



**MHMR TARRANT  
PURCHASING DEPARTMENT**

**RFP 21-006**

**REQUEST FOR PROPOSAL  
TEMPORARY STAFFING SERVICES**

**BIDS DUE FEBRUARY 18, 2021  
AT 2:00 PM**

**REQUEST FOR PROPOSAL  
INSTRUCTIONS/TERMS AND CONDITIONS**

**RFP 21-006 TEMPORARY STAFFING SERVICES**

MHMR Tarrant (MHMR) is accepting Proposals for furnishing the merchandise, supplies, services and/or equipment set forth in this Request for Proposal.

**THE ORIGINAL AND AN ELECTRONIC (FLASH DRIVE) COPY  
OF  
COMPLETED PROPOSAL  
MUST BE RECEIVED IN THE  
PURCHASING DEPARTMENT  
AT 3840 HULEN STREET, SUITE 207  
FORT WORTH, TEXAS 76107  
ON OR BEFORE 2:00 P.M., FEBRUARY 18, 2021**

MHMR Tarrant invites your firm to submit a Proposal. If you are interest in submitting a proposal, please adhere to the *General Instructions and Requirements* as outlined in the enclosed Request for Proposal.

Vendors shall pay particular attention to all **INSTRUCTIONS, REQUIREMENTS AND DEADLINES** indicated in the attached documents and should govern themselves accordingly.

In accepting Proposals, MHMR Tarrant reserves the right to reject any and all Proposals, to waive formalities and reasonable irregularities in submitted documents, and to waive any requirements in order to take the actions, which it deems to be in the best interest of MHMR Tarrant and is not obligated to accept the lowest proposal.

At any time and place established for receipt of the Proposal, MHMR Tarrant will only release the names of the Provider(s) and/or Provider Firm(s). No other information will be released until after MHMR Tarrant's Evaluation Team has evaluated the Proposals, and an award has been made and approved by Executive staff and MHMR's Board of Trustees.

We greatly appreciate your efforts and look forward to reviewing your submission.

*Jamie Brockway*  
Purchasing Director  
MHMR Tarrant

## **SECTION 1 – OVERVIEW**

### **BACKGROUND AND OBJECTIVES**

MHMR Tarrant invites interested and qualified companies herein after referred to as “Contractors” to submit Proposals for TEMPORARY STAFFING SERVICES in response to this solicitation.

MHMR has been a provider of quality mental health and intellectual and developmental disability services in Tarrant since its inception in 1969. It is the second largest community center in Texas, offering services in the following areas:

- Mental health
- Intellectual & developmental disabilities
- Addiction
- Early Childhood intervention
- Criminal justice system support
- Homelessness
- Veterans

Originally a small center offering only mental health services, MHMR now provides services at more than 100 sites throughout Tarrant and surrounding counties. The staff of more than 2,000 includes psychiatrists, nurses, social workers, therapists, teachers, case managers, dieticians, volunteers, and many others. All are committed to providing services in a way that respects the dignity and basic human rights of the people we serve.

## **SECTION II – PROPOSAL SCHEDULE (RFP)**

Solicitation Packet issue date:	Friday, January 29, 2021
Receive Questions from Prospective Vendors:	Friday, February 5, 2021 by Noon (12:00 P.M.)
Deadline to Respond to Questions:	Thursday, February 11, 2021 by 4:00 P.M.
<b>Deadline for Submission of RFP:</b>	<b>THURSDAY, February 18, 2021 at 2:00 P.M.</b>
Anticipated Award Date:	Contingent upon Committee and/or Board Approval

## **SECTION III – GENERAL INSTRUCTIONS**

### **A. Questions**

*Deadline for Questions from Vendors: Friday, February 5, 2021 by Noon (12:00 P.M.)*

*Deadline for Response to Questions: Thursday, February 11, 2021 by 4:00 P.M.*

All questions concerning the Proposal specifications must be submitted in writing and emailed to Jamie Brockway at [mhmr.purchasing@mhmr.org](mailto:mhmr.purchasing@mhmr.org). **It is the contractors' sole responsibility to review the [MHMR Tarrant](http://mhmr.tarrant.com) website and retrieve all related documents prior to the RFP due date.**

### **B. Submittal Procedure**

The Proposal, subject to all conditions and specifications attached hereto, must be signed in INK by a person or office or the company submitting the Proposal that is authorized to enter into contractual agreements on behalf of the company. *Proposals received unsigned will be deemed nonresponsive and; therefore, will not be accepted.*

Deadline to submit proposal is Thursday, FEBRUARY 18, 2021 at 2:00 P.M. The original Proposal, signed in ink, and an electronic copy (Flash Drive) shall be submitted in a SEALED ENVELOPE and delivered to the attention of:

MHMR TARRANT  
PURCHASING DEPARTMENT  
ATTN: JAMIE BROCKWAY, PURCHASING DIRECTOR  
3840 HULEN STREET, SUITE 207  
FORT WORTH, TEXAS 76107

**RFP 21-006 TEMPORARY STAFFING SERVICES**  
**DO NOT OPEN UNTIL THURSDAY, FEBRUARY 18, 2021 AT 2:00 P.M.**

No proposal will be accepted after the stated deadline. Respondents may mail or personally deliver their Proposals to the Purchasing Office of MHMR at the above address. MHMR will not be responsible from any Proposal(s) that is (are) lost in the mail or not delivered to the Purchasing Department by the stated deadline for any reason.

### **C. Proposal Opening**

Submitted proposals will be opened at a Public Proposal Opening at 2:00 P.M., on Thursday, FEBRUARY 18, 2021 at 3840 Hulen Street, Suite 207, Fort Worth, Texas 76107.

### **D. Proposal Format**

Submittals shall be on 8 ½ inch by 11 inch, bound, stapled, or in a binder, with a Table of Contents and all pages numbered. Each section shall be clearly identified and tabbed. For

proper comparison and evaluation, MHMR requests that proposals follow the format outlined below.

**Tab 1 - Cover Letter** - A brief introductory letter of representation.

**Tab 2 - Executive Summary** – A brief summary highlighting the most important points of the Proposal. The Summary should not exceed five (5) pages.

**Tab 3 - Contractor Background Information** - This section should include a description of the contractor experience with other services similar to the one described herein.

- a. Submit company background information including principal place of business, length of existence, breadth of experience and expertise, management structure, and any other information that demonstrates relative qualifications and experience.
- b. Address any performance related litigation that your firm may be, or has been, involved in over the last five (5) years. Identify if your firm has had any contracts terminated due to non-performance over the last five (5) years. Identify adverse actions sanctioned by any regulatory authorities over the last five (5) years.

**Tab 4 - Financial Consideration** - Include a copy of your latest annual report or other comparable documentation. As evidenced by the financial information requested of each contractor, indication that the contractor, or contractors, are financially stable and able to provide related services in its entirety. W-9 and Certificate of Insurance as required herein.

**Tab 5 - References and Attachments A, C, D, and E**– Contractor shall submit with this proposal a list of at least three (3) references (within the last twelve (12) months) that pertain to this type of services or similar projects have been performed by their firm, preferably government agencies with over 1,000 employees. Include name of firm, name of representative, address, telephone number, and email address. The interested parties must agree to authorize client to furnish any information required by MHMR to verify references provided, and for determining the quality and timeliness of previous work performed.

**Tab 6 - Scope**

- a. Include a statement that all products and services quoted in proposal are in full accord with the specifications or a brief listing of all those specification sections to which the contractor takes exception. All comments shall be listed and numbered in order of the respective article of the specification. This statement is required even if no exceptions are noted.
- b. Include a proposal Acknowledgement Form as required herein.

**Tab 7 - Proposal Pricing/Delivery** - Pricing shall be itemized for all items requested in this proposal. Brief notes referencing specific line items may be included, if necessary, for explanation. MHMR will select and award the products and services that best meets its needs. Contractor Proposal Form as required herein.

#### **E. Non-Discrimination Policy Statement**

MHMR Tarrant does not discriminate against any individual or Contractor with respect to his/her compensation, terms, conditions, or award of contract because of race, color, religion, sex, national origin, age, disability, political affiliation, or limit, segregate, or classify candidates for award of contract, in any way which would deprive or tend to deprive any individual or company of business opportunities or otherwise adversely affect status as a Contractor because of race, color, religion, sex, national origin, age, disability, or political affiliation.

#### **F. Immigration Reform and Control Act of 1986**

By submitting their proposals, Contractors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal immigration reform and control act.

#### **G. References and Experience**

All interest parties are required to submit with their Proposal a comprehensive list of references. Interested parties are required to provide a minimum of three (3) references where interested party has provided services (within the last twelve (12) months) that pertain to this type of services preferably for a government agency. References shall include company names, address, telephone number, fax number, contact person and an email address. The interested parties must agree to authorize client to furnish any information required by MHMR to verify references provided, and for determining the quality and timeliness of previous work performed.

#### **H. Proposal Guarantee/Award Procedure**

It is anticipated that a recommendation for award for this Proposal will be made no more than thirty (30) days after the PROPOSAL DUE DATE. All interested parties are required to guarantee their Proposals as an irrevocable offer valid for one hundred twenty (120) calendar days after the Proposal due date. MHMR Tarrant in its sole and absolute discretion shall have the right to award Proposal for any or all items/services listed in each Proposal, shall have the right to reject any and all Proposals as it deems to be in its best interest, to waive formalities and reasonable irregularities in submitted documents, shall not be bound to accept the lowest Proposal and shall be allowed to accept the total Proposal of any one contractor.

#### **I. Permits**

Any and all permits as required by authorities having jurisdiction, local, state, county, and/or federal, are the total responsibility of the interested parties/contractors.

## **J. Financial Information**

Contractors must submit a copy of their last AUDITED financial statement. A letter from your CPA is an acceptable alternative for Non-Public companies but must include a statement that financial solvency is adequate to meet expenditures for a least a year.

## **K. Invoicing/Payments**

The contractor shall be paid upon the completion of all of the following: 1) submission of an original properly itemized invoice showing the proposal and/or purchase order number, 2) delivery and acceptance of the commodities/services and 3) proper and legal processing of the invoice. Proposals with payment terms of less than thirty (30) days will not be accepted. Discounts will be considered and taken if earned. Invoices must be submitted to MHMR, P.O. Box 2603, Fort Worth, Texas 76113.

## **L. Price Adjustments**

Contractor will be required to honor their proposed prices for the term of the contract period.

## **M. Historically Under-Utilized Business (HUB)**

This Agency shall make a good faith effort to utilize Historically Underutilized Business (HUB'S) in contracts for construction, services, (including professional and consulting services), and commodities. Please submit proof of Historically Underutilized Business "HUB" state certificate.

If your firm is not certified, please submit Attachment A, if you intend to subcontract services. If not, write "None" on Attachment A and submit it.

## **N. Minority/Women and/or Disadvantaged Business**

The Agency shall make a good faith effort to utilize Minority/Women and/or Disadvantage Businesses (M/W/DBE's) in contracts for construction, services (including professional and consulting Services), and commodities. Please submit proof of M/W/DBE certificate.

## **O. Direct or Indirect Assignment**

The successful Contractor will not be permitted to directly or indirectly assign rights or duties under the contract without express approval from MHMR.

## **P. Form W-9**

Contractors are to complete Form W-9 and submit with Proposal Documents.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

## **SECTION IV – PROPOSAL STIPULATIONS AND REQUIREMENTS**

### **A. Modification or Withdrawal of Proposals**

Any Proposal may be modified or withdrawn prior to the deadline, provided such modification or withdrawal is submitted prior to the deadline. Any modification received after the deadline shall be deemed late and will not be considered.

### **B. Errors or Omissions:**

The contractors will not be allowed to take advantage of any errors or omissions in the specification. Where errors or omissions appear in the specifications, the contractor shall promptly notify MHMR in writing of such error or omission it discovers. Any significant errors, omissions or inconsistencies in the specifications are to be reported **no later than five (5) days** before time for the proposal response is to be submitted.

### **C. Offer and Acceptance Period**

All Proposals must be an irrevocable offer valid for 120 calendar days after the Proposal opening.

### **D. Late Proposals**

Proposal received after the stated deadline shall be deemed late and will not be considered.

### **E. Irregularities in Proposals**

Except as otherwise stated in this Request for Proposal, evaluation of all Proposals will be based solely upon information contained in the Contractor's response to this Proposal. MHMR shall not be held responsible for errors, omissions or oversights of a material nature which may constitute grounds for rejection of any Proposal.

MHMR shall have the right to reject Proposals containing a statement, representations, warranty, or certification which is determined by MHMR and its council to be materially false, incorrect, misleading, or incomplete. Additionally, any errors, omissions, or oversights of a material nature may constitute grounds for rejection of any Proposal.

The inability of a Contractor to provide one or more of the required components or specified features or capabilities required by this Proposal may constitute grounds for rejection.

### **F. Oral Presentations**

Any Contractor that submits a Proposal in response to this request may be required to make an oral presentation for further clarification upon MHMR's request.



#### **G. Amendments to the Proposal**

If it becomes necessary to revise any part of this Proposal package or if additional information is necessary to clarify any provision, the revision and/or additional information will be provided to each Contractor via faxed amendment or email.

#### **H. Availability of the Proposal**

After opening, each Proposal, except those portions for which a Contractor has included a written request for confidentially (e.g. proprietary information), shall be open to public inspection.

#### **I. Retention of Proposals**

All Proposals considered by MHMR shall become the property of MHMR and shall not be returned.

#### **J. Notice “No Bid” Form**

Contractors must respond to the Proposal request whether they can or cannot provide the products, supplies, and/or services listed in the Proposal request (*See Attachment B Notice “No Bid” Form*).

#### **K. Incurred Expenses**

MHMR shall not be responsible for expenses incurred by a Contractor in the preparation and submission of a Proposal. This provision also includes any costs involved in providing an oral presentation of the Proposal.

#### **L. Deviation Form**

Each response to this Solicitation shall contain a Deviation Form, which states the prospective contractor’s commitment to the provisions of this Solicitation. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Solicitation Package must be expressly stated in the Deviation Form. (*See Attachment C*)

#### **M. Subcontractors**

All provisions and/or stipulations within this Request for Proposal also apply to any authorized subcontractors.

#### **N. Term of Contract**

The intent of the RFP is to award this contract to the qualified contractor(s) who can provide and meet all specified requirements of this request for proposal.

The contract period shall commence upon award date and issuance of Purchase Order until completion and acceptance of the project by authorized MHMR personnel. Project is not complete until authorized MHMR personnel has inspected and accepted in writing all services related to this proposal.

#### **O. Licensure**

The contractor shall submit, with their Proposal, a copy of any other license(s), certification(s), registration(s), permit(s), etc. as required by authorities having jurisdiction: local, state, county, and/or federal.

#### **P. Pricing**

Each contractor shall provide responses to “Proposal” page with total pricing.

### **SECTION V – INSURANCE REQUIREMENTS**

Proof of insurance MUST be submitted with the bid response, failure to do so will disqualify the bid. Upon award of the contract, the successful contractor’s insurance agent will provide a Certificate of Insurance naming MHMR as an also insured, and will expressly provide for thirty (30) days prior written notice of cancellation to all insured parties.

The Contractor 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 MHMR.

1. Workers’ Compensation/Employer’s Liability
  - a. Workers' Compensation - statutory
  - b. Employer's liability - \$500,000
2. Comprehensive Commercial General Liability:
  - a. Bodily Injury/Personal Injury- \$1,000,000 per occurrence  
\$2,000,000 aggregate
  - b. Property Damage - \$1,000,000 aggregate
3. Automobile liability:
  - a. Bodily injury - \$500,000 minimum combined single limit
4. Contractual liability — same limits as above.

The MHMR 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 the Agency based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor. Required Provisions:

1. Proof of Carriage of Insurance - All certificates of insurance will be required in duplicate and filed with the Purchasing Director at 3840 Hulen St, Suite 207, Fort Worth, Texas 76107.
2. All certificates shall provide MHMR with an unconditional thirty days written notice

in case of cancellation or any major change.

3. As to all applicable coverage, certificates shall name MHMR 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 bid number for which the insurance is being supplied.
5. The Contractor agrees to waive subrogation against MHMR, 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.

The Contractor is responsible for making sure any sub-contractor(s) performing work under this agreement has the required insurance coverage(s) and supplies MHMR with the proper documents verifying the coverage.

**A CURRENT "CERTIFICATE OF INSURANCE"**  
**MUST ACCOMPANY ALL PROPOSALS**

## **SECTION VI – PROPOSAL EVALUATION PROCESS**

Not all evaluation factors are equal in importance and each factor is weighted in accordance with its importance to MHMR. Each item has been assessed a percentage upon which the final score will be determined. A total of one hundred percentage (100%) points for the following items will be considered a perfect score.

The following will be significant factors in evaluating proposals, but the evaluation will not be limited to these items when making a final recommendation.

A.	Overall Program Concept	30%	Indication that contractor has a well-defined concept and program structure for all components of service desired by MHMR. (Including equipment, availability and start-up time)
B.	Understanding	20%	Indication that the vendor understands the nature of MHMR services and constraints in providing those services and that the vendor has thoroughly analyzed MHMR's needs and requirements.
C.	Financial Condition	10%	Include a copy of your latest annual report or other comparable documentation. As evidenced by the financial information requested of each contractor, indication that the contractor, or contractors, are financially stable and able to provide related services in its entirety.
D.	History/Description of Firm	5%	Provide a brief history and description of your firm. The description should include the size (number of employees) and areas of specialization.
E.	References	10%	Provide the names, telephone numbers, emails and addresses of at least three business references; Attention will be given to the quality of the response from references, particularly those in the DFW area. Issues that will be addressed include contract performance, quality of the personnel, responsiveness, etc.
F.	Cost	25%	Final cost may be negotiated with the successful Contractor. Cost may only become a determining factor when all other conditions are equal.

## **SECTION VII – SPECIALIZED SERVICES TO BE PERFORMED**

### **Purpose and Scope of Work**

MHMR of Tarrant County (MHMR) is soliciting bids from temporary staffing agencies to provide temporary employees of indefinite quantities on an as needed non-exclusive basis. It is the intention of this bid to receive responses for Temporary Staffing Services based on an hourly rate.

MHMR has the right to reject all bids. MHMR will not enter into any exclusive's contracts with one particular contractor, as it is the sole discretion of MHMR to award multiple contracts to multiple contractors. Additionally, MHMR is not obligated to order any work from the selected contractors.

The successful bidder must have a minimum of three (3) years of business in Temporary Staffing Services at time of bid due date.

### **Contract Period**

The contract period shall commence upon award date for a one (1) year period. MHMR reserves the right to extend this contract for four (4) additional one (1) year periods upon mutual agreement with contracted Contractor(s) reviewed on an annual basis.

### **Price Re-Determination**

A price re-determination may be considered by MHMR only at the anniversary date of the contract and shall be substantiated in writing (i.e. direct costs, labor contracts/costs, etc.)

When considering the renewal of this contract, the cost submitted in the original proposal, and as subsequently revised, may be increased or decreased. The cost may be changed in accordance with any adjustment which may have occurred in the Local Area Consumer Price Index (CPI) over the preceding twelve (12) months. Cost increase shall not to exceed 3%. The Contractor's must provide such request to the Agency, along with adequate justification, in writing at least ninety (90) days prior to the end of the current contract term. This will afford the Agency sufficient time to review the request.

### **Specifications and Requirements**

1. Contractor shall include with bid response a description of the following items:
  - a. Agency background, services provided and number of years in business.
  - b. Applicant/employee testing conducted by agency.
  - c. Employee training conducted by agency.
2. Position specifications for types of personnel needed by MHMR are listed on the bid Proposal Form. Use Proposal Form to quote hourly billing rates for each position specified.

3. Pricing must be complete. All bids must include hourly billing rate charged to MHMR for each job position.
4. Position(s) may be added throughout the contract, as agreed upon between contractor(s) and MHMR. Pricing for new position(s) will be negotiated at time of addition.
5. MHMR will not reimburse mileage or parking.
6. Contractor shall 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, and Civil Rights Act of 1991) as to treatment and compensation of its employees. MHMR will make no payments to individual workers.
7. Contractor shall prepare payroll checks, make all necessary deductions, and pay all taxes and insurance required by Federal, State, and Local laws. Contractor accepts full responsibility for the payment of wages, compensation, and benefits to personnel. Contractor 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.
8. Temporary-to-Hire Policy: A temporary employee is eligible for permanent placement after he or she has worked at a location for 520 hours. After this period, MHMR reserves the right to place the employee permanently or to keep them on as a temporary for an indefinite period of time. Should MHMR elect to make the temporary employee a permanent employee, he, or she will be transferred to the MHMR payroll at no charge.
9. Contractor shall pre-qualify the prospective candidates to determine acceptability and ability to meet the requirements of the assignment, including but not limited to, education, skill-level, professionalism, flexibility, and communication skills.
10. Contractors shall be required to furnish able-bodied workers, no less than eighteen (18) years of age, sober, reliable, clean, and appropriately dressed for the position, who can work in public areas and are ready and willing to follow instructions of Supervisors. MHMR will not be required to utilize or pay workers who fail to meet these qualifications.
11. To the extent permissible by the law, Contractors shall conduct a background check on all temporary employees sent to MHMR. MHMR reserves the right to conduct additional background checks on any temporary employee. MHMR reserves the right to request a copy of Contractor's background check of temporary employees.
12. Contractors shall ensure MHMR that no temporary employee will arrive on MHMR premises with any type of firearms or weapons, drugs, or alcohol.
13. Contractor(s) shall provide a timesheet which the temporary employee and MHMR supervisor will complete on a weekly basis.
  - a. Submitted timesheets MUST be approved by supervisor prior to payment.
  - b. Time sheet must be attached to the invoice submitted to MHMR for payment.

- c. Separate invoices must be sent for each employee.
  - d. Invoices must have correct contract rates and indicate position, the start, and end date for each week billed on invoice.
  - e. Contractor may invoice weekly, bi-weekly, or monthly.
14. MHMR reserves the right to interview temporary employee's prior to being assigned. Interviews may be conducted in-person, online, or by phone.
15. MHMR reserves the right to control the details of the temporary employees' work while assigned to MHMR.
16. Temporary employees will be assigned to MHMR departments located in Tarrant County and other contiguous counties.
17. Requests for temporary workers will be communicated by phone or email. A request for a temporary worker must have a response within the stated deadline. Response should clearly state if temporary worker can or cannot be provided. Any lack of response by the deadline will be considered as an inability to provide a temporary worker.
18. MHMR must receive resumes by the deadline stated on the request.
19. MHMR will request direct placement on an as needed basis. A specific job description and turnaround time will be discussed at the time MHMR submits the request. Failure to respond by the deadline will be considered as an inability to provide a temporary worker. MHMR reserves the right to use another contractor if an acceptable candidate is not delivered by the deadline. If none of the Contractor's contracted by MHMR are able to provide acceptable candidates within 15 days of receiving the request or deadline provided, whichever comes later, MHMR reserves the right to contract on an as needed basis with other contractors to provide such positions that are unable to be fulfilled by awarded contractors.
20. Contractor must be able to provide one of, or a combination of the general categories of temporary staffing positions which include: Administrative, Medical, Caretaker, Finance, Accounting, Patient Financial Services, Credentialing, and Legal Support Services.
21. Contractors(s) must indicate each position they can provide temporary staffing services. Exhibit 1 provides a list of all potential temporary staffing services positions that could be requested by MHMR. Please note that the positions on this list are not meant to be exclusive and that during the time of the agreement other positions may be added as stated in paragraph 4 above.
22. Referencing the attachment/exhibit below, Contractors(s) must provide a list of positions that can be fulfilled by Contractor for temporary staffing services with a breakdown of prices for those services that include:
- a. An Hourly Rate that would be paid to the temporary staff worker.
  - b. A Billing Percentage that will be applied to the Hourly Rate.

- c. The Billed Hourly Rate which will include the Hourly Rate plus the Contractor's Contract Rate combined for that particular position.
23. If a Contractor's Hourly Pay Rate to its workers goes down during any term of an Agreement with MHMR, the lower rate is required to be reported to MHMR and an adjustment in the Contractor's Hourly Bill Rate downwards will be reflected.
  24. If a Contractor's Hourly Pay Rate to its workers goes up during any term of an Agreement with MHMR, the Hourly Pay Rate represented in the Contractor's proposal will remain. MHMR will not pay an increased Contractor Hourly Bill Rate beyond what is represented in the Contractor's proposal.
  25. If a Contractor has the ability to fulfill temporary staffing needs for the positions listed in the attachment please indicate that is the case on any response to this RFP and in the event MHMR needs those temporary staffing services and MHMR has entered into an agreement with a particular Contractor, MHMR may submit required qualifications to the Contractor for a particular position listed above on an as needed basis.
  26. Each selected Contractor shall provide one of its employees to be specifically assigned as Project Manager to MHMR's account to support delivery of temporary staffing services in accordance with all applicable requirements. Upon award, each Contractor will provide MHMR with a phone number, email, fax, and emergency phone number of Project Manager.
  27. MHMR reserves the right to decline the services of any temporary worker provided by a Contractor, for any reason with or without cause or notice.
  28. Should a temporary worker leave the job site before the requested service time period has expired; no payment will be rendered to the Contractor for the remaining time left based on the requested service time period. Payments will be rendered only for actual hours of temporary services supplied by Contractor.
  29. All scheduling will be done through selected Contractors. Once MHMR makes a request for temporary services during a specified time frame, the responding Contractor will be required to coordinate the scheduling with its employee who will be performing the temporary service.
  30. Contractor is responsible and liable for the safety, injury, and health of its personnel while they are performing the temporary services on MHMR property.
  31. Some positions may require temporary workers to possess keys to MHMR establishments. Temporary workers shall return all keys when their assignment is complete. If all keys to a given MHMR establishment are not returned, the Contractor will absorb the cost of replacing all locks and/or keys.



## **Background Clearance Check**

Certain contracts may require contractors to enter sensitive secure areas. These may include, but are not limited to, the locations listed above.

If a particular contract requires contractor personnel to enter such a location the following may apply.

1. The successful contractor shall provide information, including, but not limited to, name, date of birth, and driver's license number for each individual who will be performing work on MHMR Tarrant property.
2. MHMR requires background checks to be completed in each state that the contractor has resided in over the last 7 years.
3. Contractor personnel who perform work on MHMR Tarrant property must submit to and pass a background clearance check. That status must be maintained by all contractor personnel entering MHMR Tarrant buildings for the duration of the contract.
4. Background clearance checks conducted by contractor's firm may or may not be accepted by MHMR Tarrant. MHMR Tarrant reserves the right to conduct additional background checks as it deems necessary.
5. Contract personnel CANNOT currently be or have any criminal history of or related to the offence of being a Registered Sex Offender or Domestic Violence.
6. Award of a contract could be affected by a contractors' refusal to agree to these terms. Award could also be affected if contractor is unable to supply personnel who can pass a background clearance check.

**NOTE: The background clearance check applies to the individual and not the company.**

## Exhibit 1

Contractor shall be able to provide the following services:

<b>Admin Positions</b>
Accounting clerk
Staff Accountant
HR Customer Service Rep
Retirement and Benefits Liaison
Accounts Receivable/Payable Coordinators
Paralegal
Assistants
Clerks
Couriers
Receptionists
<b>IT Positions</b>
Security Analyst
PC Tech
Application Development Manager
Desktop Engineer
Business Intelligence Developer
Information Security Manager
Network Engineer
Data and Analytics Manager
SQL Developer
Full Stack Developer
<b>Health Care Positions</b>
Direct Care Staff
Medical Assistants
CNA
Registered Nurse

**RFP 21-006 TEMPORARY STAFFING SERVICES  
PROPOSAL**

Having read and understood the instructions to contractors, terms and conditions, the specifications, and special provisions, we submit the following proposal:

	<b>Hourly Rate to Employee</b>	<b>Billing Percentage</b>	<b>Billed Hourly Rate</b>
<b>Admin Positions</b>			
Accounting clerk			
Staff Accountant			
HR Customer Service Rep			
Retirement and Benefits Liaison			
Accounts Receivable/Payable Coordinators			
Paralegal			
Assistants			
Clerks			
Couriers			
Receptionists			
<b>IT Positions</b>			
Security Analyst			
PC Tech			
Application Development Manager			
Desktop Engineer			
Business Intelligence Developer			
Information Security Manager			
Network Engineer			
Data and Analytics Manager			
SQL Developer			
Full Stack Developer			
<b>Health Care Positions</b>			
Direct Care Staff			
Medical Assistants			
CNA			
Registered Nurse			

Contractor shall include list of contractor responsibilities.

Contractor should submit an itemized description of any additional materials and/or services, necessary to perform the specifications of this bid on a separate page(s).

**RFP 21-006 TEMPORARY STAFFING SERVICES  
ACKNOWLEDGEMENT**

**MHMR TARRANT IN ITS SOLE AND ABSOLUTE DISCRETION SHALL HAVE THE RIGHT TO AWARD CONTRACTS FOR ANY OR ALL MATERIALS LISTED IN EACH PROPOSAL, SHALL HAVE THE RIGHT TO REJECT ANY AND ALL PROPOSALS, AND SHALL NOT BE BOUND TO ACCEPT THE LOWEST PROPOSAL AND SHALL BE ALLOWED TO ACCEPT THE TOTAL PROPOSAL OF ANY ONE CONTRACTOR, OR AS OTHERWISE STATED IN THIS PROPOSAL.**

**THIS SUBMISSION IS GUARANTEED AS AN IRREVOCABLE OFFER VALID FOR 120 CALENDAR DAYS AFTER THE PROPOSAL OPENING DATE.**

**BY RETURNING THIS BID PROPOSAL COMPLETED, THE CONTRACTOR CERTIFIES THAT THE PROPOSAL SPECIFICATIONS ARE UNDERSTOOD AND COMPLIED WITH. PROPOSAL MAY BE CONSIDERED INVALID IF NOT RETURNED.**

**Name and Address of Company:**

**Authorized Representative:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Number/Street Address

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail address

**Attachment A**  
**MHMR Tarrant**  
**Historically Underutilized Business (HUB)/Disadvantaged Business Enterprise (DBE)**  
**HUB Utilization Assessment**

*Please indicate below any changes to the information provided*

Legal Name of your  
Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Principal Owner Name: \_\_\_\_\_ Title: \_\_\_\_\_

Principal Owner Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**1. If none of the below applies to your business please initial here \_\_\_\_\_, in doing so you acknowledge that your business will NOT be considered a Historically Underutilized Business or a Disadvantaged Business Enterprise vendor (you may skip questions 2 and 3).**

**2. Is your business primarily owned (51% or more) by an individual or individuals that can be classified in one or more of the following groups?**

*(Please check all that apply from the list below)*

- ☐ Women (Check here if you are a self-employed woman)
- ☐ African Americans
- ☐ Hispanic Americans
- ☐ Native Americans
- ☐ Asian Americans
- ☐ Service Disabled Veterans

**3. Is your business already certified as disadvantaged or historically underutilized?**

[    ] Yes    [    ] No

If "Yes", please indicate the name of the certifying agency: \_\_\_\_\_

Certificate #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If not certified, is your business eligible for certification based on question 2 above? [    ] Yes [    ] No

**4. Please sign and date the form below.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**ATTACHMENT B**  
**NOTICE “NO BID” FORM**

Dear Vendor,

Please check the appropriate box below, complete the remainder of this form and return it PRIOR to the scheduled Date and Time:

☐ I/Our Company cannot provide the products, supplies and/or services listed in this request. Please MOVE my/our name and address to the following commodities so that we may submit bids/proposal at a later date:

Commodities: \_\_\_\_\_

☐ I/We have chosen NOT to submit a Proposal at this time, but would like to remain on your list for this Proposal category. We did not submit a Proposal because:

Reason(s): \_\_\_\_\_

\_\_\_\_\_

☐ Please REMOVE my/our name from all MHMR Tarrant lists until further notice.

Reason(s): \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Representative (Print Name): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number: ( \_\_\_\_\_ ) \_\_\_\_\_

**PLEASE RETURN THIS FORM ONLY TO:**

**MHMR Tarrant Purchasing Department**  
**Notice “No Bid” – RFP 21-006 TEMPORARY STAFFING SERVICES**  
**3840 Hulen Street, Suite 207**  
**Fort Worth, Texas 76107**

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

VENDORS WHO RESPOND TO THIS INVITATION WITH A COMPLETED PROPOSAL FORM WILL REMAIN ON OUR MAILING LIST. VENDORS MAKING NO RESPONSE MAY BE REMOVED FROM THE MAILING LIST.

Thank you for your time and assistance.

**ATTACHMENT C  
DEVIATION FORM**

*All deviations to this Solicitation must be noted on this sheet.* In the absence of any entry on this Deviation Form, the prospective contractor assures MHMR of their full agreement and compliance with the Specifications, Terms and Conditions.

An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Solicitation Package must be expressly stated below.

**THIS DEVIATION FORM MUST BE SIGNED BY EACH PROSPECTIVE  
CONTRACTOR WHETHER THERE ARE DEVIATIONS LISTED OR NOT, AND  
SUBMITTED WITH THIS SOLICITATION**

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COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME/TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**ATTACHMENT D**  
**NON-COLLUSION AFFIDAVIT OF CONTRACTOR**

State of \_\_\_\_\_ County of \_\_\_\_\_

\_\_\_\_\_, verifies that:  
(Name)

- (1) He/She is owner, partner, officer, representative, or agent of \_\_\_\_\_, has submitted the attached bid.  
(Company Name)
- (2) He/She is fully informed in respect to the preparation, contents and circumstances in regard to attached bid;
- (3) Neither said contractor nor any of its officers, partners, agents or employees has in any way colluded, conspired or agreed, directly or indirectly with any other contractor, firm or person to submit a collusive or sham bid in connection with attached bid and the price or prices quoted herein are fair and proper.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 2021

\_\_\_\_\_  
NOTARY PUBLIC in and for

\_\_\_\_\_ County, Texas.

My commission expires \_\_\_\_\_

**THIS FORM MUST BE COMPLETED, NOTARIZED AND SUBMITTED WITH BID**



**ATTACHMENT E  
REFERENCE FORM**

All references must be from customers for whom your company has provided similar services as the specifications of this bid (*Invalid contact information will result in default of references and may cause the bid to be disqualified.*)

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

List date and describe work performed: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

List date and describe work performed: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

List date and describe work performed: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

List date and describe work performed: \_\_\_\_\_

\_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH BID**