



Company Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

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

CHRIS LAX, CPSM, CPCP
ASSISTANT PURCHASING AGENT

RFP NO. 2022-127

**REQUEST FOR PROPOSALS
FOR
PROFESSIONAL SERVICES – SAP
ONBOARDING AND OFFBOARDING**

**PROPOSALS DUE JUNE 2, 2022
2:00 P.M.**

RFP NO. 2022-127

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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:

THURSDAY, MAY 12, 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, Wednesday, May 11, 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 PROFESSIONAL SERVICES – SAP ONBOARDING AND OFFBOARDING

Tarrant County is soliciting proposals for **PROFESSIONAL SERVICES – SAP ONBOARDING AND OFFBOARDING**.

Original and Four (4) 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 JUNE 2, 2022 AT 2:00 P.M.

All proposals are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All proposals must be clearly marked with the Proposal Number, the name of the company submitting the proposal package, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. 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, Friday, May 13, 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 RFP 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.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from date of award or notice to proceed as determined by 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. **Prices must remain firm for the entire 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. **MINIMUM INSURANCE REQUIREMENTS:**
 - A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
 1. Workers' Compensation/Employer's Liability
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 2. Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage
— \$1,000,000 per occurrence/\$2,000,000 aggregate
 3. Auto Liability:
 - a. Combined Single Limit (CSL) — \$500,000 per occurrence
 - B. Tarrant County reserves the right to review the insurance requirements of 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.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

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.

4. CRIMINAL BACKGROUND CHECK:

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. 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.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. 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.

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.).

6. **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.

SCOPE OF WORK

I. OVERVIEW

- A. Tarrant County objectives for this project are to use SAP technology to implement modules to meet business and functional requirements for Onboarding and Offboarding. This Request for Proposal intends to procure professional services to implement and enhance Tarrant County's existing SAP environment which includes SAP ERP Central Component (ECC), SuccessFactors (Learning Management System, only), and SAP Business Technology Platform (BTP). Project objectives include:
- a. Implementing Onboarding and Offboarding processing to establish a common platform to support all Tarrant County departmental processes and promote standardization and automation eliminating paper-based processes.
 - b. Providing recommendations to optimize current processes, roles, decision rights, workloads, and organizational structures within SAP to strengthen and streamline future processes and facilitate automation.
 - c. Providing change management, knowledge transfer, and training to manage changes for support staff, end-users, and stakeholders throughout each appropriate phase of the project to facilitate Tarrant County's ability to support the process and solution after implementation.
 - d. Preparing, developing, and executing the appropriate SAP application support and knowledge transfer required by Tarrant County Information Technology Department (ITD) application support organization.

II. BACKGROUND

- A. Through leadership, policy administration, and strategic partnerships, Tarrant County Human Resources (HR) promotes a culture of wellness, diversity, and professional growth for its approximately 4,500 employees, spread across 42 different departments or courts, while providing citizens a qualified and high performing workforce.
- B. Tarrant County HR recruitment process starts outside SAP by creating a requisition followed by a job posting. The applicant applies for the posted position. HR goes through the screening of new applications based on the minimum requirements for the position(s) for which the applicant has applied. Qualified applicants are referred to the appropriate hiring departments. Notification will be sent to applicants regarding the status of the position(s) for which they have applied. The hiring department determines which applicant(s) will be interviewed.

SCOPE OF WORK (Continued)

- C. Tarrant County HR Onboarding Process begins after the recruitment of the candidate. This process starts with a paper Notice of Personnel Action form. Forms are manually routed for approvals before arriving at HR. Information on the forms are not automated currently. The intent is to make them electronic and include integration with SAP HCM to prepopulate relevant fields. HR performs verification procedures including a background check on new hire candidates. The process stops if the candidate fails verification or background check. If the candidate passes, the new hire is scheduled for a New Hire Processing class. New Hire Processing is a two-hour group session where the new hire reviews & acknowledges receipt of required HR documents and polices, including the I-9 and W-4 forms. New hires are provided access to employee benefits, expectations, compliance, Civil Service Rules for their review. They sign off in acknowledgement of receipt of that information. After all forms are completed and signed, the Notice of Personnel Action form (CS-5) is routed to HR leadership for final review and approval and then forwarded to the Payroll Benefits department where they initiate the hiring actions within SAP Human Capital Management (SAP HCM). There is an optional New Hire Orientation which is held once per month; however, some employees do not attend orientation for 1 to 6 weeks after hire.
- D. Tarrant County HR Offboarding Process is initiated with a paper Report of Employee Separation form. Forms are manually routed to HR for review and approval. After review and approval, the Report of Employee Separation form is routed to be input as a separation action in SAP HCM. There is a fragmented and/or manual process to:
- Recover Tarrant County assets previously assigned to employees.
 - Notifying authorized personnel when to initiate termination of information systems access procedures.
 - Notifying authorized personnel when to initiate termination of building access procedures.
 - Use of a 3rd Party to notify former Tarrant County employees of Consolidated Omnibus Budget Reconciliation Act (COBRA) and benefits information.
 - Completing HR paper-based exit surveys/interviews.

SCOPE OF WORK (Continued)

- E. Overall, the Onboarding and Offboarding processes are heavily paper-driven. As a result there are process inefficiencies, rework, operational waste, and increasing administrative overhead costs. In addition, these processes do not facilitate a smooth transition for the employee or the affected department at time of separation or termination. The intent of this project is to make these processes electronic. In particular, the CS-5 and CS-3 would need to be electronic and workflow enabled with validations and integration with SAP HCM.

III. EXPERIENCE & QUALIFICATIONS

- A. Vendor **MUST** have extensive knowledge and experience with the following:
1. SAP Business Technology Platform (BTP),
 2. SAP ERP Central Component (ECC),
 3. SAP Human Capital Management (SAP HCM),
 4. SAP Processes & Forms,
 5. SAP SuccessFactors (Learning Management System), and
 6. SAP Renewals
- B. Vendor personnel who have/will have direct access to Tarrant County data during implementation or for the purpose of providing support must be willing to undergo, and successfully pass, a Criminal Justice Information Services (CJIS) Background Check paid for by Tarrant County.
- C. Vendor Reference Calls (or Checks) are an important step in our evaluation process. Respondents **MUST** provide customer references from different entities who have:
1. Successfully utilized your services to deliver artifacts requested in “SCOPE” section of this solicitation, within the last three (3) years,
 2. Confirmed their willingness to discuss their experiences (e.g., successes and failures) working with your company. This may include your customer references responding to a brief questionnaire or feedback survey.
 3. Confirmed the accuracy of their contact information which includes name, title, e-mail address, and phone number, within the last 60-days.

SCOPE OF WORK (Continued)

IV. SCOPE

- A. The Vendor will provide professional services (i.e., Project Management and SAP Developer/Architect) to configure and implement SAP modules targeted to address Tarrant County Onboarding & Offboarding goals and objectives for this project while leveraging Tarrant County 's existing SAP landscape.
- B. The scope of this project consists of automating County Onboarding processes which include:
 - 1. Electronic Notice of Personnel Action Form (CS-5) processing. (Refer to attachment A.)
 - 2. Workflow routing of the CS-5 for processing with approvals and status updates ultimately ending in the execution of the SAP HCM hiring action.
 - 3. Electronic forms to be provided to and submitted by the new hires including needed integration for sending to personal email addresses.
 - 4. Electronic storage of forms and linkage to the employee's SAP HCM record.
 - 5. Ability for candidates and/or HR staff to upload/attach forms.
 - 6. Electronic verification process and tracking of verification steps to work as gates in the hiring process.
 - 7. Background check tracking of verification to work as a gate in the hiring process. (Background Checks are an external process to onboarding.)
 - 8. Automate form distribution to new hires.
 - 9. Integration with a push to new hire's learning plan in LMS for set learning items.
 - 10. Automate form reception (portal based) for new hires.
 - 11. New Hire processing automation – improvements to the process.
- C. The scope of this project consists of automating Tarrant County Offboarding processes which include:
 - 1. Electronic Report of Employee Separation Form (CS-3) processing. (Refer to attachment B.)
 - 2. Workflow routing of CS-3 for processing with approvals and status update ultimately ending in the execution of the SAP HCM separation action.
 - 3. Separation action to include checklist of items issued to employees and optionally require items returned before final paycheck is issued.

SCOPE OF WORK (Continued)

4. Integration and automation of termination of access.
 5. Automated notification of benefits information (in example; COBRA) managed by third party providers.
 6. Automated electronic exit survey including analytics on survey answers.
 7. Assist with developing and/or provide new HR policies and operating procedures that complement the software solution.
 8. Provide a project plan and delivery methodology for delivery of solutions including a staffing model and rough-order-magnitude (ROM) for the project.
- D. Tarrant County ITD will provide governance over the introduction of new functionality or changes into Tarrant County's existing SAP environments. Tarrant County will identify and provide subject matter experts during planning, requirements gathering, implementation, and other project activities.
- E. During planning, the selected Vendor will conduct comprehensive requirements gathering sessions with Tarrant County HR. This includes surfacing any known risks that could impact project success. The selected Vendor will provide recommendations for mitigating identified risks as well as implementing the desired functionality.
- F. The selected Vendor will perform all activities associated with implementing Tarrant County approved configuration changes within Tarrant County's existing Development and Quality Assurance SAP environments. The selected Vendor will then perform a baseline walkthrough of standard, out-of-the-box functionality to further define, clarify, and document detailed requirements, as part of a "configuration-first" strategy.
- G. The selected Vendor will work collaboratively with Tarrant County stakeholders to develop an Organizational Change Management plan which describes the objectives, strategy and tools needed to support Tarrant County's adoptions of new SAP functionality. This includes HR process analysis, Go-Live communications, and training on new SAP modules, workflows, and identified procedural changes. Training is to include ITD training in support of configuration and operation of the modules. Business training is to include facilitation of User Acceptance Training and guidance for use on the modules in combination with Tarrant County ITD.

SCOPE OF WORK (Continued)

- H. The project is only considered complete when the selected Vendor successfully transitions the support of all configured SAP modules, configurations, and all associated system operations to County. Successful transition consists of a formal hand-off from the selected Vendor and formal acceptance of the project handover package (i.e., a formal sign-off document for Go-Live, SAP Hypercare Support, and documentation) by County.

V. PROPOSAL SUBMISSION

- A. Proposal submission should be prepared in a straightforward and concise manner, identifying clearly and succinctly any deviations, service enhancements, and other differences that exist between the RFP and the proposed services and features to be provided. Emphasis should be placed on responsiveness to the RFP requirements, completeness, clarity of content, and conformance to the RFP instructions.
- B. Provide RFP response in the format and order listed below. Do not include any electronic submission such as CD's, DVD's or Flash Drives. Follow the response guidelines precisely. Tarrant County considers how well a respondent follows RFP instructions in evaluation of the responses.
 - 1. **Required Forms & Executive Summary (Tab 1):** Do not add items such as headers or footers to these forms. Do not remake these forms into your own format.
 - a. Signature Form with signature.
 - b. Addendum Signature Form(s) with signature (if applicable).
 - c. Compliance with Federal and State Laws Form with signature.
 - d. References (must come from separate entities).
 - e. Deficiencies and Deviations Form.
 - f. HUB Certificate/Form for Disadvantaged Business Enterprises and HUB Certificate (if applicable). Please write N/A on the form if it is Not Applicable.
 - g. Confirmation of meeting the required insurance for this RFP (a sample certificate will suffice).
 - h. Price Form: **For each line item on the Price Forms, include a written detailed list of exactly what is included in the price for your solution.**

SCOPE OF WORK (Continued)

- i. Executive Summary. Share your experiences (e.g., successes and challenges) with projects of this size and nature. Include reason(s) why your proposed solution is a best fit for the County.
 - j. Provide a sample Contract (if applicable).
2. **Project Management Approach (Tab 2):** Describe your approach to managing a project of this size and nature. Respondent **MUST** address each of the bulleted items shown below. (Consider your targeted audience when providing details about your services and recommendations.)
- a. The Respondent **MUST** agree to assign a Project Manager or equivalent will be assigned to work collaboratively with Tarrant County Project Manager or equivalent to ensure that the approved statement of work/contract is completed on schedule as well as within scope and budget.
 - b. The Respondent **MUST** provide a high-level implementation project plan and project schedule depicting all activities, tasks, deliverables, and estimated durations within a Gantt-style chart.
 - c. Tarrant County reserves the right to reject, request revisions or approve the final project plan and project schedule during the project planning phase. It is Tarrant County’s assumption that the selected Vendor can use and/or can deliver an editable Microsoft Project Schedule at the time of project execution. If this not true, include a description of the project management tool(s) you plan to use during the execution of this project.
 - d. To ensure that project team roles and responsibilities are known and understood, the Respondent’s written response under this section **MUST** align with the RACI, which identifies who is Responsible (R) for the activity, Accountable (A), Informed (I), or will Contribute or be Consulted (C) on the activity, found in the table below.

Activity	County	Vendor
Day-to-day Project management and oversight	C	R, A
Manage Vendor resources assignments	C, I	R
3 rd Party Functional & Technical Interface Specifications	C	R, A

RFP FOR PROFESSIONAL SERVICES – SAP ONBOARDING AND OFFBOARDING

Activity	County	Vendor
Construction of integrations to 3 rd Party systems (if needed)	C	R, A
Requirements Gathering from identified Departments	C	R, A
Data Mapping, Conversion and Migration from existing systems into SAP	C, A	R
System and Security Configuration	C, A	R
Process Definition and Documentation	C	R
Organizational Change Management	C	R
Train the Trainer	C, I	R
QA (Inc. End-To-End Testing)	C	R
User Acceptance Testing	R	C
Go-Live Go – No Go Decision	R	C
Deployment	R	C, I
Support – Stabilization	C	R
Handover to Support	C	R
Lessons Learned	R	R

- e. Each project deliverable submitted by the selected Vendor will align with the following Tarrant County requirements:
- All deliverables must be submitted in Tarrant County -approved format by the date(s) defined within the approved project plan and in accordance with the approved project schedule.

SCOPE OF WORK (Continued)

- Late deliverables must be accompanied by a Change Request and/or written response from the Vendor explaining the reason(s) for the delay and proposed revisions to schedule. This must include a detailed outline of potential impact to the overall project.
- A list of project deliverables shown below. Any deviations from the prescribed list MUST be accompanied by a detailed explanation.

No.	Item	Frequency
1	Project Status Report	Weekly
2	Project Management Plan and Staffing Model	Start
3	Technical and Process Gap Report	After Planning
4	Data Migration Plan	After Planning
5	Conference Room Pilot Scripts	After Planning
6	Process Workflow and narratives	After Construction
7	Configuration Documentation	After Construction
8	Testing Plan	After Construction
9	Train the trainer and Training materials	After UAT
10	Organizational Management Change Approach	Before Go Live
11	Handoff Support Package	After Go Live

RFP FOR PROFESSIONAL SERVICES – SAP ONBOARDING AND OFFBOARDING

SCOPE OF WORK (Continued)

- f. Tarrant County will review, approve, and process invoices according to the completion of agreed project milestones. You **MUST** include milestone-based payment schedule recommendations. Milestone payment schedule should align with the following:

No.	Payment Due	Payment %	Acceptance Criteria
001	Project Kick-Off	10%	Kick-off Meeting
002, 00n, ...	Stages of Implementation <i>Examples:</i> <ul style="list-style-type: none">• <i>Assessment/ Fit Gap,</i>• <i>Configuration,</i>• <i>Training,</i>• <i>User Acceptance, Testing, etc.</i>	TBD	Sign-off for each stage
...	Post Go-Live & Stabilization	TBD	Sign-off by the County
	Total Payment	100%	

- g. If Tarrant County chooses to assign any Vendor contractors Tarrant County Electronic Communications, e.g., Email or Chat to expediate communication then those contractors **MUST** use the supplied Tarrant County Electronic Communications.
- h. The project team **MUST** be available during the Tarrant County core business hours of 9:00 AM to 4:00 PM Central Standard Time.
3. **Respondent's Contracts/Service Level Agreement (Tab 3):**
- a. All vendor-required contracts and or agreements for the proposed services should be submitted with the response, including a proposed Statement of Work (SOW), Enterprise Agreements, Service Level Agreement (SLA), etc. All contracts and agreements will be preliminarily reviewed by Tarrant County in the evaluation process.
- b. The terms in this RFP document and the Vendor response to RFP document take precedence over all additional agreements between Tarrant County and the Vendor associated with this RFP.

RFP FOR PROFESSIONAL SERVICES – SAP ONBOARDING AND OFFBOARDING

SCOPE OF WORK (Continued)

- c. Prior to an award recommendation, Tarrant County and the vendor will review all contracts/agreements. The Vendor who appears to be successful in their proposal will have their contract(s) subjected to review by Tarrant County's Criminal District Attorney's Office.
- d. Failure of the Vendor to provide all applicable contracts in a timely and orderly manner may jeopardize award recommendation.

VI. PROPOSAL EVALUATION AND AWARD

- A. Respondents shall have NO contact regarding this RFP with any known member of the Evaluation Committee, member(s) of the Tarrant County Commissioners Court or their staff, or any other Tarrant County elected officials or their staff, prior to award. Any contact regarding this RFP may result in the Respondents' disqualification and removal from consideration by the Tarrant County Commissioners Court. Contact may be initiated by the Tarrant County Purchasing Department for purposes of evaluation and clarification. The only contact should be facilitated by the Tarrant County Purchasing Department.
- B. Approach:
 - 1. The Tarrant County Purchasing Department will guide the evaluation of the responses received. An Evaluation Committee will be established to evaluate and score the submitted Proposals. The Evaluation Committee may consist of representatives from various County Departments.
 - 2. The County reserves the right at its sole determination to include additional Department(s), Employee(s), or Contractor(s) in the evaluation of proposals as the County deems necessary.
 - 3. The County reserves the right at its sole discretion to determine the process for proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating evaluation phases.
- C. Evaluation Criteria Phase 1:
 - 1. Qualifications & Experience.....200 points
 - 2. Project Management.....250 points
 - 3. References.....250 points
 - TOTAL.....700 points**
- D. Evaluation Criteria Phase 2:
 - 1. Respondents who score 350 points or greater on phase 1 will move on to phase 2. In phase 2, price score will be added to respondent's total from phase 1.

SCOPE OF WORK (Continued)

2. The price section will be scored using the following formula:
(Lowest total price proposal among vendors who qualify for phase 2 evaluation / respondent's total price proposal) x 300. Maximum price points: 300 points
- E. Vendor Presentations and Demonstrations:
 1. Select vendors will be asked to demo their solution, products and/or services. Vendors must be prepared to give virtual presentations (demos) as an alternative to in-person (live) presentations (demos). Tarrant County reserves the right to select whether presentations will be in-person (live) or virtual. All costs associated with demonstrations are the sole burden of the Respondent.
 2. The respondent must receive a minimum score of 350 out of 700 Points for Phase 1 of the evaluation (does not include price scores) to be considered for the vendor presentation and demonstration phase of the evaluation.
 3. Invited Respondents will receive additional direction with the invitations.
 4. Tarrant County reserves the right at its sole discretion to determine if product Demonstration and/or oral Presentation(s) are in the best interest of Tarrant County. Tarrant County is under no obligation to request product Demonstrations or Presentations.
- F. Best and Final Offer (BAFO):
 1. The Respondents with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee.
 2. Tarrant County reserves the right at its sole discretion to determine if pursuing BAFO(s) is in the best interest of the County. The County is under no obligation to pursue BAFO(s).
 3. In the event, the County elects not to pursue BAFO(s), Contract Negotiation will be conducted based on the final rankings previously described.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

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

II. DEFINITIONS

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

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

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

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

III. POLICY GUIDELINES

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

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

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder meeting specifications 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)

RFP FOR PROFESSIONAL SERVICES – SAP ONBOARDING AND OFFBOARDING

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

RFP FOR PROFESSIONAL SERVICES – SAP ONBOARDING AND OFFBOARDING

TVORS REGISTRATION

An important part of doing business with Tarrant County is to sign up in our free Tarrant Vendor Online Registration System (TVORS).

TVORS is a web-based vendor registration program that is designed to be an easy-to-use, self-service application that allows vendors to establish and maintain their own company and certification data for the purpose of bid notification and information.

<https://tvorspublic.tarrantcounty.com/>

TARRANT COUNTY
Vendor Online Registration System

The perfect mix of Cowboys and Culture!
TARRANT COUNTY

100 E. Weatherford Street
Fort Worth, Texas 76106
(817) 884-1111

Welcome to TVORS!

Vendors that would like to receive bid opportunities from Tarrant County are encouraged to register in TVORS. Vendors are responsible to keep contact information current in TVORS so as to facilitate bid notifications from Tarrant County.

Changes to TVORS contact information DOES NOT affect vendor information pertaining to Purchase Order or Remit To addresses.

Login to TVORS

If you have already registered with TVORS, please go ahead and login.

User ID:

Password:

☐ Keep me signed in on this computer unless I sign out.

VENDOR LOGIN

If you have forgotten your password, enter your email address below and click the Forgot Password button. We will send you an email including your User ID and password.

Email Address:

FORGOT PASSWORD

Register with TVORS

There are four steps to the TVORS registration process. You will have the option to save your work after the completion of each step. You may then login to your TVORS account at anytime to make changes or to complete the registration process.

You must complete all mandatory information in order to be considered for bid opportunities from Tarrant County Purchasing.

To complete your TVORS registration, you will go through the following steps:

STEP 1: Enter company data

STEP 2: Enter commodity/service codes (NIGP)
Failure to select NIGP code(s), could result in improper bid notification or no notification at all.

STEP 3: Enter user data (if applicable)

STEP 4: Enter certifications (if applicable)

If you have any questions during your registration, please call (817) 884-1414 or email TVORS@TarrantCounty.com.

To begin the registration process, please click the button below.

VENDOR REGISTRATION

After registering, be sure to email or fax all copies of your current HUB/MBE certificate(s) to TVORS@Tarrantcounty.com or (817) 884-2629, respectively.

Already Registered? Please log into your profile to make sure all contact information is correct, then check the *Data Verified* box at the bottom of the *Company Data* Section of your profile.

Contact Teresa Lobacz, Tarrant County HUB Coordinator, at the email above or at (817) 884-1414 if you have any registration questions.

RFP FOR PROFESSIONAL SERVICES – SAP ONBOARDING AND OFFBOARDING

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!

RFP FOR PROFESSIONAL SERVICES – SAP ONBOARDING AND OFFBOARDING

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 FOUR (4) COPIES MUST BE RETURNED
 WITH PROPOSAL!**



Did you sign and submit all
required forms?

If not, your Proposal
will be rejected!

RFP FOR PROFESSIONAL SERVICES – SAP ONBOARDING AND OFFBOARDING

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 FOUR (4) COPIES MUST BE RETURNED WITH PROPOSAL.

RFP FOR PROFESSIONAL SERVICES – SAP ONBOARDING AND OFFBOARDING

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 single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

THE ORIGINAL AND FOUR (4) COPIES OF THIS FORM SHOULD BE RETURNED WITH PROPOSAL!

NO-BID RESPONSE

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

- ☐ Could not meet specifications.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ 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 PROFESSIONAL SERVICES – SAP ONBOARDING AND OFFBOARDING

PRICE PROPOSAL FORM

Pricing: Must be priced as simply and consistently as possible. The pricing below must be All-Inclusive (comprised of all direct and indirect pricing). Pricing must remain firm for the entire term of the contract.

Year 1	Enter an all-inclusive fixed price for the full scope of the contract for Year 1. Provide a comprehensive and detailed list of exactly what is included in the Year 1 pricing for your solution.	\$ _____
SUBTOTAL		\$ _____

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

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



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

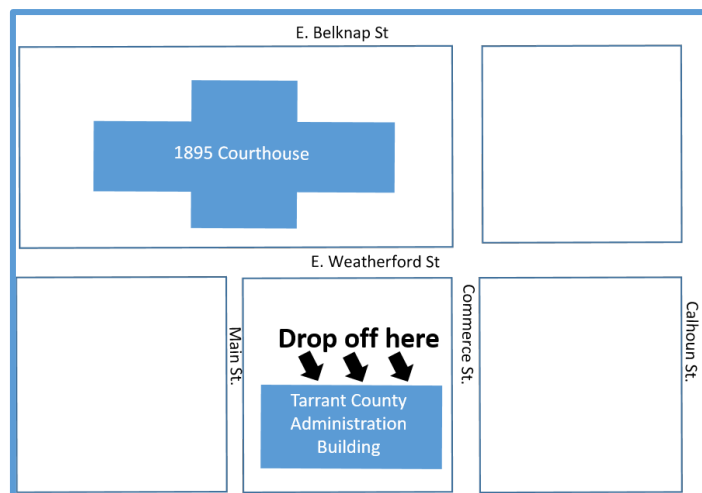
RFP No. 2022-127

**RFP FOR PROFESSIONAL SERVICES – SAP ONBOARDING
AND OFFBOARDING**

Due Date: June 2, 2022 at 2:00 PM. 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

