113. CITY OF ESCOBARES	174. CITY OF LEANDER
53. CITY OF AUBREY	114. CITY OF EULESS	175. CITY OF LEWISVILLE
54. CITY OF AUSTIN	115. CITY OF EVERMAN	176. CITY OF LINDALE
55. CITY OF AZLE	116. CITY OF FARMERS BRANCH	177. CITY OF LITTLE ELM
56. CITY OF BALCH SPRINGS	117. CITY OF FARMERSVILLE	178. CITY OF LITTLEFIELD
57. CITY OF BANGS	118. CITY OF FERRIS	179. CITY OF LIVE OAK
58. CITY OF BASTROP	119. CITY OF FLORESVILLE	180. CITY OF LUBBOCK
59. CITY OF BAYTOWN	120. CITY OF FLOYDADA	181. CITY OF LUCAS
60. CITY OF BEDFORD	121. CITY OF FOREST HILL	182. CITY OF LUFKIN
61. CITY OF BELLS	122. CITY OF FORNEY	183. CITY OF LUMBERTON

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

184. CITY OF MANSFIELD	246. CITY OF TEMPLE	303. ERATH COUNTY
185. CITY OF MARSHALL	247. CITY OF TERRELL	304. EVERMAN ISD
186. CITY OF MCALLEN	248. CITY OF TEXARKANA, AR	305. FANNIN COUNTY
187. CITY OF MCKINNEY	249. CITY OF TEXARKANA, TX	306. FARMERSVILLE ISD
188. CITY OF MELISSA	250. CITY OF THE COLONY	307. FLOYD COUNTY
189. CITY OF MERKEL	251. CITY OF UNIVERSAL CITY	308. FORT BEND COUNTY
190. CITY OF MESQUITE	252. CITY OF UNIVERSITY PARK	309. FORT BEND COUNTY ESD#2
191. CITY OF MIDLOTHIAN	253. CITY OF VAN ALSTYNE	310. FORT WORTH HOUSING AUTHORITY
192. CITY OF MINEOLA	254. CITY OF VENUS	311. FORT WORTH ISD
193. CITY OF MINERAL WELLS	255. CITY OF VERNON	312. FORT WORTH TRANSP AUTHORITY
194. CITY OF MORGAN'S POINT RESORT	256. CITY OF WACO	313. FRANKLIN COUNTY
195. CITY OF MURPHY	257. CITY OF WATAUGA	314. FREESTONE COUNTY
196. CITY OF NACOGDOCHES	258. CITY OF WAXAHACHIE	315. FRISCO ISD
197. CITY OF NEDERLAND	259. CITY OF WEATHERFORD	316. GLASSCOCK COUNTY
198. CITY OF NEW BRAUNFELS	260. CITY OF WESTWORTH VILLAGE	317. GOLIAD COUNTY
199. CITY OF NORTH RICHLAND HILLS	261. CITY OF WHITE SETTLEMENT	318. GONZALES COUNTY
200. CITY OF ODESSA	262. CITY OF WHITESBORO	319. GRAND PRAIRIE ISD
201. CITY OF OILLA	263. CITY OF WHITEWRIGHT	320. GRANDVIEW POLICE DEPT.
202. CITY OF PALESTINE	264. CITY OF WILLS POINT	321. GRAPEVINE\COLLEYVILLE ISD
203. CITY OF PARKER	265. CITY OF WILMER	322. GRAYSON COUNTY
204. CITY OF PASADENA	266. CITY OF WINNSBORO	323. GREENVILLE ISD
205. CITY OF PELICAN BAY	267. CITY OF WYLIE	324. GREGG COUNTY
206. CITY OF PERRYTON	268. CLAY COUNTY	325. GRIMES COUNTY
207. CITY OF PHARR	269. CLEAR CREEK ISD	326. GUADALUPE COUNTY
208. CITY OF PLANO	270. CLEBURNE ISD	327. HARDIN COUNTY
209. CITY OF PORT ISABEL	271. COCHRAN COUNTY	328. HARRIS-FORT BEND EMG SVCS DIST #100
210. CITY OF POTEET	272. COLLIN COUNTY	329. HARRIS CNTY EMG SVCS DIST #7
211. CITY OF POTTSBORO	273. COLLIN COUNTY COMM COLL DIST.	330. HARRIS CNTY EMG SVCS DIST #10
212. CITY OF PRINCETON	274. COMAL COUNTY	331. HARRIS CNTY EMG SVCS DIST #24
213. CITY OF QUINLAN	275. COOKE COUNTY	332. HARRIS CNTY EMG SVCS DIST #48
214. CITY OF RALLS	276. COPPELL ISD	333. HARRISON COUNTY
215. CITY OF RED OAK	277. CORYELL COUNTY	334. HAWKINS ISD
216. CITY OF RHOME	278. COTTONDALE VOL FIRE DEPT	335. HAYS COUNTY
217. CITY OF RICHARDSON	279. CROWLEY ISD	336. HEART OF TX REG MHMR CENTER
218. CITY OF RICHLAND HILLS	280. DALLAS COUNTY	337. HENDERSON COUNTY
219. CITY OF RIO GRANDE CITY	281. DALLAS COUNTY UTILITY AND RECLAMATION DISTRICT	338. HEREFORD ISD
220. CITY OF RIVER OAKS	282. DALLAS/FORT WORTH INTERNATIONAL AIRPORT BOARD	339. HILL COUNTY
221. CITY OF ROANOKE	283. DALLAS ISD	340. HOOD COUNTY
222. CITY OF ROBINSON	284. DECATUR ISD	341. HOPKINS COUNTY
223. CITY OF ROCKWALL	285. DENISON ISD	342. HOUSING AUTH OF CITY OF AUSTIN
224. CITY OF ROUND ROCK	286. DENTON COUNTY	343. HUMBLE ISD
225. CITY OF ROWLETT	287. DENTON COUNTY FRESH WATER SUPPLY DISTRICT NO. 1-A	344. HUNT COUNTY
226. CITY OF ROYSE CITY	288. DENTON COUNTY FRESH WATER SUPPLY DISTRICT NO. 10	345. HURST EULESS BEDFORD ISD
227. CITY OF RUNAWAY BAY	289. DENTON ISD	346. HUTCHINSON COUNTY
228. CITY OF RUSK	290. DESOTO ISD	347. IDEA PUBLIC SCHOOLS
229. CITY OF SACHSE	291. DIANA SPECIAL UTILITY DISTRICT	348. IRVING ISD
230. CITY OF SAGINAW	292. DUNCANVILLE ISD	349. JACK COUNTY
231. CITY OF SAN ANGELO	293. DUVAL COUNTY	350. JASPER COUNTY
232. CITY OF SAN BENITO	294. EAGLE MOUNTAIN-SAGINAW ISD	351. JEFFERSON COUNTY
233. CITY OF SAN MARCOS	295. EAST TEXAS COUNCIL OF GOVS.	352. JEFFERSON CNTY DRAIN. DIST. #7
234. CITY OF SANGER	296. ECTOR COUNTY	353. JIM WELLS COUNTY
235. CITY OF SANSOM PARK	297. ECTOR COUNTY ISD	354. JOHNSON COUNTY
236. CITY OF SEAGOVILLE	298. EDDY COUNTY, NM	355. JOHNSON COUNTY SUD
237. CITY OF SHERMAN	299. EL PASO COUNTY	356. JOSHUA ISD
238. CITY OF SOUR LAKE	300. EL PASO CNTY HOSP DIST DBA UNIV MEDICAL CENTER OF EL PASO	357. KARNES COUNTY
239. CITY OF SOUTHLAKE	301. ELECTRA ISD	358. KAUFMAN COUNTY
240. CITY OF SOUTHMAYD	302. ELLIS COUNTY	359. KAUFMAN ISD
241. CITY OF SPRINGTOWN		360. KELLER ISD
242. CITY OF STEPHENVILLE		361. KENNEDALE ISD
243. CITY OF SULPHUR SPRINGS		362. KERENS ISD
244. CITY OF TAFT		363. KINNEY COUNTY
245. CITY OF TAYLOR		

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

364. KRUM ISD	423. RANCHO VIEJO POLICE DEPT.	478. TOWN OF FLOWER MOUND
365. LAKE DALLAS ISD	424. RANDALL COUNTY	479. TOWN OF HICKORY CREEK
366. LAKE WORTH ISD	425. RED OAK ISD	480. TOWN OF HIGHLAND PARK
367. LAMAR COUNTY	426. RED RIVER COUNTY	481. TOWN OF LAKESIDE
368. LAMB COUNTY	427. REFUGIO COUNTY	482. TOWN OF LITTLE ELM
369. LAMPASAS COUNTY	428. REGION 9 EDUCATION SERVICE CENTER OF WICHITA	483. TOWN OF NORTHLAKE
370. LAVON POLICE DEPARTMENT	429. REGION 11 EDUCATION SERVICE CENTER (ESC)	484. TOWN OF PANTEGO
371. LEON COUNTY	430. RICHARDSON ISD	485. TOWN OF PECOS CITY
372. LEONARD ISD	431. ROCKWALL COUNTY	486. TOWN OF PONDER
373. LEWISVILLE ISD	432. ROUND ROCK ISD	487. TOWN OF PROSPER
374. LIMESTONE COUNTY	433. SAM RAYBURN ISD	488. TOWN OF PROVIDENCE VILLAGE
375. LITTLE ELM ISD	434. SAN JACINTO COM COLL DIST.	489. TOWN OF SUNNYVALE
376. LOVEJOY ISD	435. SAN PATRICIO COUNTY	490. TOWN OF TROPHY CLUB
377. LOWRY CROSSING VOL FIRE DEPT.	436. SCHLEICHER COUNTY	491. TOWN OF WESTLAKE
378. LUBBOCK COUNTY	437. SEABROOK VOL FIRE DEPT.	492. TOWN OF WESTOVER HILLS
379. MANSFIELD ISD	438. SENIOR CENTER RESOURCE AND PUBLIC TRANSIT, INC. OF HUNT CNTY	493. TRAVIS COUNTY
380. MAVERICK COUNTY	439. SEVEN POINTS FIRE RESCUE	494. TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO.6
381. MCKINNEY ISD	440. SHERMAN ISD	495. TRAVIS COUNTY HEALTHCARE DISTRICT
382. MCLENNAN COUNTY	441. SMITH COUNTY	496. TRINITY RIVER AUTHORITY
383. MCLENNAN COMM. COLLEGE	442. SPRINGTOWN ISD	497. TYLER JUNIOR COLLEGE
384. MARILEE SPECIAL UTILITY DIST.	443. SOUTH MONTGOMERY FIRE DEPT	498. U.S. MARSHALS SERVICE
385. MEDINA VALLEY ISD	444. SOUTH TEXAS COLLEGE	499. UNIVERSITY OF NORTH TEXAS
386. MHMR OF TARRANT COUNTY	445. SPAN, INC.	500. UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER
387. MIDLAND COUNTY	446. STARR COUNTY	501. UNIVERSITY OF TEXAS AT ARLINGTON
388. MIDLAND ISD	447. STEPHENS COUNTY	502. UNIVERSITY OF TEXAS AT DALLAS
389. MIDWAY ISD	448. STERLING COUNTY	503. UNIVERSITY OF TX MD ANDERSON CANCER CENTER
390. MILAM COUNTY	449. STONEWALL COUNTY	504. UPPER TRINITY REG WATER DIST.
391. MILLS COUNTY	450. TARLETON STATE UNIVERSITY	505. UPSHUR COUNTY
392. MITCHELL COUNTY	451. TARRANT APPRAISAL DISTRICT	506. UPTON COUNTY
393. MONTGOMERY COUNTY	452. TARRANT COUNTY 9-1-1 EMG ASSISTANCE DISTRICT	507. VAL VERDE COUNTY
394. MONTGOMERY COUNTY EMG SVCS DIST No. 10 (ESD 10)	453. TARRANT COUNTY COLLEGE DIST.	508. VAN ALSTYNE ISD
395. MONTGOMERY CNTY HOSP DIST.	454. TARRANT COUNTY EMERGENCY SERVICES DISTRICT 1	509. VAN ZANDT COUNTY
396. MOUNT PLEASANT POLICE DEPT.	455. TARRANT COUNTY HOSP DIST	510. VERNON ISD
397. MOUNT VERNON POLICE DEPT.	456. TARRANT COUNTY WORKFORCE DEVELOPMENT BOARD	511. VICTORIA COUNTY
398. NACOGDOCHES COUNTY	457. TARRANT REGIONAL WATER DIST	512. WACO ISD
399. NAVARRO COUNTY	458. TAYLOR COUNTY	513. WALKER COUNTY
400. NEVADA VOL. FIRE DEPT.	459. TEMPLE COLLEGE	514. WALLER COUNTY
401. NEW CANEY ISD	460. TERRELL ISD	515. WARD COUNTY
402. NOLAN COUNTY	461. TEXARKANA ISD	516. WAXAHACHIE ISD
403. NORMANEE ISD	462. TEXAS A&M UNIVERSITY AT COMMERCE	517. WEATHERFORD COLLEGE
404. NORTH CENTRAL TX CNCL OF GOVS	463. TEXAS A&M UNIVERSITY-KINGSVILLE	518. WEATHERFORD ISD
405. NORTH TX MUNICIPAL WATER DIST	464. TEXAS A & M UNIV.-TEXARKANA	519. WESTMINSTER FIRE DEPT.
406. NORTH TEXAS TOLLWAY AUTH	465. TEXAS ALCOHOLIC BEVERAGE COMM.	520. WESTON VOLUNTEER FIRE DEPT
407. NORTHWEST ISD	466. TEXAS DEPT. OF PARK/WILDLIFE	521. WHITE SETTLEMENT ISD
408. NUECES COUNTY	467. TEXAS DEPT. OF PUBLIC SAFETY	522. WILLIAMSON COUNTY
409. OLTON POLICE DEPARTMENT	468. TEXAS WOMAN'S UNIVERSITY	523. WILLIAMSON CNTY EMG SVCS DIST #3
410. ORANGE COUNTY	469. THE WOODLANDS TOWNSHIP	524. WILSON COUNTY
411. ORANGE CNTY DRAINAGE DIST	470. TITUS COUNTY	525. WINKLER COUNTY
412. PALO PINTO COUNTY	471. TML MULTISTATE INTERGOV EMPLOYEE BENEFITS POOL	526. WINNSBORO ISD
413. PANOLA COUNTY	472. TOM GREEN COUNTY	527. WISE COUNTY
414. PARADISE ISD	473. TOWN OF ADDISON	528. WOOD COUNTY
415. PARKER COUNTY	474. TOWN OF ARGYLE	529. YMCA OF METROPOLITAN DALLAS
416. PARKER COUNTY EMERGENCY SERVICES DISTRICT 1	475. TOWN OF DOUBLE OAK	530. YOUNG COUNTY
417. PARMER COUNTY	476. TOWN OF EDGECLIFF VILLAGE	531. ZAPATA COUNTY
418. PLANO ISD	477. TOWN OF FAIRVIEW	
419. POTTER COUNTY		
420. PUBLIC TRANSIT SERVICE OF MINERAL WELLS		
421. QUINLAN ISD		
422. RAINS COUNTY ESD #1		

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

6. 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) Professional Liability, if applicable to service being provided —
\$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.
 - 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 subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

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 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 Criminal Background Check could affect the award of the contract or could 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 duration of the contract.

7. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

- A. The following is only applicable when Vendor is providing Information Technology hosted or cloud solution:
 - 1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
 - 2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
 - 3. **Data**
All Tarrant County data will remain in the 48 contiguous United States at all times.

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

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.).

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

Evaluation Criteria will include, but is not limited to the following:

1. Unit Price
2. Delivery
3. Bidder's past performance record with Tarrant County
4. Tarrant County's evaluation of Bidder's ability to perform
5. Tarrant County's experience with products bid
6. Special needs and requirements of Tarrant County
7. Results of testing samples (if needed)

Quantities indicated on the Price Forms are estimates based upon the best available information. Tarrant County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price.

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive -- not restrictive -- and is indicative of the type and quality Tarrant County desires to purchase. Bids on similar items of like quality may be considered if the bid is noted and fully descriptive brochures are enclosed. If notation of substitution is not made, it is assumed the Vendor is bidding item specified. The Vendor will not be allowed to make unauthorized substitutions after award.

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

STATEMENT OF WORK

I. PURPOSE

- A. Tarrant County's Information Technology Department seeks bids from qualified SAP consulting service firms to provide SAP consultant services at a firm fixed hour rate. All hourly rates must be all inclusive (include all fees, expenses, travel time, etc.). Tarrant County will not pay for additional charges listed as separate fees. This is an "All or None" bid. Bidders must enter a price for and be able to provide all listed job titles.

II. SCOPE OF SERVICE

- A. At the request of Tarrant County, Vendor shall provide résumés and references of potential consultants. Tarrant County reserves the right to conduct interviews with selected consultants after review of such information. Tarrant County reserves the right to reject any or all individuals selected by vendor.
- B. Assigned consultant(s) must transfer testing, evaluation and documentation knowledge to Tarrant County employees.
- C. Assigned consultant(s) must report results of knowledge transfer to Tarrant County management.
- D. Assigned consultant(s) must provide daily status reports of work performed.
- E. The County is looking for US based resources only for the remote work.
- F. It is acceptable to use resources that currently hold a valid US Green Card or valid US H1B work permit (that is actively and currently sponsored by you or one of your subcontractors), and that are able to work locally onsite at Tarrant County offices as required.
- G. Any deliverables generated pursuant to this Agreement ("Deliverables") are deemed works made for hire as defined by U.S. Code Title 17, 101. Delivery of the same to Tarrant County by Vendor of all rights therein, including all copyrights. Neither Vendor nor its employees shall have any ownership rights in the materials produced hereunder at any time. Any inventions or ideas in whole or in part conceived or made by Vendor or its employees during or after the term of this Agreement which are made through the use of any of the Confidential Information or any of Tarrant County's equipment, facilities, trade secrets, computer information systems, or which result from any work performed for Tarrant County shall belong exclusively to Tarrant County. Nothing in the foregoing Section shall in any way divest or limit Vendor from its intellectual property, including but not limited to patents, trademarks, patents in progress, or trademarks in progress.
- H. Vendor designated personnel accessing Tarrant County data either on-site or via remote access will be required to undergo and pass a CJIS (Criminal Justice Information Services) Criminal Background Check. Passing status must be maintained by the personnel for duration of the contract.

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

- I. Vendor should provide a résumé in any given area within a twenty-four (24) hour period from request.
- J. The firm's proposed hourly rate must include all fees and expenses including travel.

III. JOB DESCRIPTIONS

- A. Consultants will assist with a range of projects and support initiatives. Responding firms must have a consultant(s) in all of the following area(s) that meet the specified qualifications. Bidders must bid "All or None".

- 1. SAP Financial Accounting and Control (FI/CO) Consultant:
 - a. A proven functional professional with 2+ full lifecycle implementations.
 - b. At least two (2) years' experience implementing and configuring SAP FI/CO.
 - c. Public sector experience preferred.
 - d. A Bachelor's and/or Master's Degree or equivalent.
- 2. SAP Grants Management (GM) Consultant:
 - a. A proven functional professional with 2+ full lifecycle implementations.
 - b. At least two (2) years of experience implementing and configuring SAP Grants Management (GM).
 - c. Public sector experience preferred.
 - d. A Bachelor's and/or a Master's Degree or equivalent.
- 3. SAP Materials Management (MM) Consultant:
 - a. A proven functional professional with 2+ full lifecycle implementations.
 - b. At least two (2) years of experience implementing and configuring SAP Material Management (MM).
 - c. Public sector experience preferred dealing with purchasing processes and inventory.
 - d. A Bachelor's and/or a Master's Degree or equivalent.
- 4. SAP Funds Management (FM) Consultant:
 - a. A proven functional professional with 2+ full lifecycle implementations.
 - b. At least two (2) years of experience implementing and configuring SAP Funds Management (FM).

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

- c. Public sector experience dealing with FM integration points for GM, GL, MM, AP/AR and assets.
 - d. A Bachelor's and/or a Master's Degree or equivalent.
- 5. SAP Accounts Payable/Accounts Receivable (AP/AR) Consultant:
 - a. A proven functional professional with 2+ full lifecycle implementations.
 - b. At least two (2) years of experience implementing and configuring SAP Accounts Payable (AP) and Accounts Receivable (AR).
 - c. Public sector experience dealing with accounts payable and accounts receivable preferred.
 - d. A Bachelor's and/or a Master's Degree or equivalent.
- 6. SAP Personnel Management (OM/PA), Organizational Management (OM), Benefits (BN) Consultant:
 - a. A proven functional professional with 2+ full lifecycle implementations.
 - b. At least two (2) years of experience implementing and configuring SAP either SAP Organizational Management (OM) or Personnel Administration (PA) modules.
 - c. Experience in integrating OM or PA functions with other HR/payroll modules and with financial management modules.
 - d. Accurate analysis and effective diagnosis of client issues and mitigation strategies.
 - e. Public sector experience preferred.
 - f. A Bachelor's and/or Master's Degree or equivalent.
- 7. SAP Payroll/Time Consultant (HR):
 - a. A proven functional professional with 2+ full lifecycle implementations.
 - b. At least two (2) years of experience implementing and configuring SAP HR/Payroll/Time.
 - c. Experience in integrating HR/Payroll modules with financial management modules.
 - d. Public sector experience preferred.
 - e. Experience to include implementation planning, fit analysis, configuration, testing, rollout, and post-implementation support.
 - f. A Bachelor's and/or Master's Degree or equivalent.

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8. SAP Basis/Security:
 - a. A proven functional professional with 2+ full lifecycle implementations.
 - b. Analysis of SAP landscape.
 - c. Provide support as it relates to each software component - R/3, BW, and Enterprise Portal.
 - d. Perform detailed technical analysis of operating system, database, and hardware, and identify upgrades necessary to support the new application software.
 - e. Upgrade assessment and planning of components to be installed in each landscape as required for a future successful upgrade.
 - f. Security upgrade experience performing gap analysis, configuration and testing.
 - g. Assist with ABAP and JAVA Technical objects errors correction.
 - h. Expertise in Central User Administration (CUA) design and setup.
 - i. Expertise in Portal, BI, ECC 6.0 Security Deployment.
 - j. Expertise in Standard and Structural security.
 - k. Public sector experience preferred.
 - l. Experience with FIORI and HANA preferred
 - m. Bachelor's and/or a Master's Degree or equivalent.
9. SAP Technical Consultant (ABAP):
 - a. A proven functional professional with 2+ full lifecycle implementations.
 - b. Technical Consultant experience with upgrade experience performing gap analysis, configuration and testing as follows:
 - 1) Development work in enhancements, user exits, custom data objects, SAP Scripts, Adobe Forms, and interfaces.
 - 2) Experience in writing new and modifying existing ABAP reports, user exits, BADIs, JAVA and dialogue programming.
 - 3) Experience in Webdynpro for ABAP, Webdynpro for Java, Web Application Server and Web Server.
 - 4) Experience in Workflow preferred.

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- 5) Experience with defining and coding conversions and interfaces using LSMW, BAPI, IDOC, BDC, Ecatt, and call transaction update methods with various inbound outbound methodologies; XML or flat files.
- 6) Experience in troubleshooting, performance tuning, writing technical specifications from functional design specifications.
- 7) Experience with UI5 development preferred.
- c. Bachelor's and/or Master's Degree or equivalent.

10. Frontend Developer SAP Analytics Cloud (SAC), Business Warehouse, and Enterprise Portal (EP):

- a. A proven functional professional with 2+ full lifecycle implementations.
- b. Expertise in Netweaver 7.5.
- c. Expertise in BI 7.0 BEx Tools (Web Application Designer, Report Designer).
- d. Experience with SAP portal upgrade; Webdynpro JAVA to Webdynro ABAP with latest business packages.
- e. Experience with Business Process Design and Best Practices.
- f. Experience with Portal Development – FIORI.
- g. Portal Content Management Expertise required.
- h. Experience in data analytics using the HANA database in the cloud, SAP Analytics Cloud report building.
- i. Public sector experience preferred.

11. SAP Business Warehouse (BW) Consultants:

- a. A proven functional professional with 2+ full lifecycle implementations.
- b. At least two (2) years of experience implementing SAP BW.
- c. Proven skills as a team member, team lead or Project Manager on at least one (1) full cycle implementation.
- d. A proven resource in defining systems strategy, developing systems requirements, designing and prototyping, testing, training, defining support procedures, and implementing practical business solutions under multiple deadlines.
- e. Adept at implementing technology-enabled business solutions for clients as part of a high-talent team.

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12. SAP Warehouse/Inventory Management (WM/IM) Consultant:
 - a. A proven functional professional with 2+ full lifecycle implementations.
 - b. At least two (2) years of experience implementing and configuring SAP warehouse management.
 - c. Accurate analysis and effective diagnosis of issues and mitigation strategies.
 - d. Public sector experience preferred.
 - e. A Bachelor's and/or a Master's Degree or equivalent.
13. SAP FIORI Consultant:
 - a. A proven technical functional consultant with experience implementing FIORI apps.
 - b. Experience with mobility and portal deployments of FIORI apps.
 - c. Experience with security and integration of FIORI apps.
14. SAP HANA Modeler:
 - a. A proven data modeler for HANA database using data sources that are both SAP and non SAP.
 - b. Experience in building reports in SAP Analytics Cloud – Business Objects.
 - c. Experience with HANA database in the cloud.

IV. MINIMUM BIDDER QUALIFICATIONS

- A. Vendor must be SAP Partner or SAP Certified at the date of Bid (we will not accept in process) and must provide documentation verifying status.



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 contactors 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 as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.

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

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

Amended: Court Order 127875 (June 19, 2018)

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

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

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

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 Vendor's ability to provide the intended goods or service of the bid. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Vendor's company provides and that the Bidder has completed a project of similar size and scope of work in this response. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

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

Bidder 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 BID!

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

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 BID!

SIGNATURE FORM

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

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

The undersigned agrees, on behalf of Bidder, that if the bid is accepted, Bidder 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 this bid will be ninety (90) calendar days.

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

Vendor 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 do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire bid.***

Signature _____ X

Authorized Representative

LEGAL NAME AND ADDRESS OF COMPANY:

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 ONE (1) COPY MUST BE RETURNED WITH BID!



Did you sign and submit all
required forms?

If not, your Bid will be
rejected!

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

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: _____

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Bid in response to this solicitation, the Bidder 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 Bid submission and time of award, the Bidder 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 Bid in response to this solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder 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 ONE (1) COPY MUST BE RETURNED WITH BID!

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

AFFIRMATIONS/FORMS/DOCUMENTS

✓ Check Indicates Completion	
	1. References. Bidder has provided references, other than Tarrant County. References must be able to verify the quality of service the company provides and that the company has completed a project of similar size and scope of work in this bid.
	2. Signatures. All forms requiring a signature must be signed. Bids not signed will be rejected.
	3. Price Forms. All sections of Price Forms have been completed.
	4. Bidder has acknowledged Secondary/Alternate Award and Cooperative Purchasing opportunities in the Special Terms and Conditions on pages 6 and 7.
	5. Insurance Certificates (If required). Bidders must submit all Insurance Certificates prior to commencement of work. If no insurance requirements specified, mark N/A.
	6. Addenda. When applicable, Bidder acknowledges receipt of all Addenda and any revised Forms. Bidder must sign and submit any required signature forms.
	7. It is the Bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders bid 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 bid.
	8. Bidder has read, understands, and agrees to Tarrant County's Criminal Background Check requirements.
	9. Accuracy for all mathematical and numerical entries is the sole responsibility of the Bidder. Tarrant County will not be responsible for errors made by the Bidder.
	10. Bidder's company is registered on TVORS (Tarrant Vendor On-Line Registration System).
	11. Bidder has sealed and marked the envelope with the Company Name, RFB Number, Bid Title, and due date.
	12. Sub-Contractor Forms, if applicable.

THE ORIGINAL AND ONE (1) COPY OF THIS FORM SHOULD BE RETURNED WITH BID!

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.
- 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 76196-0104

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

PRICE FORM

Name of Consultant: _____

Support Areas	On-Site Hourly Rate (Inclusive of Travel and Expenses)			Remote Hourly Rate (Inclusive of Expenses)		
	Estimated Annual Hours	Rate Per Hour	Extension	Estimated Annual Hours	Rate Per Hour	Extension
1. SAP Financial Accounting and Control (FI/CO)	0 - 120	\$ _____	\$ _____	0 - 80	\$ _____	\$ _____
2. SAP Grants Management (GM) Consultant	0 - 120	\$ _____	\$ _____	0 - 40	\$ _____	\$ _____
3. SAP Materials Management (MM) Consultant	0 - 40	\$ _____	\$ _____	0 - 40	\$ _____	\$ _____
4. SAP Funds Management (FM) Consultant	0 - 120	\$ _____	\$ _____	0 - 120	\$ _____	\$ _____
5. SAP Accounts Payable/Accounts Receivable (AP/AR) Consultant	0 - 40	\$ _____	\$ _____	0 - 40	\$ _____	\$ _____
6. SAP, Personnel Management (PA), Organizational Management (OM), Benefits Consultant (BN)	0 - 120	\$ _____	\$ _____	0 - 120	\$ _____	\$ _____
7. SAP Payroll/Time Consultant (HR)	0 - 180	\$ _____	\$ _____	0 - 140	\$ _____	\$ _____

BIDS MUST BE "ALL OR NONE".

The Original and One (1) Copy of this Form Must Be Returned with Bid!

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

PRICE FORM

Name of Consultant: _____

Support Areas	On-Site Hourly Rate (Inclusive of Travel and Expenses)			Remote Hourly Rate (Inclusive of Expenses)		
	Estimated Annual Hours	Rate Per Hour	Extension	Estimated Annual Hours	Rate Per Hour	Extension
8. SAP Basis/Security	0 - 40	\$ _____	\$ _____	0 - 40	\$ _____	\$ _____
9. SAP Technical Resource	0 - 40	\$ _____	\$ _____	0 - 40	\$ _____	\$ _____
10. Frontend Developer SAP Analytics Cloud (SAC), Business Warehouse, Enterprise Portal (EP)	0 - 80	\$ _____	\$ _____	0 - 200	\$ _____	\$ _____
11. SAP Business Warehouse (BW) Consultant	0 - 120	\$ _____	\$ _____	0 - 80	\$ _____	\$ _____
12. SAP Warehouse/Inventory Management (WM/IM) Consultant	0 - 80	\$ _____	\$ _____	0 - 80	\$ _____	\$ _____
13. SAP FIORI Consultant	0 - 120	\$ _____	\$ _____	0 - 80	\$ _____	\$ _____
14. SAP HANA Modeler	0 - 120	\$ _____	\$ _____	0 - 80	\$ _____	\$ _____
SUBTOTAL \$ _____				ONSITE AND REMOTE TOTAL \$ _____		

BIDS MUST BE "ALL OR NONE".

The Original and One (1) Copy of this Form Must Be Returned with Bid!

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

Proposer/Subcontractor Information

An authorized representative of Bidder/Subcontractor who is legally authorized to certify the information requested in the name of and on behalf of the Bidder/Subcontractor is required to required to complete and sign the Required Certifications. All of the requested information and certifications must be provided in order to be eligible for award. Bidder/Subcontractor's authorized representative must certify as to the truth of the representations made by signing where indicated below:

Proposer/Subcontractor Information	
Name:	
Entity's Legal Form:	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other: _____
Address:	
Designated Contact:	
Phone:	
Fax:	

The undersigned, (1) recognizes that the following representatives are submitted for the express purpose of assisting Tarrant County in making a determination to award a contract and/or approve a subcontract; (2) acknowledges and agrees by submitting the Certification, that the County may at its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; (3) acknowledges that intentional submission of false or misleading information may constitute a felony; and (4) certifies that the information submitted in this certification and any attached documentation is true, accurate and complete.

Signature of Proposer/Subcontractor

Printed Name of Proposer/Subcontractor

Title

Business Entity

The Original and One (1) Copy of this form must be Returned with Bid!

ANNUAL CONTRACT FOR SAP CONSULTANT SERVICES

PROPOSED SUBCONTRACTORS

Provide an overview of subcontractors proposed for the Project, if any. Bidder must provide further description of each subcontractor on the following sheets, and must include Subcontractor Information for each proposed subcontractor.

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

The Original and One (1) Copy of this Form must be returned with Bid!

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



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

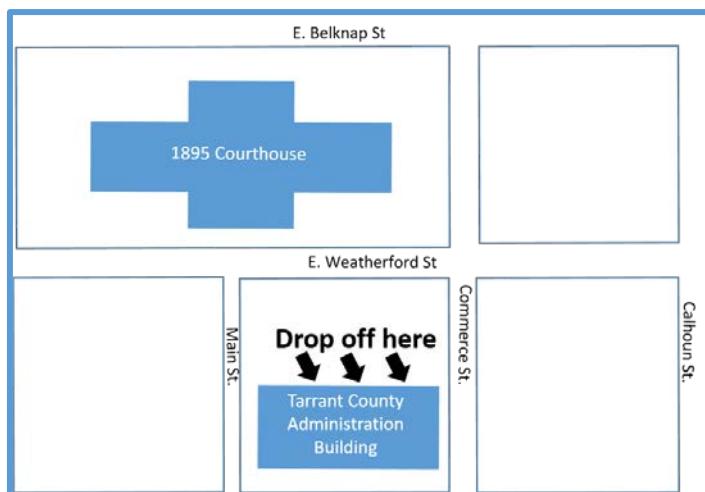
RFB No. 2020-184

**ANNUAL CONTRACT FOR SAP CONSULTANT
SERVICES**

Due Date: AUGUST 17, 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

