



Company Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

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

CHRIS LAX, CPSM
ASSISTANT PURCHASING AGENT

RFP NO. 2022-007

**REQUEST FOR PROPOSALS
FOR
ANNUAL CONTRACT FOR STAFFING
AUGMENTATION SERVICES**

**PROPOSALS DUE JANUARY 31, 2022
2:00 P.M., CT**

RFP NO. 2022-007

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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.

PRE-PROPOSAL CONFERENCE

All Respondents are encouraged to attend a Pre-Proposal Conference.

A Pre-Proposal GoToMeeting Video Conference will be held:

TUESDAY, JANUARY 4, 2022 AT 2:00 P.M. CST

RSVP: Vendors planning to attend the Pre-Proposal GoToMeeting Video Conference must RSVP to Brad Richards, Senior Buyer, via fax 817-884-2629 or, if unable to fax, email to BidQuestions-RSVP@tarrantcounty.com by 5:00 p.m. CST, Monday, January 3, 2022. Confirmed receipt by Tarrant County of this email is required.

A 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.

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

RFP FOR ANNUAL CONTRACT FOR STAFFING AUGMENTATION SERVICES

Tarrant County is soliciting proposals for its **ANNUAL CONTRACT FOR STAFFING AUGMENTATION SERVICES**.

Original and Five (5) Copies
OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
TARRANT COUNTY PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE JANUARY 31, 2022 AT 2:00 P.M., CST

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. The 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 this proposal. 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 proposals submitted and to waive any technicalities for the best interest of Tarrant County.

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

BRAD RICHARDS, SENIOR BUYER

Fax: 817-884-2629

Email: BidQuestions-RSVP@tarrantcounty.com

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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 p.m., CST, Wednesday, January 5, 2022. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to Brad Richards, Senior Buyer, via fax at **817-884-2629** or, if unable to fax, emailed to BidQuestions-RSVP@tarrantcounty.com.

Faxed Questions: Faxed questions **must** reflect the RFP number **or** include the RFP cover page.

Emailed Questions: The email **must** include the RFB No. in its subject and confirmation of receipt by Tarrant County is **required**.

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 responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on this form renders the Proposal 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 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 Tarrant County receives a request for a copy of the Proposal. Tarrant County will, of course, make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information per the procedure outlined in Texas Government Code Section 552.305. Notice to your company under Section 552.305 may be sent via either certified mail or e-mail using the contact information provided by you on the signature form. Please be advised that Tarrant County cannot and will not make an agreement to withhold information from the public contrary to Tarrant County's responsibilities under the Act.

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

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

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

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

Continuing non-performance of the Vendor in terms of specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. 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) day notice prior to cancellation.

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

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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 Tarrant County.
4. The Respondent being in arrears on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work that in the judgment of Tarrant County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.
8. Respondent's past performance record with Tarrant County.
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 the 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.

TO THE EXTENT PERMITTED BY LAW, RESPONDENT 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

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OCCASIONED BY (I) RESPONDENT'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF RESPONDENT, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

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

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

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twenty-four (24) month contract, effective from 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 two (2) additional twelve (12) month periods, as further explained in Renewal Options. At the discretion of the County, a price increase of no more than five percent (5%) may be allowed upon renewal of the contract.
2. **RENEWAL OPTION:** Tarrant County reserves the right to exercise an option to renew the contract of the Respondent for two (2) additional twelve (12) month periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option and seek a new solicitation.
3. **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 proposal.**

_____Yes _____No

1. If you, the Vendor, checked yes, the following will apply:
 - a. Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material and services as needed.
 - 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.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

- 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 proposal 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 COLL DISTRICT	64. CITY OF BEDFORD	127. CITY OF FORNEY
2. ALAMO HEIGHTS ISD	65. CITY OF BELLMEAD	128. CITY OF FORT WORTH
3. ALEDO ISD	66. CITY OF BELLS	129. CITY OF FRISCO
4. ALLEN ISD	67. CITY OF BENBROOK	130. CITY OF FULSHEAR
5. ALVARADO ISD	68. CITY OF BIG SPRING	131. CITY OF GAINESVILLE
6. ALVORD ISD	69. CITY OF BLUE MOUND	132. CITY OF GALENA PARK
7. ANNA FIRE DEPARTMENT	70. CITY OF BONHAM	133. CITY OF GALVESTON
8. ANDERSON COUNTY	71. CITY OF BOVINA	134. CITY OF GANADO
9. ANDREWS COUNTY	72. CITY OF BOWIE	135. CITY OF GARLAND
10. ARANSAS COUNTY	73. CITY OF BOYD	136. CITY OF GATESVILLE
11. ARGYLE ISD	74. CITY OF BRIDGE CITY	137. CITY OF GEORGETOWN
12. ARLINGTON ISD	75. CITY OF BRIDGEPORT	138. CITY OF GLEN HEIGHTS
13. ARMSTRONG COUNTY	76. CITY OF BROWNWOOD	139. CITY OF GODLEY
14. ASPERMONT ISD	77. CITY OF BRYAN	140. CITY OF GRANBURY
15. ATASCOSA COUNTY	78. CITY OF BUDA	141. CITY OF GRAND PRAIRIE
16. AUBREY ISD	79. CITY OF BURKBURNETT	142. CITY OF GRAND SALINE
17. AZLE ISD	80. CITY OF BURLESON	143. CITY OF GRAPEVINE
18. BAILEY COUNTY	81. CITY OF CADDO MILLS	144. CITY OF GREENVILLE
19. BASTROP COUNTY	82. CITY OF CANTON	145. CITY OF HALTOM CITY
20. BASTROP ISD	83. CITY OF CARROLLTON	146. CITY OF HARLINGEN
21. BELL COUNTY	84. CITY OF CASTLE HILLS	147. CITY OF HASLET
22. BENBROOK WATER AUTHORITY	85. CITY OF CEDAR HILL	148. CITY OF HEATH
23. BETHANY SPEC UTILITY DIST	86. CITY OF CEDAR PARK	149. CITY OF HEWITT
24. BEXAR COUNTY	87. CITY OF CELESTE	150. CITY OF HITCHCOCK
25. BIRDVILLE ISD	88. CITY OF CELINA	151. CITY OF HORIZON CITY
26. BLUE RIDGE FIRE DEPARTMENT	89. CITY OF CIBOLO	152. CITY OF HUDSON OAKS
27. BOSSIER PARISH SHERIFF'S OFFICE	90. CITY OF CLEBURNE	153. CITY OF HUNTSVILLE
28. BOSQUE COUNTY	91. CITY OF COCKRELL HILL	154. CITY OF HURST
29. BRANCH FIRE DEPARTMENT	92. CITY OF COLLEYVILLE	155. CITY OF HUTCHINS
30. BRAZORIA COUNTY	93. CITY OF COLUMBUS	156. CITY OF HUTTO
31. BRAZOS COUNTY	94. CITY OF COLORADO CITY	157. CITY OF INGLESIDE
32. BREWSTER COUNTY	95. CITY OF COMBINE	158. CITY OF IRVING
33. BRIAR VOLUNTEER FIRE DEPT.	96. CITY OF COMMERCE	159. CITY OF ITALY
34. BROOKS CNTY CNSTBLS. PRECS 1-4	97. CITY OF CONVERSE	160. CITY OF JACKSBORO
35. BROWN COUNTY	98. CITY OF COPPELL	161. CITY OF JACKSONVILLE
36. BULVERDE POLICE DEPARTMENT	99. CITY OF COPPERAS COVE	162. CITY OF JONESTOWN
37. BURNET COUNTY	100. CITY OF CORINTH	163. CITY OF JEFFERSON
38. BYNUM ISD	101. CITY OF CORSICANA	164. CITY OF JUSTIN
39. CAMERON COUNTY	102. CITY OF CROWLEY	165. CITY OF KATY
40. CANTON ISD	103. CITY OF CUMBY	166. CITY OF KEENE
41. CANYON ISD	104. CITY OF DALWORTHINGTON GRDN	167. CITY OF KELLER
42. CARROLL ISD	105. CITY OF DE LEON	168. CITY OF KENNEDALE
43. CARROLLTON-FARMERS BRANCH ISD	106. CITY OF DECATUR	169. CITY OF KERMIT
44. CASTLEBERRY ISD	107. CITY OF DEER PARK	170. CITY OF KILLEEN
45. CEDAR HILL ISD	108. CITY OF DENISON	171. CITY OF KINGSVILLE
46. CHAMBERS COUNTY	109. CITY OF DENTON	172. CITY OF KRUM
47. CHEROKEE COUNTY	110. CITY OF DESOTO	173. CITY OF KYLE
48. CITY OF ALEDO	111. CITY OF DIBOLL	174. CITY OF LAFERIA
49. CITY OF ALLEN	112. CITY OF DUNCANVILLE	175. CITY OF LA GRULLA
50. CITY OF ALVORD	113. CITY OF EARLY	176. CITY OF LA VERNIA
51. CITY OF AMARILLO	114. CITY OF EASTLAND	177. CITY OF LAKE DALLAS
52. CITY OF ANDREWS	115. CITY OF EL PASO	178. CITY OF LAKE WORTH
53. CITY OF ANGLETON	116. CITY OF ELECTRA	179. CITY OF LANCASTER
54. CITY OF ANNA	117. CITY OF EMORY	180. CITY OF LAREDO
55. CITY OF ARLINGTON	118. CITY OF ESCOBARES	181. CITY OF LEAGUE CITY
56. CITY OF ATHENS	119. CITY OF EULESS	182. CITY OF LEANDER
57. CITY OF AUBREY	120. CITY OF EVERMAN	183. CITY OF LEWISVILLE
58. CITY OF AUSTIN	121. CITY OF FARMERS BRANCH	184. CITY OF LINDALE
59. CITY OF AZLE	122. CITY OF FARMERSVILLE	185. CITY OF LITTLE ELM
60. CITY OF BALCH SPRINGS	123. CITY OF FERRIS	186. CITY OF LITTLEFIELD
61. CITY OF BANGS	124. CITY OF FLORESVILLE	187. CITY OF LIVE OAK
62. CITY OF BASTROP	125. CITY OF FLOYDADA	188. CITY OF LUBBOCK
63. CITY OF BAYTOWN	126. CITY OF FOREST HILL	189. CITY OF LUCAS

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Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

190.	CITY OF LUFKIN	252.	CITY OF STEPHENVILLE	314.	ELECTRA ISD
191.	CITY OF LUMBERTON	253.	CITY OF SULPHUR SPRINGS	315.	ELLIS COUNTY
192.	CITY OF MANSFIELD	254.	CITY OF TAFT	316.	ERATH COUNTY
193.	CITY OF MARSHALL	255.	CITY OF TAYLOR	317.	EVERMAN ISD
194.	CITY OF McALLEN	256.	CITY OF TEMPLE	318.	FANNIN COUNTY
195.	CITY OF MCKINNEY	257.	CITY OF TERRELL	319.	FARMERSVILLE ISD
196.	CITY OF MELISSA	258.	CITY OF TEXARKANA, AR	320.	FLOYD COUNTY
197.	CITY OF MERKEL	259.	CITY OF TEXARKANA, TX	321.	FORNEY ISD
198.	CITY OF MESQUITE	260.	CITY OF THE COLONY	322.	FORT BEND COUNTY
199.	CITY OF MIDLOTHIAN	261.	CITY OF UNIVERSAL CITY	323.	FORT BEND COUNTY ESD#2
200.	CITY OF MINEOLA	262.	CITY OF UNIVERSITY PARK	324.	FORT BEND COUNTY ESD#7
201.	CITY OF MINERAL WELLS	263.	CITY OF VAN ALSTYNE	325.	FORT WORTH HOUSING AUTHORITY
202.	CITY OF MORGAN'S POINT RESORT	264.	CITY OF VENUS	326.	FORT WORTH ISD
203.	CITY OF MURPHY	265.	CITY OF VERNON	327.	FORT WORTH TRANSP AUTHORITY
204.	CITY OF NACOGDOCHES	266.	CITY OF WACO	328.	FRANKLIN COUNTY
205.	CITY OF NEDERLAND	267.	CITY OF WATAUGA	329.	FREESTONE COUNTY
206.	CITY OF NEW BRAUNFELS	268.	CITY OF WAXAHACHIE	330.	FRISCO ISD
207.	CITY OF NORTH RICHLAND HILLS	269.	CITY OF WEATHERFORD	331.	GLASSCOCK COUNTY
208.	CITY OF ODESSA	270.	CITY OF WESTWORTH VILLAGE	332.	GOLIAD COUNTY
209.	CITY OF OVILLA	271.	CITY OF WHITE SETTLEMENT	333.	GONZALES COUNTY
210.	CITY OF PALESTINE	272.	CITY OF WHITESBORO	334.	GRAND PRAIRIE ISD
211.	CITY OF PARKER	273.	CITY OF WHITEWRIGHT	335.	GRANDVIEW POLICE DEPT.
212.	CITY OF PASADENA	274.	CITY OF WILLS POINT	336.	GRAPEVINE\COLLEYVILLE ISD
213.	CITY OF PELICAN BAY	275.	CITY OF WILMER	337.	GRAYSON COUNTY
214.	CITY OF PERRYTON	276.	CITY OF WINNSBORO	338.	GREENVILLE ISD
215.	CITY OF PHARR	277.	CITY OF WYLIE	339.	GREGG COUNTY
216.	CITY OF PLANO	278.	CLAY COUNTY	340.	GRIMES COUNTY
217.	CITY OF PORT ISABEL	279.	CLEAR CREEK ISD	341.	GUADALUPE COUNTY
218.	CITY OF POTEET	280.	CLEBURNE ISD	342.	HARDIN COUNTY
219.	CITY OF POTTSBORO	281.	COCHRAN COUNTY	343.	HARRIS-FORT BEND EMG Svcs Dist #100
220.	CITY OF PRINCETON	282.	COLLIN COUNTY	344.	HARRIS CNTY EMG Svcs Dist #7
221.	CITY OF QUINLAN	283.	COLLIN COUNTY COMM COLL DIST.	345.	HARRIS CNTY EMG Svcs Dist #10
222.	CITY OF RALLS	284.	COLORADO COUNTY	346.	HARRIS CNTY EMG Svcs Dist #24
223.	CITY OF RED OAK	285.	COMAL COUNTY	347.	HARRIS CNTY EMG Svcs Dist #48
224.	CITY OF RHOME	286.	COMMUNITY HEALTHCORE	348.	HARRISON COUNTY
225.	CITY OF RICHARDSON	287.	COOKE COUNTY	349.	HAWKINS ISD
226.	CITY OF RICHLAND HILLS	288.	COPPELL ISD	350.	HAYS COUNTY
227.	CITY OF RIO GRANDE CITY	289.	CORYELL COUNTY	351.	HEART OF TX REG MHMR CENTER
228.	CITY OF RIVER OAKS	290.	COTTONDALE VOL FIRE DEPT	352.	HENDERSON COUNTY
229.	CITY OF ROANOKE	291.	CROWLEY ISD	353.	HEREFORD ISD
230.	CITY OF ROBINSON	292.	DALLAS COUNTY	354.	HIGHLAND PARK ISD
231.	CITY OF ROCKWALL	293.	DALLAS CNTY UTIL & RECLAM. DIST	355.	HILL COUNTY
232.	CITY OF ROUND ROCK	294.	DFW INT'L AIRPORT BOARD	356.	HOOD COUNTY
233.	CITY OF ROWLETT	295.	DALLAS ISD	357.	HOPKINS COUNTY
234.	CITY OF ROYSE CITY	296.	DECATUR ISD	358.	HOUSING AUTH OF CITY OF AUSTIN
235.	CITY OF RUNAWAY BAY	297.	DENISON ISD	359.	HUMBLE ISD
236.	CITY OF RUSK	298.	DENTON COUNTY	360.	HUNT COUNTY
237.	CITY OF SACHSE	299.	DENTON CNTY FWS DIST. No. 1-A	361.	HURST EULESS BEDFORD ISD
238.	CITY OF SAGINAW	300.	DENTON COUNTY FWS DIST. No. 10	362.	HUTCHINSON COUNTY
239.	CITY OF SAN ANGELO	301.	DENTON ISD	363.	IDEA PUBLIC SCHOOLS
240.	CITY OF SAN BENITO	302.	DESOTO ISD	364.	IRVING ISD
241.	CITY OF SAN MARCOS	303.	DIANA SPECIAL UTILITY DISTRICT	365.	JACK COUNTY
242.	CITY OF SANGER	304.	DUNCANVILLE ISD	366.	JASPER COUNTY
243.	CITY OF SANSOM PARK	305.	DUVAL COUNTY	367.	JEFFERSON COUNTY
244.	CITY OF SEABROOK	306.	EAGLE MOUNTAIN-SAGINAW ISD	368.	JEFFERSON CNTY DRIN. DIST. #7
245.	CITY OF SEAGOVILLE	307.	EAST TEXAS COUNCIL OF GOVS.	369.	JIM WELLS COUNTY
246.	CITY OF SHERMAN	308.	EASTLAND COUNTY	370.	JOHNSON COUNTY
247.	CITY OF SOUR LAKE	309.	ECTOR COUNTY	371.	JOHNSON COUNTY SUD
248.	CITY OF SOUTHLAKE	310.	ECTOR COUNTY ISD	372.	JOSHUA ISD
249.	CITY OF SOUTHMAYD	311.	EDDY COUNTY, NM	373.	KARNES COUNTY
250.	CITY OF SPRING VALLEY VILLAGE	312.	EL PASO COUNTY	374.	KAUFMAN COUNTY
251.	CITY OF SPRINGTOWN	313.	EL PASO CNTY HOSP DIST DBA...	375.	KAUFMAN ISD

RFP FOR ANNUAL CONTRACT FOR STAFFING AUGMENTATION SERVICES

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

376.	KELLER ISD	438.	PUBLIC TRANSIT SVC OF MIN.WELLS	500.	TOWN OF HIGHLAND PARK
377.	KENNEDALE ISD	439.	QUINLAN ISD	501.	TOWN OF LAKESIDE
378.	KERENS ISD	440.	RAINS COUNTY ESD #1	502.	TOWN OF LITTLE ELM
379.	KINNEY COUNTY	441.	RANCHO VIEJO POLICE DEPT.	503.	TOWN OF NORTHLAKE
380.	KRUM ISD	442.	RANDALL COUNTY	504.	TOWN OF PANTEGO
381.	LAKE DALLAS ISD	443.	RED OAK ISD	505.	TOWN OF PECOS CITY
382.	LAKE WORTH ISD	444.	RED RIVER COUNTY	506.	TOWN OF PONDER
383.	LAMAR COUNTY	445.	REFUGIO COUNTY	507.	TOWN OF PROSPER
384.	LAMB COUNTY	446.	REG 9 Ed SVCE CENTER OF WICHITA	508.	TOWN OF PROVIDENCE VILLAGE
385.	LAMPASAS COUNTY	447.	REGION 11 EDU SERVICE CENTER	509.	TOWN OF SUNNYVALE
386.	LAVON POLICE DEPARTMENT	448.	RICHARDSON ISD	510.	TOWN OF TROPHY CLUB
387.	LEON COUNTY	449.	ROCKWALL COUNTY	511.	TOWN OF WESTLAKE
388.	LEONARD ISD	450.	ROUND ROCK ISD	512.	TOWN OF WESTOVER HILLS
389.	LEWISVILLE ISD	451.	SAM RAYBURN ISD	513.	TRAVIS COUNTY
390.	LIMESTONE COUNTY	452.	SAN JACINTO COM COLL DIST.	514.	TRAVIS CNTY EMG SVCS DIST No.6
391.	LITTLE ELM ISD	453.	SAN PATRICIO COUNTY	515.	TRAVIS CNTY HEALTHCARE DISTRICT
392.	LOVEJOY ISD	454.	SCHLEICHER COUNTY	516.	TRINITY RIVER AUTHORITY
393.	LOWRY CROSSING VOL FIRE DEPT.	455.	SEABROOK VOL FIRE DEPT.	517.	TYLER JUNIOR COLLEGE
394.	LUBBOCK COUNTY	456.	SR. CYR RES & PUBLIC...HUNT CNTY	518.	U.S. MARSHALS SERVICE
395.	MANSFIELD ISD	457.	SEVEN POINTS FIRE RESCUE	519.	UNIVERSITY OF NORTH TEXAS
396.	MAVERICK COUNTY	458.	SHERMAN ISD	520.	UNIV OF N. TX HEALTH SCIENCE CTR
397.	McKINNEY ISD	459.	SMITH COUNTY	521.	UNIVERSITY OF TEXAS AT ARLINGTON
398.	McLENNAN COUNTY	460.	SPRINGTOWN ISD	522.	UNIVERSITY OF TEXAS AT DALLAS
399.	McLENNAN COMM. COLLEGE	461.	SOUTH MONTGOMERY FIRE DEPT	523.	UNIV OF TX MD AND. CANCER CTR
400.	MARILEE SPECIAL UTILITY DIST.	462.	SOUTH TEXAS COLLEGE	524.	UPPER TRINITY REG WATER DIST.
401.	MEDINA VALLEY ISD	463.	SPAN, INC.	525.	UPSHUR COUNTY
402.	MHMR OF TARRANT COUNTY	464.	STARR COUNTY	526.	UPTON COUNTY
403.	MIDLAND COUNTY	465.	STEPHENS COUNTY	527.	VAL VERDE COUNTY
404.	MIDLAND ISD	466.	STERLING COUNTY	528.	VAN ALSTYNE ISD
405.	MIDWAY ISD	467.	STONEWALL COUNTY	529.	VAN ZANDT COUNTY
406.	MILAM COUNTY	468.	TARLETON STATE UNIVERSITY	530.	VERNON ISD
407.	MILLS COUNTY	469.	TARRANT APPRAISAL DISTRICT	531.	VICTORIA COUNTY
408.	MITCHELL COUNTY	470.	TARRANT CNTY 9-1-1 EMG ASS DIST	532.	WACO ISD
409.	MONAHANS WICKETT PYOTE ISD	471.	TARRANT COUNTY COLLEGE DIST.	533.	WALKER COUNTY
410.	MONTGOMERY COUNTY	472.	TARRANT CTY EMG SVCS DISTRICT 1	534.	WALLER COUNTY
411.	MONTGOMERY CNTY ESC 10	473.	TARRANT COUNTY HOSP DIST	535.	WARD COUNTY
412.	MONTGOMERY CNTY HOSP DIST.	474.	TARRANT CTY WORKFORCE DEV BD	536.	WAXAHACHIE ISD
413.	MOUNT PLEASANT POLICE DEPT.	475.	TARRANT REGIONAL WATER DIST	537.	WEATHERFORD COLLEGE
414.	MOUNT VERNON POLICE DEPT.	476.	TAYLOR COUNTY	538.	WEATHERFORD ISD
415.	NACOGDOCHES COUNTY	477.	TEMPLE COLLEGE	539.	WEBB CONSOLIDATED ISD
416.	NAVARRO COUNTY	478.	TERRELL ISD	540.	WEST TEXAS A&M UNIVERSITY
417.	NEVADA VOL. FIRE DEPT.	479.	TEXARKANA ISD	541.	WESTMINSTER FIRE DEPT.
418.	NEW CANEY ISD	480.	TEXAS A&M UNIV AT COMMERCE	542.	WESTON VOLUNTEER FIRE DEPT
419.	NOLAN COUNTY	481.	TEXAS A&M UNIVERSITY-KINGSVILLE	543.	WHITE SETTLEMENT ISD
420.	NORMANGEE ISD	482.	TEXAS A& M UNIV.-TEXARKANA	544.	WILLIAMSON COUNTY
421.	NORTH CENTRAL TX CNCL OF GOVS	483.	TEXAS ALCOHOLIC BEVERAGE COMM.	545.	WILLIAMSON CNTY EMG SVCS DIST #3
422.	NORTH TX MUNICIPAL WATER DIST	484.	TEXAS DEPT. OF PARK/WILDLIFE	546.	WILSON COUNTY
423.	NORTH TEXAS TOLLWAY AUTH	485.	TEXAS DEPT. OF PUBLIC SAFETY	547.	WINKLER COUNTY
424.	NORTHWEST ISD	486.	Tx TECH UNIV HEALTH SCI CTR EL PASO	548.	WINNSBORO HOUSING AUTHORITY
425.	NUECES COUNTY	487.	TEXAS WOMAN'S UNIVERSITY	549.	WINNSBORO ISD
426.	OLTON POLICE DEPARTMENT	488.	THE WOODLANDS TOWNSHIP	550.	WISE COUNTY
427.	ORANGE COUNTY	489.	TITUS COUNTY	551.	WOOD COUNTY
428.	ORANGE CNTY DRAINAGE DIST	490.	TML MULTIST. INTERGOV....	552.	YMCA OF METROPOLITAN DALLAS
429.	PALO PINTO COUNTY	491.	TOM GREEN COUNTY	553.	YOUNG COUNTY
430.	PANOLA COUNTY	492.	TOWN OF ADDISON	554.	ZAPATA COUNTY
431.	PARADISE ISD	493.	TOWN OF ARGYLE		
432.	PARKER COUNTY	494.	TOWN OF BARTONVILLE		
433.	PARKER CNTY EMG SERV DISTRICT 1	495.	TOWN OF DOUBLE OAK		
434.	PARMER COUNTY	496.	TOWN OF EDGECLIFF VILLAGE		
435.	PASADENA ISD	497.	TOWN OF FAIRVIEW		
436.	PLANO ISD	498.	TOWN OF FLOWER MOUND		
437.	POTTER COUNTY	499.	TOWN OF HICKORY CREEK		

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. 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
- 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) day written notice in case of cancellation or any major change.
 - 3) As to all applicable coverage, policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 - 4) All copies of the Certificates of Insurance shall reference the project name and Proposal number for which the insurance is being supplied.
 - 5) The Respondent agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 - 6) The Respondent is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. **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 the duration of the contract.

6. **INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:**

- A. The following is only applicable when the 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.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **Right to Audit**

Tarrant County reserves the right to audit Vendor datacenters 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.).

7. **SURVIVABILITY**: All applicable service agreements that were entered into between Vendor and a Customer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. At Tarrant County's discretion, existing Purchase Orders issued and accepted by Vendor shall survive the expiration or termination of the Contract.

RFP FOR ANNUAL CONTRACT FOR STAFFING AUGMENTATION SERVICES

STATEMENT OF WORK

I. SCOPE:

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

Thanksgiving Day	Cesar Chavez Day
Day After Thanksgiving	Good Friday
Christmas Eve	Memorial Day
Christmas Day	Juneteenth
New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
President's Day	
 4. The official holiday schedule will be provided to the Vendor each year when the dates are approved by the Tarrant County Commissioners Court.
 5. Vendor(s) must be able to support onsite or remote work requirements.
- D. The awarded Vendor(s) will provide a single point of contact for resource requests.
- E. The awarded Vendor(s) will provide contact information for candidate references upon request.

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

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3. Further Assurances. Vendor shall execute any instruments and do all other things reasonably requested by the County (both during and after the term of this RFP) in order to vest more fully in the County and all ownership rights in those items hereby transferred by vendor to the County. In the event the County is unable, after reasonable effort, to secure vendor's signature on any letter, patent, copyright applications or documents or instruments necessary to evidence the County's ownership rights in, or to evidence to transfer to the County of ownership rights in the Work Products, Deliverables or other property, for any reason whatsoever, Vendor hereby irrevocably designates and appoints the County and its duly authorized officers and agents as Vendor's agent and attorney-in-fact, to act for and on its behalf to execute and file any such application or applications and to do all other lawfully permitted acts to further the prosecution and issuance of letter patent and copyright registrations, and other analogous protection therein with the same legal force and effect as if executed by Vendor.
 4. No Rights. Nothing in this RFP shall be construed as granting to or conferring upon Vendor any right, title, or interest in any intellectual property that is now owned or subsequently owned by the County. Nothing in this RFP shall be construed as granting to conferring upon the County any right, title, or interest in any intellectual property owned by Vendor that is outside the scope of this RFP.
- J. Tarrant County reserves the right to require Consultants to sign a non-disclosure agreement as part of the onboarding process.
- K. Knowledge transfer to Tarrant County employees will include:
1. Testing, evaluation, and documenting knowledge by assigned Consultant.
 2. Information Technology Staffing Augmentation Personnel will report knowledge transfer results to Tarrant County Management.
 3. All Information Technology Staffing Augmentation Personnel must provide weekly status reports of work performed.
- L. There is no guarantee of business resulting from this RFP. Services will be requested as needed.
- M. Tarrant County reserves the right to directly hire a Consultant after 1,080 billed hours or six (6) months of work for the County. This will not incur a placement fee.
- N. Winning Vendor(s) must have a local DFW representative or office. Awarded Vendor(s) may be required to have in-person meetings with County representatives prior to a request for résumés.

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

Group 1

A. Senior/Lead Information Technology Business Analyst

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

B. Senior/Lead Information Technology Quality Assurance Analyst

1. Bachelor's Degree and three (3) years of experience in developing and maintaining version control of QA-related documentation, testing strategies, and test execution in a broad variety of environments.
2. International Software Testing Qualifications Board (ISTQB) Certification considered a plus.
3. Understands requirements and traceability matrix.
4. Familiar with Software and System Development Life Cycles and Agile Development methodology.
5. Understands the concepts, best practices, and execution of Business Analysis and Project Management principles.
6. Familiar with test automation tools such as Selenium and LoadRunner.

C. Senior/Lead Project Manager

1. Bachelor's degree or equivalent, five (5) years of information technology project management experience.
2. Project Management Professional (PMP) certification is preferred.
3. Agile Certified Practitioner (PMI-ACP) or similar certification is preferred.
4. Proficiency with Microsoft Office, Visio and Microsoft Project, or other Project Management software is required.
5. Performs project development for medium to large projects of moderate to high complexity.
6. Manages project progress and budget and reports on a regular and timely basis to appropriate parties.
7. Coordinates project activities across all concerned departments, users, IT, external suppliers, sub-projects and other project teams.
8. Analyzes and translates business strategies, plans and requirements into IT support systems, working with users to define system requirements and resolve problems.
9. Translates and applies the enterprise vision to all system, technical and application projects.
10. Coordinates activities and programs with other departments to expedite work and improve interdepartmental performance using tact and diplomacy.
11. Directs the design, testing and documentation of application programs in all phases of application development for medium to large projects.
12. Maintains a good working knowledge of processes and best practices and legislative initiatives, regulations or activities in area of responsibility.
13. Advanced knowledge of concepts, practices and procedures in field of specialty.

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14. In-depth understanding of Agile Development methodology principles.
15. Strong background in Scrum software development framework, preferably Scrum Master.
16. Excellent and very persuasive oral and written communication/presentation skills.
17. Exemplary, advanced interpersonal, conflict resolution and leadership skills.

D. Change Management Consultant/Trainer

1. The change manager plays a key role in ensuring projects (change initiatives) meet objectives on time and on budget by increasing employee adoption and usage.
2. This person will focus on the individual, Organizational and Departmental side of change, including changes to business processes, systems and technology, job roles and organization structures.
3. The primary responsibility will be creating and implementing change management strategies and plans that maximize employee adoption and usage and minimize resistance.
4. The change manager will work to drive faster adoption, higher ultimate utilization of and proficiency with the changes that impact employees.
 - a. Key Responsibilities:
 1. Apply a structured methodology and lead change management activities throughout the project lifecycle.
 2. Apply change management processes and tools to create a strategy to support change adoption required by a project or initiative.
 3. Plan and support communication efforts. Design, develop and deliver communications.
 4. Assess the change impact and work with business leaders on actions.
 5. Conduct impact analyses, assess change readiness and identify key stakeholders.
 6. Lead and support training efforts.
 7. Provide input, document requirements and support the design and delivery of training programs complete with materials, tutorials, instructions.
 8. Plan and implement an effective training curriculum.

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b. Skills and Qualifications

1. Experience and knowledge of change management principles, methodologies and tools.
2. Exceptional communication skills, both written and verbal.
3. Excellent active listening skills.
4. Ability to clearly articulate messages to a variety of audiences.
5. Ability to establish and maintain strong relationships.
6. Ability to influence others and move toward a common vision or goal.
7. Flexible and adaptable; able to work in ambiguous situations.
8. Resilient and tenacious with a propensity to persevere.
9. Forward looking with a holistic approach.
10. Problem solving and root cause identification skills.
11. Able to work effectively at all levels in an organization.
12. Must be a team player and able to work collaboratively with and through others.
13. Acute business acumen and understanding of organizational issues and challenges.
14. Familiarity with project management approaches, tools and phases of the project lifecycle.
15. Experience with large-scale organizational change efforts.
16. Change management certification or designation desired.

E. **System Analyst**

1. Job Responsibilities

- a. Implements computer system requirements by defining and analyzing system problems; designing and testing standards and solutions.
- b. Collaborates with Business Analysts, Project Leads and IT team to resolve issues and ensuring solutions are viable and consistent.
- c. Designing new computer systems and frame works.
- d. Troubleshooting technical issues.
- e. Risk mitigation planning.
- f. Create system guidelines and manuals for the organization.

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- g. Run training sessions and workshops on system processes.
- h. Conducting regular reviews of systems and generating reports on efficiencies and improvement areas.
- i. Structuring and prioritizing business requirements and communicating plans with stakeholders for review and approval.
- j. Defines application problems by conferring with clients; evaluating procedures and processes.
- k. Develops solution by preparing and evaluating alternative workflow solutions.
- l. Control solution by establishing specifications and coordinating production with programmers.
- m. Validates results by testing programs.
- n. Ensures operation by training client personnel and providing support.
- o. Provides reference by writing documentation.
- p. Accomplishes information systems and organization mission by completing related results as needed.

2. Skills

- a. At least 1 or 2 Programming languages: e.g. C#, C++, Java, .Net, SQL, etc.
- b. Software design, documentation, testing, and maintenance.
- c. Software and Hardware requirements.
- d. Teamwork.
- e. General consulting skills.
- f. Software architecture.
- g. Critical thinking ability.
- h. Strong problem-solving capacity.
- i. High-level written and verbal communication skills.
- j. Project management skills.
- k. Ability to work under pressure and to tight deadlines.
- l. Knowledge of data modeling and data visualization tools.

3. Education, Experience, and Licensing Requirements

- a. Bachelor's degree in computer science, mathematics, or engineering.
- b. Experience in IT or database administration a plus.
- c. Experience with Java GUI front-end development, SQL, Postgres, or equivalent database tools.

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- d. Experience with agile software development.
- e. Experience in Software implementation tools such as JIRA, etc.
- f. Experience in: Multiple OS platforms (Red Hat, Ubuntu, etc), Windows systems.
- g. In-depth knowledge of the TCP / IP protocol suite; security architecture; securing and hardening Operation Systems; Networks; Databases; and Applications.
- h. Knowledge of project life-cycle.

Group 2

A. Sr. IT Service Desk Analyst

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

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B. IT Service Desk Analyst

1. Associate's degree or equivalent with three (3) years of experience in information technology including experience or training in an IT Service Desk or desktop support environment.
2. Current relevant experience with remote desktop tools and standard desktop applications.
3. Must possess advanced knowledge of desktop systems and standard desktop applications such as but not limited to Microsoft Outlook, Word, Excel, Access, and PowerPoint.
4. Must also have an intermediate understanding of Active Directory and MS Exchange.
5. Must have the ability to gather requirements, analyze systems, develop solutions, test and document changes working in collaboration with other team members in a team environment.
6. Must have the ability to gather, understand and translate business requirements into system solutions.
7. Must have strong interpersonal skills with the ability to easily and effectively interact with technical, non-technical, support, and business staff at all levels.
8. Position requires the ability to understand the concepts, best practices, and execution of an IT Service Desk environment.
9. Position requires the ability to follow standard operating procedures.
10. Ability to communicate clearly with customers by telephone, voice messages, or e-mail to obtain requirements to fully document requests and incidents for input into the approved workflow tracking system.

C. Sr. Desktop IT Support Engineer

1. Bachelor's degree or three (3) years equivalent combination of education and experience. Requirements can be met with any combination of related experience or education.
2. Minimum of one (1) year experience in information services
3. Experience in communicating and receiving calls from users and regarding on-site technical support to troubleshoot and fix PC system and application problems or routes the user to the appropriate personnel for problem resolution.
4. Experience in analyzing and resolving PC user problems by telephone, remote connections, and on-site.
5. Ability to install, configure, and maintain software and hardware.

RFP FOR ANNUAL CONTRACT FOR STAFFING AUGMENTATION SERVICES

6. Ability to manage network accounts and security for all County computer users and computers by assigning security profiles while following procedures established by Technical Services, including establishing, maintaining, and monitoring all LOG-ON identifications and access rules, defining specific access to network files, database management systems, and monitoring environment for security violations.
7. Ability to use system monitors to detect problems in the network or operating system that could affect system availability and advises appropriate Technical Services personnel.
8. Experience in performing small scale wiring projects and scheduling and performing equipment installations, relocations and removals.
9. Experience in providing end users with technical training on the basic functionality of software, hardware and Internet use.
10. Advises end users on software and hardware purchases and/or upgrades that are within budget.
11. Assists with installs of new software releases, system upgrades and patches.

D. Desktop IT Support Analyst

1. High school diploma or equivalent with three (3) years of information technology work experience.
2. Ability to work independently or as part of a team.
3. Must have good oral and written communication skills, strong analytical and organizational skills, ability to solve problems quickly and completely and coordinate activities simultaneously.
4. Must be able to provide first level PC technical support for all County employees and remote sites for both hardware and software.
5. Must be able to coordinate ordering, receiving, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.
6. Monitors and manipulates computer setup options for routine computer operations.
7. Coordinates orders for needed computer equipment.
8. Ensures that all equipment is ordered by purchase orders and verifies delivery dates.
9. Ensures that equipment is delivered in good condition and contacts vendor(s) to resolve any problems (delivery, equipment, etc.) and/or coordinates delivery schedule and destination of computer hardware and software.

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10. Verifies hardware and software shipments against County purchase orders and inspects equipment upon arrival.
11. Ability to assemble hardware and software components, performs hardware and software integration to provide a stand-alone computer system and ensure it is operating as it is designed and operates properly.
12. Experience in configuring and installing PCs and related software and set up and configure network connections to file servers, application servers and the Internet.
13. Experience coordinating deliveries and installation of equipment to user installations and performs tests to ensure the system is operating properly, de-installs equipment and provides replacement system as required.
14. Ability to communicate with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges.

E. Senior Command Center Specialist

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

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F. Part-Time IT Trainer

1. Bachelor's degree preferred or the equivalent of three to five (3–5) years of government or public-sector experience as an instructor, trainer, or teacher may substitute for degree.
2. Experience delivering training programs including development and delivery on a wide variety of general technology applications used within the County.
3. Experience working with IT project teams for testing, documenting, and rolling out new technology training support documentation.
4. Must have the ability to utilize different methods and mediums in delivering curriculum, both in-house and virtual to employees, such as PowerPoint presentations, demonstrations, printed handouts and videos.
5. The instructor/trainer must be able to commit to a flexible monthly schedule to accommodate IT training schedule.
6. Must have an effective interpersonal and presentation skills and be able to communicate instructions logically and clearly.

Group 3

A. Senior Program Analyst

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

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8. Ability to communicate with senior-level Application Programmer Analyst, end-users and third-party vendors to obtain requirements for projects and application updates for small, medium and progressively more complex applications.

B. Data Architect

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

C. IT Solutions Architect

1. Bachelor's degree with a minimum of eight to ten (8–10) years of experience in software development/engineering for Enterprise Class Software Applications using a Service Oriented Architectural approach.
2. Five (5) years of experience in managing cross-functional application development teams of 10-12 resources.
3. Relevant and significant work experience with one (1) or more of the following technology platforms:
 - a. Microsoft.Net.
 - b. Java 2 Platform Enterprise Edition (J2EE).
 - c. Windows Server 2012 R2.
 - d. Unix/Linux.
 - e. Biztalk.
 - f. Virtual Desktop Infrastructure (VDI).
 - g. Microsoft Dynamics CRM.
4. Relevant and significant work experience with one (1) or more of the following technology tools:
 - a. Microsoft Visual Studio.
 - b. Microsoft SQL Server.
 - c. Eclipse Integrated Development Environment.
 - d. JBoss Application Server Version.
5. Relevant and significant work experience with one (1) or more of the following technology frameworks:
 - a. Microsoft.NET Framework (Includes ADO, WCF, MVC).
 - b. Spring – Aspect Oriented Framework.
 - c. ACEGI – Aspect Oriented Security Framework.
 - d. Service Oriented Architecture (SOA).
6. Relevant and significant work experience with one (1) or more of the following development methodologies:
 - a. Microsoft Solutions Framework.
 - b. Agile/SCRUM.
7. Designs and organizes the development effort for complex system solutions.
8. Responsible for transforming the overall business vision case into a projected solution.
9. Provides leadership in solving complex business problems through the effective use of technology.

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10. Assists in the development of strategic roadmaps and technical implementation plans.
11. Develops system architecture and design including software, hardware, communications and interface requirements.
12. Leads and participates in code and system design reviews.
13. Performs leadership role during the software development lifecycle (SDLC).

III. SECURITY:

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

IV. PROPOSAL REQUIREMENTS:

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

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- C. Proposed Cost:
 - 1. Include Proposal Pricing Form.
- D. Subcontractor(s) Declaration:
 - 1. Use of Subcontractors for this contract is subject to the provisions of this RFP. If Subcontractors are proposed for this contract, including wholly owned corporate subsidiaries, the Proposal shall include a description of all proposed Subcontractors on the form on page 47.
- E. Required Documents:
 - 1. Signed Proposal Signature Page.
 - 2. Signed Compliance with Federal and State Laws Form.
 - 3. Deficiencies and Deviations Form.
 - 4. Form for Disadvantaged Business Enterprises, if applicable.
 - 5. Addenda, if applicable.
 - 6. Cooperative Purchasing Award Confirmation.
 - 7. Price Form.

V. PROPOSAL EVALUATION AND AWARD:

- A. Approach:
 - 1. Tarrant County Purchasing Department will guide the evaluation of the responses received. An Evaluation Committee will be established to evaluate and score the submitted Proposals. The Evaluation Committee may consist of representatives from various Departments.
 - 2. The County reserves the right at its sole determination to include additional Department(s), Employee(s), or Contractor(s) in the evaluation of proposals, as the County deems necessary.
 - 3. The County reserves the right at its sole discretion to determine the process for proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating evaluation phases, if it is deemed in the public interest to do so.
- B. Evaluation Criteria:
 - 1. The evaluation will consist of two (2) rounds:
 - A. Round 1 – The County will use the following criteria to conduct evaluation of the proposal responses:
 - i. Vendor Qualifications/Experience450 Points
 - ii. Approach and Management.....250 Points
 - iii. Proposed Price300 Points
 - TOTAL.....1,000 Points**

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- B. Round 2 – The County will contact references for the top scores from Round 1. The reference scores will then be added to the previous set of scores.
 - 2. The County will award Group as explained in I.B. Award will be made to one (1) or more top-scoring vendors within the acceptable evaluation score range.
- C. Evaluation of Price Proposal:
 - 1. Respondents must submit hourly pricing for support areas listed on the Proposal Price Sheet.
 - 2. Price evaluation will be based on the total overall extension dollar amount. Price Proposal will be scored using the following formula:
$$(\text{Lowest Price Proposal} / \text{Vendor Price Proposal}) \times 300 \text{ Maximum Price Proposal Points: } 300 \text{ points.}$$
- D. Best and Final Offer (BAFO):
 - 1. The Proposals with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee.
 - 2. The County reserves the right at its sole discretion to determine if pursuing BAFO(s) is in the best interest of the County. The County is under no obligation to pursue BAFO(s).
 - 3. In the event, the County elects not to pursue BAFO(s); Contract Negotiation will be conducted based on the Final Rankings.
- E. Contract Negotiation:
 - 1. The Tarrant County Purchasing Department may conduct Contract Negotiations along with representatives from the District Attorney and Information Technology Departments.
 - 2. The County reserves the right at its sole discretion to determine if pursuing Contract Negotiation is in the best interest of the County. The County is under no obligation to pursue Contract Negotiation.
- F. Prohibited Communication:
 - 1. Any communication regarding this RFP with any Tarrant County elected official or judiciary; any member of the evaluation committee; any member of Information Technology; is strictly prohibited. Only communication method approved in this RFP, including the pre-proposal conference and faxed questions will be allowed.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

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

II. DEFINITIONS

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

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

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

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

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County 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 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)

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FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are 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.

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 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 provides and that the Respondent has completed a project of similar size and scope of work in this solicitation. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your Proposal.

Failure to supply 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!

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REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

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

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

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

Respondent hereby assigns to 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 Proposal.***

Signature _____ **X**
Authorized Representative

 Legal Name of Company

 Date

 Street Address

 Printed Name of Authorized Representative

 City, State and Zip

 Title of Authorized Representative

 Telephone Number

 Fax Number

 E-Mail Address

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!

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COMPANY IS:

Business included in a Corporate Income Tax Return? _____YES _____NO

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

_____Partnership consisting of _____

_____Individual trading as _____

_____Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a 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 Section 2270.001(2) during the term of this contract. Bidder further verifies pursuant to Texas Local Government Code Section 2252.152 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.

VENDOR IS EXEMPT FROM CERTIFICATION REGARDING ENERGY COMPANIES AND FIREARM ENTITIES OR FIREARM TRADE ASSOCIATIONS:

Vendor is a sole proprietorship OR is a non-profit entity OR Vendor is a company that does NOT have 10 or more full-time employees AND/OR this contract does NOT have a value of \$100,000.00 or more that is to be paid wholly or partly paid from public funds of the governmental entity.

If the Vendor Cannot Certify that it is EXEMPT as Above, Vendor Must Certify as Follows:

Vendor is NOT EXEMPT and Certifies as follows:

Boycott of Energy Companies Prohibited. In compliance with Section 2274.002 of the Texas Government Code (added by 87th Legislature S. B. 13), Vendor verifies that it does not boycott energy companies and will not boycott energy companies during the term of the above-described contract. "Boycott energy company" is defined in Section 809.001(1) (added by 87th Legislature, S. B. 13) and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A).

COMPLIANCE WITH FEDERAL AND STATE LAWS

Discrimination against Firearm Entities or Firearm Trade Associations Prohibited. In compliance with Section 2274.002 of the Texas Governmental Code (added by 87th Legislature, S. B. 19), Vendor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the above-described contract] against a firearm entity or firearm trade association. “Discriminate against a firearm entity or firearm trade association” is defined in Section 2274.001(3) (added by 87th Legislature, S. B. 19) and means, with respect to the entity or association, to (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term *does not include*: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company’s refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity’s or association’s status as a firearm entity or firearm trade association.

Vendor Hereby Certifies (Mark Applicable Certification):

_____ Vendor is EXEMPT from Certification as set out above.

_____ Vendor is NOT EXEMPT from Certification as set out above, and Vendor Certifies that it does not and will not Boycott Energy Companies and that it does not and will not engage in prohibited Discrimination against Firearm Entities or Firearm Trade Associations.

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 STAFFING AUGMENTATION SERVICES

DEFICIENCIES AND DEVIATIONS FORM

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

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page, typical of notebook or legal stationery. There are no margins, text, or other markings present.

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM 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 76196-0104

RFP FOR ANNUAL CONTRACT FOR STAFFING AUGMENTATION SERVICES

PROPOSED SUBCONTRACTORS

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

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

SUBCONTRACTOR NAME	TEAM SIZE	ROLE	RESPONSIBILITIES

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

RFP FOR ANNUAL CONTRACT FOR STAFFING AUGMENTATION SERVICES

QUALIFICATIONS FORM

Firm submitting Form: _____

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

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

B. Experience:

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

C. Recruitment and Sourcing:

1. Describe methods used to recruit/source high quality technical support staff/consultants.

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

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

RFP FOR ANNUAL CONTRACT FOR STAFFING AUGMENTATION SERVICES

PRICE FORM

The "RFP LOWER BAND" and "RFP UPPER BAND" set a pre-established range for this RFP. To be considered for award, all submitted values for "PROPOSED BILL RATE" must fall within this range. Barring special circumstances, during contract execution all rates will be between "PROPOSED BILL RATE" and "RFP UPPER BAND", with "PROPOSED BILL RATE" being the default value. Any increase to the bill rate upon renewal of the contract will be between zero (0) and the maximum percentage increase upon renewal submitted on this Price Form. This percentage increase is negotiable between the parties. Pay Rate is the rate the vendor will pay personnel. Bill Rate is the rate the vendor will bill Tarrant County for providing personnel.

Firm submitting Proposal: _____

ITEM NO.	DESCRIPTION	EST. HOURS	PROPOSED PAY RATE	PROPOSED BILL RATE	EXTENDED BILL RATE	MAXIMUM PERCENTAGE INCREASE UPON RENEWAL	RFP LOWER BAND	RFP UPPER BAND
<u>STAFF AGUMENTATION AREA - GROUP 1</u>								
A.	Senior/Lead Information Technology Business Analyst	0 - 12,500	\$ _____	\$ _____	\$ _____	_____ %	\$ 70	\$ 85
B.	Senior/Lead Information Technology Quality Assurance Analyst	0 - 6,200	\$ _____	\$ _____	\$ _____	_____ %	\$ 70	\$ 85
C.	Senior/Lead Project Manager	0 - 6,200	\$ _____	\$ _____	\$ _____	_____ %	\$ 79	\$ 96
D.	Change Management Consultant/ Trainer	0 - 2,080	\$ _____	\$ _____	\$ _____	_____ %	\$ 84	\$ 103
E.	Systems Analyst	0 - 2,080	\$ _____	\$ _____	\$ _____	_____ %	\$ 70	\$ 85
TOTAL:				\$ _____				
Note: If there is a discrepancy between Proposed Bill Rate and Extended Bill Rate, the Proposed Bill Rate will be used. Contract resulting from this RFP will be awarded "All or None" per group. *Extended Bill Rate = Proposed Bill Rate times upper limit of Est. Hours. The Original and Five (5) Copies of this Page Must Be Returned with Proposal!								

RFP FOR ANNUAL CONTRACT FOR STAFFING AUGMENTATION SERVICES

PRICE FORM

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Firm submitting Proposal: _____

ITEM NO.	DESCRIPTION	EST. HOURS	PROPOSED PAY RATE	PROPOSED BILL RATE	EXTENDED BILL RATE	MAXIMUM PERCENTAGE INCREASE UPON RENEWAL	RFP LOWER BAND	RFP UPPER BAND
<u>STAFF AGUMENTATION AREA - GROUP 2</u>								
A.	Sr. IT Service Desk Analyst	0 - 120	\$ _____	\$ _____	\$ _____	% \$	51	\$ 62
B.	IT Service Desk Analyst	0 - 240	\$ _____	\$ _____	\$ _____	% \$	45	\$ 55
C.	Sr. Desktop IT Support Engineer	0 - 240	\$ _____	\$ _____	\$ _____	% \$	45	\$ 55
D.	Desktop IT Support Analyst	0 - 360	\$ _____	\$ _____	\$ _____	% \$	38	\$ 46
E.	Senior Command Center Specialist	0 - 400	\$ _____	\$ _____	\$ _____	% \$	57	\$ 69
F.	Part-Time IT Trainer	0 - 140	\$ _____	\$ _____	\$ _____	% \$	64	\$ 78
TOTAL:				\$ _____				
Note: If there is a discrepancy between Proposed Bill Rate and Extended Bill Rate, the Proposed Bill Rate will be used. Contract resulting from this RFP will be awarded "All or None" per group. *Extended Bill Rate = Proposed Bill Rate times upper limit of Est. Hours. The Original and Five (5) Copies of this Page Must be Returned with Proposal!								

RFP FOR ANNUAL CONTRACT FOR STAFFING AUGMENTATION SERVICES

PRICE FORM

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Firm submitting Proposal: _____

ITEM NO.	DESCRIPTION	EST. HOURS	PROPOSED PAY RATE	PROPOSED BILL RATE	EXTENDED BILL RATE	MAXIMUM PERCENTAGE INCREASE UPON RENEWAL	RFP LOWER BAND	RFP UPPER BAND
<u>STAFF AGUMENTATION AREA - GROUP 3</u>								
A.	Senior Programmer Analyst	0 - 3,120	\$ _____	\$ _____	\$ _____	_____ %	\$ 143	\$ 175
B.	Data Architect	0 - 1,040	\$ _____	\$ _____	\$ _____	_____ %	\$ 104	\$ 128
C.	IT Solutions Architect	0 - 2,080	\$ _____	\$ _____	\$ _____	_____ %	\$ 170	\$ 208
TOTAL:					\$ _____			
Note: If there is a discrepancy between Proposed Bill Rate and Extended Bill Rate, the Proposed Bill Rate will be used. Contract resulting from this RFP will be awarded "All or None" per group. *Extended Bill Rate = Proposed Bill Rate times upper limit of Est. Hours. The Original and Five (5) Copies of this Page Must be Returned with Proposal!								

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



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

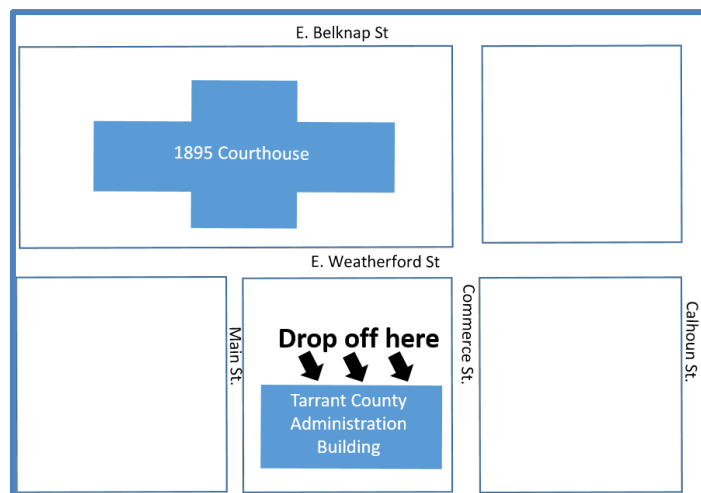
RFP No. 2022-007

**RFP FOR ANNUAL CONTRACT FOR STAFFING
AUGMENTATION SERVICES**

**Due Date: JANUARY 31, 2022 AT 2:00 P.M.
CST**

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

**Street
View**



**Building
View**

