



REQUEST FOR PROPOSALS
For
Temporary Staffing Services
RFP # 2021-005

Sealed proposals will be accepted until 2 PM CT, March 24, 2021 and then publicly opened and read aloud thereafter.

Legal Name of Proposing Firm

Contact Person Title

Telephone Number E-Mail Address

Street Address of Principal Place of Business City/State Zip

Complete Mailing Address City/State Zip

Acknowledgment of Addenda: #1 #2 #3 #4 #5

By signing below, you hereby certify that the information contained in this proposal and any attachments is true and correct, and may be viewed as an accurate representation of proposed services to be provided by this organization. You agree that failure to submit all requested information may result in rejection of your company's proposal as non-responsive. You certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. You acknowledge that you have read and understand the requirements and provisions of this solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract. And furthermore that I certify that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said offeror by authority of its governing body.

Authorized Signature

SECTION 1: OVERVIEW

The North Central Texas Council of Governments (“NCTCOG”) seeks an experienced firm or firms to provide Temporary Staffing Services. The purpose of this Request for Proposals (“RFP”) is to solicit responses that result in a contract with a qualified Vendor or Vendors that is familiar with providing these capabilities.

1.0 NCTCOG OVERVIEW

The North Central Texas Council of Governments (hereafter NCTCOG) is a voluntary association of, by, and for local governments and was established to assist local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development.

NCTCOG serves a 16-county metropolitan region surrounding the cities of Dallas and Fort Worth. Currently the Council has 236 members, including 16 counties, 168 cities, 23 independent school districts, and 29 special districts. The area of the region is approximately 12,800 square miles, which is larger than nine states, and the population of the region is over 7.0 million, which is larger than 30 states.

NCTCOG's governing structure is as follows: each member government appoints a voting representative from their governing body. These voting representatives make up the General Assembly, which annually elects a 17-member Executive Board. The Board also includes one ex-officio non-voting member of the legislature. The Executive Board is supported by policy development, technical advisory, and study committees, as well as a professional staff.

1.1 PURPOSE

The desired deliverable of this RFP involves the submittal of proposals detailing how the proposer would deliver temporary staffing services to the NCTCOG and to member communities of the SHARE Cooperative Purchasing Program.

Bid Item #1: The **primary intent** of this RFP (SHARE proposal) is to receive proposals for the selection of a vendor(s) to provide Temporary Staffing Services to be hosted on SHARE Cooperative Purchasing Program. Under the SHARE program, any public entity or non-profit can use the SHARE contract and its selected vendor(s) and pricing to pursue their own projects. Vendors awarded a contract under the SHARE Program may offer their products and services nationwide if they desire to do so. This offers a unique advertising advantage to vendors to promote their services, as the vendor's prices are competitively bid under a cooperative contract.

SECTION 2: SHARE COOPERATIVE

2.0 PROGRAM EXPLANATION

NCTCOG intends to make the contract resulting from this procurement available to other governmental entities through its SHARE cooperative purchasing program. Vendors realize substantial efficiencies through their ability to respond to a SHARE solicitation that will increase their sales opportunities and reduce the need to repeatedly respond to public agency Requests for Proposals. From these efficiencies, vendors pay an administrative fee to SHARE calculated as a percentage of sales processed through the SHARE contracts awarded and held by the vendor. This administrative fee is not an added cost to SHARE participants. This administrative fee covers the costs of contract marketing and facilitation and offsets expenses incurred by SHARE.

2.1 CONTRACT MANAGEMENT AND REPORTING

The Contractor will be required to track and report to SHARE on activities relating to the Master Contract. The Contractor will be required to provide management reports to NCTCOG on a quarterly basis with the submission of the administrative fee outlined herein. Examples of management reports include, but are not limited to:

- Participating Entity's name; pricing option chosen; total fee charged. NCTCOG and vendor will agree to form and content of reports after award of contract.

2.2 ADMINISTRATIVE FEE

NCTCOG will utilize an administrative fee, in the form of a percent of cost that will apply to all contracts between awarded contractor and NCTCOG or participants resulting from this solicitation. The administrative fee will be remitted by the contractor to NCTCOG on a quarterly basis, along with required quarterly reporting. The remuneration fee for this program will be 2% of sales.

2.3 INTERLOCAL AGREEMENT

Other governmental entities may be extended the opportunity to purchase from contracts awarded by the NCTCOG, with the consent and agreement of the successful Vendor(s) and the NCTCOG. Such consent and agreement shall be conclusively inferred from lack of exception to this clause in Respondent's Response. However, all parties indicate their understanding and all parties hereby expressly agree that the NCTCOG is not an agent of, partner to or representative of those outside agencies or entities and that the NCTCOG is not obligated or liable for any action or debts that arise out of such independently negotiated interlocal or "piggyback" procurements.

SECTION 3: GENERAL INFORMATION

3.0 CONTRACT INTENT

NCTCOG intends to contract with one or more qualified vendor(s) based upon the qualifications of the respondent and the categories of services it is able to provide. However, NCTCOG anticipates exploring any viable alternative for providing these services and may decide, after reviewing Proposals submitted, not to enter into any agreement.

3.1 ADMINISTRATIVE GUIDANCE

The information provided herein is intended to assist respondents in the preparation of proposals necessary to properly respond to this solicitation. The solicitation is designed to provide interested respondents with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a submission's content or to exclude any relevant or essential data there from. Respondents are at liberty and are encouraged to expand upon the specifications to give additional evidence of their ability to provide the services requested in this solicitation.

3.2 ADDENDA

All addenda and modifications will be posted on www.publicpurchase.com. However, it is the vendor's responsibility to check for any addenda that may be issued for this solicitation. Please acknowledge receipt of addenda by checking the appropriate spaces on the cover sheet of this RFP.

3.3 QUESTIONS

Questions arising subsequent to the issuance of this solicitation should be submitted through www.publicpurchase.com prior to February 11, 2021. Questions received after this time may not be answered in a timely manner. Do not submit your questions in any other manner.

3.4 SOLICITATION SCHEDULE

The schedule for the RFP process and the work is given below. All times indicated are Central Standard Time (CST). NCTCOG may change this schedule at any time through the addenda process.

The anticipated schedule is as follows:

RFP Issued	February 22, 2021	
Inquiry Period Ends	March 9, 2021	At 5:00 p.m. CT
Proposal Due Date	March 24, 2021	At 2:00 p.m. CT
Interviews (If Applicable)	March-April, 2021	
Anticipated Start Date	April 23, 2021	

3.5 PROPOSAL SUBMISSION

In order to respond to this RFP, as well as receive notifications, updates, addenda, and other information regarding this solicitation, NCTCOG requires that Respondents be registered with www.PublicPurchase.com.

Registration with Public Purchase is free and allows Respondents to view all of the NCTCOG's active procurement solicitations.

The landing page for this project is [found here](#). Otherwise, it is Public Purchase Bid Number **137631**. Submission of proposals shall be made in English, in searchable PDF format, and must be uploaded via Public Purchase to the NCTCOG no later than 2:00 P.M. (Central Daylight Time) – Friday, March 24, 2021.

It is the responsibility of the respondent(s) to ensure that the proposals are received at the NCTCOG address as described above by the designated due date and time. NCTCOG assumes no responsibility for delays caused by postage, mail courier, email, package misdirection or any other form of delivery. Late proposals will be not be opened nor considered in the evaluation of the proposal. Proposals may be withdrawn at any time prior to the submittal deadline, but they may not be withdrawn after the official opening.

Proposals received will be publicly opened after the response submission deadline at NCTCOG offices.

Persons wishing to attend the opening should notify the receptionist upon arrival. A staff member will escort attendees to the opening location prior to the opening. Only the names of the Contractor submitting the proposal will be read aloud. No other information will be disclosed at that time.

Proposal information is restricted and not publicly available until after award of a contract. All documents associated with the proposal submitted, unless the respondent indicates a portion of the proposal is proprietary, may be subject to public inspection in accordance with the Public Information Act. All information obtained in the course of this solicitation will become property of NCTCOG.

SECTION 4: EVALUATION AND AWARD

4.0 TIME FOR EVALUATION

Unless stated otherwise elsewhere in this Request for Proposals, all proposals of qualification submitted shall remain valid for a minimum of 90 calendar days after the due date to allow adequate time for evaluation and award.

4.1 EVALUATION PROCESS

All submissions in response to this solicitation will be evaluated in a manner consistent with the NCTCOG and all applicable rules and policies.

A proposal review committee will be assembled to perform the evaluations. In the initial phase of the evaluation process, the evaluation committee will review all proposals that have been received before the solicitation due date. Nonresponsive submissions (those not conforming to the solicitation requirements) will be eliminated. Each respondent bears sole responsibility for the items included or not included in the response submitted by that respondent. NCTCOG reserves the right to disqualify any submission that includes significant deviations or exceptions to the terms, conditions, and/or specifications in this solicitation.

Once proposals have been submitted, the NCTCOG evaluates the proposals and determines which of those are determined to be reasonably qualified for award. Those so determined will be reviewed and scored. Best and final offers ("BAFO") for those reasonably qualified may be obtained by allowing the submission of a BAFO before the final decision is made to award a contract.

NCTCOG reserves the right to be the sole judge as to the overall acceptability of any submission or to judge the individual merits of specific provisions within competing offers.

4.2 INTERVIEWS

NCTCOG reserves the right to require an interview, including a presentation by the firm, to supplement their written submission. These presentations will be scheduled, if required, after Proposals are received and prior to the award of the Contract.

4.3 AWARD OF THE CONTRACT

Upon completion of the evaluation process, NCTCOG may award the contracts to one or more respondent(s) whose submission is determined to be the most advantageous to NCTCOG.

4.4 PROPOSAL EVALUATION CRITERIA

The criteria to be used to evaluate submissions are as follows:

Criteria Factors	Proposal Section	Description	Points
Executive Summary	Tab B and Consideration of Tab A	Points will be awarded for required components of response for the sections identified, with 5% as a maximum total possible percentage points.	5%
Experience, References, Key Personnel	Tabs C and E	Points will be awarded for required components of response for the Reference sections identified, with 25% as a maximum total possible percentage points.	25%
Technical Proposal	Tab D	Points will be awarded for description of required components of project deliverables, and overall project plan in the Scope of Services, with 50% as the maximum total possible percentage points.	50%
Cost Proposal	Tab F	Points will be awarded based upon responses to the Cost Proposal, with 20% as a maximum total possible percentage points. Cost Proposals will be reviewed after consideration of all other requirements.	20%

HUB Status	Attachment IX	Additional score will be awarded in this section to Historically Underutilized Businesses, Minority, or Women-Owned or Disadvantages Business Enterprises (HUB).	5 points

SECTION 5: SPECIFICATIONS

5.0 SCOPE OF WORK

The **primary intent** of this RFP (SHARE proposal) is to receive proposals for the selection of a vendor(s) to provide Temporary Staffing Services for a range of skilled and unskilled labor, via the SHARE Cooperative Purchasing Program for a period of up to five years.

NCTCOG is seeking to contract with qualified Temporary Staffing Agencies with expertise in expeditiously sourcing, screening, and providing quality candidates to fill temporary staffing needs for a diverse range of job categories, including:

- Administrative/Clerical
- Customer/Community Services
- Finance/Accounting
- General Labor/Maintenance
- Planning/Program/Project Management
- Professional/Management Services
- Technical/ Information Technology

A detailed list of categories and associated job titles has been provided in Exhibits A and C of this RFP.

5.1 REQUEST FOR SERVICE PROCESS

When a SHARE Member identifies a need to acquire Temporary Staffing Services under a category referenced within the Master Contract, a Request for Services Form will be completed by the Share Member. This form will detail the specific position requirements, desired start and end date, description of assignment, critical skills needed, and may include additional information based upon the needs of the SHARE Member. Upon completion, the Request for Services form will be submitted to the Contractor(s) providing services within the needed staffing category.

In responding to a Request for Services, Contractor(s) will provide resumes for quality, pre-screened candidates that they have determined to meet the requirements of the SHARE Member, along with the associated staffing rates for each as established in the Master Contract. Response should be processed and returned to the individual identified in the Request for Services within the specified time period, typically within two (2) business days. The SHARE Member will then review the resumes and make a selection based upon their own internal processes.

5.2 PRE-EMPLOYMENT CHECKS

Requirements: Contractor(s) must conduct pre-employment checks, including a criminal background check and 10 Panel drug test, on all temporary staff that will provide services to NCTCOG. The “pass/fail” results of the background check and drug screen must be provided to the requesting entity in writing prior to the start date for any selected temporary staff position.

- a) The criminal background check must, at a minimum, include an investigation for, and review of, any state and federal felony convictions; misdemeanor convictions; and any pending deferred adjudications for the seven years prior to the effective date of the temporary assignment pursuant to which such individual is providing services. Criminal background checks that are older than 3 months at the time of selecting a temporary staff person must be updated.
- b) The 10 Panel drug screen must test for: Amphetamines, Barbiturates, Cocaine, Cannabinoids, Methaqualone, Opiates, Phencyclidine, Benzodiazepines, Methadone, and Propoxyphene.
- c) NCTCOG will not allow any temporary staff to perform services that have a felony criminal record or that failed such a drug test. NCTCOG may allow temporary staff with a misdemeanor criminal record to perform services for NCTCOG or SHARE only upon disclosure of and approval by NCTCOG.

- d) Contractor(s) are required to conduct basic skills testing and confirm skills of temporary staff before referring them to SHARE Members (Computer literacy skills, i.g. typing ability, familiarity with Microsoft Office Suite, etc.)

Contractor(s) must provide available options in order to allow SHARE Members to request additional checks based on the type of staff person being requested or governmental requirements as part of their Request for Services. Contractor(s) will be responsible for the cost of all required pre-employment checks, unless otherwise defined in the proposal.

5.3 ELECTRONIC TIMESHEET

Contractor(s) are highly encouraged to utilize an electronic timesheet system for their temporary staff. The desired electronic timesheet would permit more than one client approval permissions. This feature is desired when the primary time sheet approver is out of office and requires a backup for payroll purposes. The ability is also desired for when temporary staff assist more than one project or department, allowing separate staff to approve time for work performed.

5.4 BILLING STATEMENTS

Requirements: Contractor(s) must provide billing statements for temporary staff to include employee timesheet and the employee's name on any invoice. In the event of multiple staff being assigned to a singular SHARE Member, billing statements must be submitted for each named employee, not as per-week aggregate totals.

5.5 WORKER'S COMPENSATION INSURANCE

Contractor(s) must provide worker's compensation insurance for temporary staff employees. Coverage should extend to meet all possible work environments that commonly exist today – remote, in-office, transitory.

SECTION 6: GENERAL TERMS AND CONDITIONS

6.0 TERMS

- 6.01 **Sales Tax.** NCTCOG is exempt from Texas limited sales, federal excise and use tax, and does not pay tax on purchase, rental, or lease of tangible personal property for the organization's use. A tax exemption certificate will be issued upon request.
- 6.02 **Conditions.** NCTCOG reserves the right to accept or reject any and/or all submissions or to cancel this notice at any time.
- 6.02.1 A response to this solicitation does not commit NCTCOG to a purchase contract, or to pay any costs incurred in the preparation of such response.
- 6.02.2 Unless the respondent specifies in the proposals, NCTCOG may award the contract for any items/services or group of items/services in the solicitation and may increase or decrease the quantity specified.
- 6.02.3 NCTCOG reserves the right to hold and accept any proposals received by the submission deadline for a period of ninety (90) days after the deadline if a determination has not been made for an award.
- 6.02.4 NCTCOG reserves the right to negotiate the final terms of any and all purchase contracts with respondent(s) selected and such contracts negotiated as a result of this solicitation may be re-negotiated and/or amended in order to successfully meet the agency needs.
- 6.02.5 NCTCOG reserves the right to waive any defect in this procurement process or to make changes to this solicitation, as it deems necessary. NCTCOG will provide notifications of such changes to all respondents recorded in the official record (Distribution Log/Receipts Record) as having received or requested solicitation.
- 6.02.6 NCTCOG reserves the right to contact any individual, agencies, or employers listed in a submission, to contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from any and all respondents.
- 6.02.7 NCTCOG reserves the right to conduct a review of records, systems, procedures, etc., of any entity selected for funding. This may occur prior to, or subsequent to, the award of a purchase contract. Misrepresentation of the respondent's ability to perform as stated in the qualification submittals may result in cancellation of the purchase contract award.
- 6.02.8 NCTCOG reserves the right to withdraw or reduce the amount of an award, or to cancel any contract resulting from this procurement if adequate funding is not available.
- 6.02.9 Respondent shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of NCTCOG for the purpose of, or having the effect of, influencing favorable disposition toward their own submission or any other submitted hereunder.
- 6.02.10 No employee, officer, or agent of NCTCOG shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, exists.
- 6.02.11 Respondent shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause the respondent's bid to be rejected. This does not preclude joint ventures or subcontracts.
- 6.02.12 All proposals submitted must be an original work product of the respondent. The copying, paraphrasing, or other use of substantial portions of the work product of others and submitted hereunder, as original work of the respondent is not permitted. Failure to adhere to this instruction may cause the proposal submission(s) to be rejected.

- 6.02.13 The only purpose of this solicitation is to ensure uniform information in the selection of proposals and procurement of services. This solicitation is not to be construed as a purchase contract, or as a commitment of any kind, nor does it commit NCTCOG to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by NCTCOG.
- 6.02.14 The contents of a successful proposal submission may become a contractual obligation, if selected for award of a contract. Failure of the respondent to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to the successful respondent as a basis for release of proposed services at stated price/cost. Any damages accruing to NCTCOG as a result of the Respondent's failure to contract may be recovered from the respondent.
- 6.02.15 A contract with the selected respondent may be withheld at the sole discretion of NCTCOG if issues of contract compliance or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by NCTCOG if resolution is not satisfactory to NCTCOG.
- 6.02.16 NCTCOG is the responsible authority for handling complaints or protests regarding the selection process. This includes, but is not limited to, disputes, claims, protest of award, source evaluation or other matters of a contractual nature. Respondent agrees, to the extent possible and not in contravention of any applicable State or Federal law or procedure established for dispute resolution, to attempt to resolve any dispute between them regarding this process informally through voluntary mediation, arbitration or any other local dispute mediation process, including but not limited to dispute resolution policies of NCTCOG, before resorting to litigation.

6.03 **House Bill 89 Certification**

If Respondent is required to make a certification pursuant to Section 2270.002 of the Texas Government Code, Respondent certifies that Respondent does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. If Respondent does not make that certification, Respondent must indicate that in its Response and state why the certification is not required.

- 6.04 **Insurance Requirements.** At all times during the term of a contract resulting from this procurement, the contractor shall procure, pay for, and maintain, with approved insurance carriers, the minimum insurance coverage and limits required to do business in the state of Texas.

- 6.05 **Indemnification.** Contractor shall defend, indemnify, and hold harmless NCTCOG, NCTCOG's affiliates, and any of their respective directors, officers, employees, agents, subcontractors, successors, and assigns from any and all suits, actions, claims, demands, judgments, liabilities, losses, damages, costs, and expenses (including reasonable attorneys' fees and court costs) (collectively, "Losses") arising out of or relating to: (i) Services performed and carried out pursuant to the contract; (ii) breach of any obligation, warranty, or representation in the contract, (iii) the negligence or willful misconduct of contractor and/or its employees or subcontractors; or (iv) any infringement, misappropriation, or violation by contractor and/or its employees or subcontractors of any right of a third party; provided, however, that contractor shall have no obligation to defend, indemnify, or hold harmless to the extent any losses are the result of NCTCOG's gross negligence or willful misconduct.

- 6.06 **Force Majeure.** It is expressly understood and agreed by both parties that, if the performance of any provision of a contract resulting from this procurement is delayed by force majeure, defined as reason of war, civil commotion, act of God, governmental restriction, regulation or interference, fire, explosion, hurricane, flood, failure of transportation, court injunction, or any circumstances which are reasonably beyond the control of the party obligated or permitted under the terms of the contract to do or perform the same, regardless of whether any such circumstance is similar to any of those enumerated herein, the party so obligated or permitted shall be excused from doing or performing the same during such period of delay, so that the period of time applicable to such requirement shall be extended for a period of time equal to the period of time such party was delayed. Each party must inform the other in writing within a reasonable time of the existence of such force majeure.

- 6.07 **Form 1295.** The Texas Legislature has adopted House Bill 1295. In summary, the law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to our agency prior to the award of certain contracts. The disclosure of interested parties must be completed electronically and submitted through the Texas Ethics Commission

website. If the requirement applies to the contract resulting from this RFP, NCTCOG will notify the vendor that the disclosure is required and will provide a specific contract number for inclusion in the submittal. For more information about the process, please visit the following website: https://www.ethics.state.tx.us/whatsnew/FAQ_Form1295.html.

- 6.08 **Equal Employment Opportunity.** Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, or national origin. Contractor shall take affirmative actions to ensure that applicants are employed, and that employees are treated, during their employment, without regard to their race, religion, color, sex, sexual orientation, gender identity, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 6.09 **Davis-Bacon Act.** Contractor agrees to comply with all applicable provisions of 40 USC § 3141 – 3148.
- 6.10 **Contract Work Hours and Selection Standards.** Contractor agrees to comply with all applicable provisions of 40 USC § 3701 – 3708 to the extent this agreement indicates any employment of mechanics or laborers.
- 6.11 **Rights to Invention Made Under Contract or Agreement.** Contractor agrees to comply with all applicable provisions of 37 CFR Part 401.
- 6.12 **Clean Air Act, Federal Water Pollution Control Act, and Energy Policy Conservation Act.** Contractor agrees to comply with all applicable provisions of the Clean Air Act under 42 USC § 7401 – 7671, the Energy Federal Water Pollution Control Act 33 USC § 1251 – 1387, and the Energy Policy Conservation Act under 42 USC § 6201.
- 6.13 **Debarment and Suspension (Executive Orders 12549 and 12689).** A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 6.14 **Procurement of Recovered Materials.** Contractor agrees to comply with all applicable provisions of 2 CFR §200.322.
- 6.15 **Restrictions on Lobbying.** Contractor is prohibited from using monies for lobbying purposes; Contractor shall comply with the special provision “Restrictions on Lobbying,” which is included as Attachment V of the RFSQ. Contractor shall include a statement of compliance with the Lobbying Certification and Disclosure of Lobbying Activities in applicable procurement solicitations. Lobbying Certification and Disclosure of Lobbying Activities shall be completed by subcontractors and included in subcontractor contracts, as applicable.
- 6.16 **Drug-Free Workplace.** Contractor shall provide a drug free workplace in compliance with the Drug Free Work Place Act of 1988.
- 6.17 **Texas Corporate Franchise Tax Certification.** Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments.
- 6.18 **Civil Rights Compliance**
Compliance with Regulations: Contractor will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made part of this agreement.

Nondiscrimination: Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. Contractor will not participate directly or indirectly in the

discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 45 CFR Part 21.

Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier will be notified by Contractor of obligations under this contract and the Acts and Regulations relative to Nondiscrimination on the grounds of race, color, sex, or national origin.

Information and Reports: Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of Contractor is in the exclusive possession of another who fails or refuses to furnish this information, Contractor will so certify to NCTCOG, the Texas Department of Transportation ("the State") or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

Sanctions for Noncompliance: In the event of Contractor's noncompliance with the Nondiscrimination provisions of this Agreement, Contractor will impose such sanctions as it the State or the FHWA may determine to be appropriate, including, but not limited to: withholding of payments to the Contractor under this Agreement until the Contractor compiles and/or cancelling, terminating or suspension of this Agreement, in whole or in part.

Incorporation of Provisions: Contractor will include the provisions of the paragraphs listed above, in this section 9.13, in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. Contractor will take such action with respect to any subcontract or procurement as NCTCOG, the State, or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier because of such direction, Contractor may request the State to enter into such litigation to protect the interests of the State. In addition, Contractor may request the United States to enter into such litigation to protect the interests of the United States.

6.19 **Disadvantaged Business Enterprise Program Requirements**

Contractor shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. Contractor shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. Each sub-award or sub-contract must include the following assurance: *The Contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.*

6.20 **Pertinent Non-Discrimination Authorities**

During the performance of this Agreement, Contractor, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- b. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
- c. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- d. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- e. The Age Discrimination Act of 1975, as amended, (49 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
- f. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended,

(prohibits discrimination based on race, creed, color, national origin, or sex).

- g. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not).
- h. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
- i. The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- j. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- k. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).
- i. Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

6.21 **Ineligibility to Receive State Grants or Loans, or Receive Payment on State Contracts**

In accordance with Section 231.006 of the Texas Family Code, a child support obligor who is more than thirty (30) days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least twenty-five (25) percent is not eligible to:

- a. Receive payments from state funds under a contract to provide property, materials or services; or
- b. Receive a state-funded grant or loan

SECTION 7: HOW TO SUBMIT YOUR PROPOSAL

7.0 INSTRUCTIONS FOR RESPONDENTS

Please provide a written response regarding ability to meet each requirement as outlined in the Scope of Work (Section 5.0). Include any additional pertinent information on how your proposed solution meets each requirement. Provide any pertinent additional functionality and/or services not outlined in the Scope of Work that you wish to offer.

Important Note: Your proposal must consist of your responses to Tabs A-G and completed Attachments I-IX

Tabs

Tab A COVER SHEET. The cover to your proposal will consist of:

1. The completed page 1 of this solicitation document.
2. A brief statement of the respondent's understanding of the work to be done and a summary of its qualifications.

Tab B EXECUTIVE SUMMARY. An executive summary will briefly describe the firm's approach and clearly indicate any options or alternatives being proposed. It should also indicate any major requirements that cannot be met by the firm.

Tab C KEY PERSONNEL. If applicable in providing services under this contract, attach resumes for all **managers, supervisors, and other team members** who will be involved in the management of the delivery of goods or services under this RFP. Identify any subcontractors or third-party services that are utilized in the performance of fulfilling this RFP. Provide a general explanation and chart which specifies project leadership and reporting responsibilities, and how the team will interface with NCTCOG and Participating Entities' project management and team personnel.

Tab D TECHNICAL PROPOSAL. This section should constitute the major portion of the submittal and must contain a narrative in specific response to the specifications outlined in **Section 5.0 –Scope of Work**.

Failure to provide written response to items indicated in this section will be interpreted by NCTCOG as an *inability* by the firm to provide the requested product, service or function. NCTCOG encourages vendors to be creative when developing their proposals for the requested goods and or service(s). Designate specific contact person(s) for the following phases: (1) bid process (2) contracting process (3) contract administration (primary point of contact for receiving orders from Participating Entities).

Tab E REFERENCES. Include at least three recent references for customers (preferably public agencies) for whom you have provided similar services. Please include the organization's name, address, contact person, phone number, and email address for each reference. NCTCOG reserves the right to contact or visit any of the Respondent's current and/or past customers to evaluate the level of performance and customer satisfaction.

Tab F PROPOSAL PRICING. Respondents should furnish a proposal that specifies a pricing model(s) that will apply to all orders placed under this contract. The pricing models(s) can be based on quantity or a flat rate across the board. Please provide a current suggested list pricing (rate card) for the goods and or services that you intend to provide in your proposal (Exhibit C).

Tab G REQUIRED ATTACHMENTS. Please include signed copies of all ATTACHMENTS (beginning with ATTACHMENT I) appended to the back of this solicitation document. All attachments must be submitted with the proposal, or the proposal may be disqualified as nonresponsive. If an attachment does not apply, please mark as "Not Applicable" and submit with the proposal.

**ATTACHMENT I:
INSTRUCTIONS FOR PROPOSALS COMPLIANCE AND SUBMITTAL**

Compliance with the Solicitation

Submissions must be in strict compliance with this solicitation. Failure to comply with all provisions of the solicitation may result in disqualification.

Acknowledgment of Insurance Requirements

By signing its submission, Offeror acknowledges that it has read and understands the insurance requirements for the submission. Offeror also understands that the evidence of required insurance may be requested to be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the Offeror's proposals. The insurance requirements are outlined in Section 6.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

**ATTACHMENT II:
CERTIFICATIONS OF OFFEROR**

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

**ATTACHMENT III:
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false Proposals, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the qualifications in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

**ATTACHMENT IV:
CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge or belief, that:

1. No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an officer or employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative Contract, and the extension, continuation, renewal, amendment, or modification or any federal contract, grant, loan, or cooperative contract; and
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative contract, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with the instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

**ATTACHMENT V:
DRUG-FREE WORKPLACE CERTIFICATION**

The _____ (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the _____ (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy Proposal notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subcontractor's policy Proposal;

Notifying the employees in the subcontractor's policy Proposal that as a condition of employment under this subcontract, employees shall abide by the terms of the policy Proposal and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the Board within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

**ATTACHMENT VI:
CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST**

The undersigned certifies that, to the best of his or her knowledge or belief, that:

“No employee of the contractor, no member of the contractor’s governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest.

Executives and employees of contractor shall be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, shall exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the contractor to conduct business with a friend or associate of an executive or employee of the contractor, an elected official in the area or a member of the North Central Texas Council of Governments, a permanent record of the transaction shall be retained.

Any executive or employee of the contractor, an elected official in the area or a member of the NCTCOG, shall not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by contractor or Department. Supplies, tools, materials, equipment or services purchased with contract funds shall be used solely for purposes allowed under this contract. No member of the NCTCOG shall cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents”.

No officer, employee or paid consultant of the contractor is a member of the NCTCOG.

No officer, manager or paid consultant of the contractor is married to a member of the NCTCOG.

No member of NCTCOG directly owns, controls or has interest in the contractor.

The contractor has disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest.

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.

Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

**ATTACHMENT VII:
CERTIFICATION OF FAIR BUSINESS PRACTICES**

That the submitter has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The submitter further affirms that no officer of the submitter has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative during the preceding year.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Date: _____

**ATTACHMENT VIII:
CERTIFICATION OF GOOD STANDING
TEXAS CORPORATE FRANCHISE TAX CERTIFICATION**

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation making the offer herein certified that the following indicated Proposal is true and correct and that the undersigned understands that making a false Proposal is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

_____ The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

_____ The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

- Type of Business (if not corporation):
- Sole Proprietor
 - Partnership
 - Other

Pursuant to Article 2.45, Texas Business Corporation Act, the North Central Texas Council of Governments reserves the right to request information regarding state franchise tax payments.

(Printed/Typed Name and Title of Authorized Representative)

Signature

Date: _____

**ATTACHMENT IX:
HISTORICALLY UNDERUTILIZED BUSINESSES, MINORITY OR WOMEN-OWNED OR DISADVANTAGED
BUSINESS ENTERPRISES**

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process. Representatives from HUB companies should identify themselves and submit a copy of their certification.

NCTCOG recognizes the certifications of both the State of Texas Program and the North Central Texas Regional Certification Agency. Companies seeking information concerning HUB certification are urged to contact:

State of Texas HUB Program
Texas Comptroller of Public Accounts
Lyndon B. Johnson State Office Building
111 East 17th Street
Austin, Texas 78774
(512) 463-6958
<http://www.window.state.tx.us/procurement/prog/hub/>

Local businesses seeking M/W/DBE certification should contact:

North Central Texas Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606
<http://www.nctrca.org/certification.html>

Submitter must include a copy of its minority certification documentation as part of this solicitation.
If your company is already certified, attach a copy of your certification to this form and return with your proposal.

Indicate all that apply:

- Minority-Owned Business Enterprise
 Women-Owned Business Enterprise
 Disadvantaged Business Enterprise

ATTEST TO Attachments of Certification:

Authorized Signature

Typed Name

Date

Subscribed and sworn to before me this _____ day of _____ (month), 20__ in

_____ (city), _____ (county), _____ (state).

SEAL

Notary Public in and for _____ (County),
State of _____ Commission expires: _____

ATTACHMENT X
REQUEST FOR PROPOSAL/SOLICITATION LANGAUGE
FOR COMPLIANCE WITH THE
PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR
EQUIPMENT

Pursuant to Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, NCTCOG is prohibited from using federal funds to procure, contract with entities who use, or extend contracts with entities who use certain telecommunications and video surveillance equipment or services provided by certain Chinese controlled entities. Proposers shall certify its compliance with these requirements as part of their proposal response by completing the “Prohibited Telecommunications and Video Surveillance Services or Equipment Certification” included with the RFP Document. Failure to submit the required certification statement may be grounds for finding the proposal nonresponsive.

ATTACHMENT XI

PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT CERTIFICATION

This RFP and any resulting Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment.

Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g. phones, internet, video surveillance, cloud servers) include the following:

- A) Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).
- B) Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).
- C) Telecommunications or video surveillance services used by such entities or using such equipment.
- D) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country.

The entity identified below, through its authorized representative, hereby certifies that no funds under this RFP or any resulting Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

The Respondent hereby certifies that it does comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

SIGNATURE OF AUTHORIZED PERSON:

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

-OR-

The Respondent hereby certifies that it cannot comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

SIGNATURE OF AUTHORIZED PERSON:

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

Exhibit A Position Categories and Associated Job Titles*

*This is not an exhaustive list of positions. This list is intended to highlight the variety of positions SHARE Members may utilize. Some of these positions will be outlined more in the Cost Proposal.

Administrative/Clerical:

Administrative Assistant
Clerk
Executive Assistant
Facilities Coordinator
Graphic Design Coordinator
Human Resources Coordinator
Human Resources Manager
Intern
Operations Manager
Plan Specialist
Procurement & Facility Coordinator
Program Manager
Receptionist
Secretary
Senior Administrative Assistant
Senior Business Development Liaison
Senior Human Resources Generalist
Senior Operations Specialist
Senior Operations Specialist Childcare
Senior Plan Specialist
Senior Program Manager
Senior Workforce Facilities Coordinator
Senior Workforce Planner
Special Projects Management Analyst
Special Projects Supervisor
Training and Development Coordinator
Training Support Specialist
Workforce Communications Spec. I
Workforce Development Manager
Workforce Planner II

Customer Service/Community Service:

911 Database Supervisor
911 Database Transition Specialist
911 Operations Specialist
911 Operations Supervisor
911 Program Coordinator
911 Program Manager
911 Systems Administrator
911 Systems Design Integration Administrator
911 Technical Operations Specialist
911 Technical Program Supervisor
911 Technician
Aging Supervisor of Contract Services
Aging Supervisor of Direct Services
Benefits Counselor
Case Manager
Child Care Manager
Code Enforcement Officer
Communications Coordinator
Communications Specialist I
Communications Specialist II
Communications Supervisor
Compliance Investigator
Early Childhood Specialist

Information Services Coordinator
Public Involvement Manager
Quality Assurance Manager
Quality Assurance Monitoring Supervisor
Senior Case Manager
Senior Quality Assurance Specialist
Volunteer Coordinator
Volunteer and Evidence-Based Programs Coordinator

Financial/Accounting:

Accountant
Accounting Manager
Accounting Services Specialist
Accounting Services Supervisor
Accounting Technician
Accounts Payable
Administrative Program Coordinator
Administrative Program Supervisor
Audit Manager
Auditor
Budget & Financial Reporting Manager
Business Development Manager
Chief Accounting Officer
Fiscal Analyst
Fiscal Data Analyst
Fiscal Manager
Grants & Contracts Administrator
Grants & Contracts Coordinator I
Grants & Contracts Coordinator II
Grants & Contracts Manager
Grants & Contracts Supervisor
Payroll Administrator
Senior Accountant
Senior Auditor
Senior Fiscal Analyst
Senior Grants & Contracts Coordinator
Supervising Senior Accountant
Transportation Fiscal Operations Supervisor
Transportation Accounting & Reporting
Supervisor
Workforce Grants/Contracts Coordinator II

General Labor/ Maintenance:

Crewleader
Custodian
Heavy Equipment Operator
Laborer
Maintenance Worker- Parks
Maintenance Worker- Streets
Utilities Technician

Planning/Program/Project Management:

(Environmental Services)
Environment & Development Planner I
Environment & Development Planner II
Environment & Development Planner III

Environment & Development Technology
Coordinator
Manager of Environment & Development
Programs
Principal Transportation/Air Quality Planner
Senior Environment and Development Planner

(Transportation Planning)

Air Quality Operations Analyst II
Air Quality Operations Coordinator
Air Quality Operations Manager
Air Quality Operations Services Assistant
Air Quality Operations Services Assistant II
Project Engineer
Senior Transportation/Air Quality Planner
Senior Transportation System Modeler
Transportation Program Assistant II
Transportation/Air Quality Planner I
Transportation/Air Quality Planner II
Transportation/Air Quality Planner III
Transportation System Modeler I
Transportation System Modeling Manager
Transportation System Modeler II
Transportation System Operations Supervisor

Technical:

Audio/Video Computer Support Technician
Chief Technology Officer
Computer Support Technician
Counsel for Transportation
Data Applications Manager
Digital Media Specialist
GIS Application Developer
GIS Project Coordinator
GIS Technician II
Information Analyst Supervisor
Information Center Assistant
Information Security Officer
IT Applications Manager
IT Infrastructure Manager
Manager of Data Integrity
Manager of Research
Manager of Workforce Development Information
Network Administrator
Network Specialist
Research Associate II
Senior Database Specialist
Senior Information Analyst
Senior Network Administrator
Senior Research Associate
Senior Sharepoint Administrator
Solutions Analyst
Systems Engineer
Technology Support Coordinator
Web Developer

**Exhibit B:
REQUEST FOR SERVICES TEMPLATE (EXAMPLE)**

REQUEST FOR TEMPORARY STAFFING SERVICES

Organization:

Name of Contact:

Address:

Phone:

Email:

Category of Requested Position:

Specific Position Requirements:

How many desired positions? _____ Full-time _____ Part-time _____

Desired Response Time: (defaults to 2 business days) _____

Start Date _____

End Date _____

Description of Assignment:

Critical Skills Needed:

Additional Information:

**Exhibit C:
Cost Proposal**

The cells highlighted in yellow permit data entry. Please DO NOT make changes to any other cells. Any such modifications may result in the disqualification of a price proposal at the sole discretion of the RFP evaluation team.

The workbook contains four (4) separate worksheets in addition to this instructional page:

- 2 - Base Price Proposal;
- 3 - Market Basket Price Sheet;
- 4 - Market Basket Job Description;
- 5 - Remuneration.

The following instructions are to be used when completing the Cost Proposal worksheet within this workbook. Should you have any questions, comments, or need clarification regarding this workbook, please contact:

Contact: Craigan Johnson
 Phone: 817-965-9186
 E-mail: cjohnson@nctcog.org

Worksheet	Instructions
2 - Base Price Proposal	For each cell highlighted in yellow, provide a fixed cost for the requested fee in the requested format. For Proposed Markup Fee , provide the amount in a percentage (%) of the total base staffing rate, that the Proposer will charge above and beyond the base staffing rate for each temporary staff member engaged based on the categories provided. For Proposed Conversion Fee , provide a fixed cost in dollars (\$) that the Proposer intends to charge for conversion of the engaged temporary staff member to permanent employment based on the categories provided.
3 - Market Basket Price Sheet	For each cell highlighted in yellow, provide a fixed cost for the base staffing rate to be charged for the position requested based on the job descriptions provided in Worksheet 4. The cost provided should NOT include the Proposed Markup Fee but should reflect the total base cost for the position being requested based on the requirements in the RFP.
4 - Market Basket Job Description	This worksheet contains job descriptions for each of the Market Basket Jobs in Worksheet 3 - Market Basket Price Sheet. Proposer(s) are to use these job descriptions in determining the base rate to be provided for each position in Worksheet 3.
5 - Remuneration	Provide a reasonable and fair market Administrative Fee , in the form of a percent of cost, that will apply to all contracts resulting from the RFP and will be remitted by the awarded Contractor(s) to NCTCOG on a quarterly basis, along with the required quarterly reporting.

Exhibit C Continued
Worksheet 2- Base Price Proposal

Staffing Category	Proposed Mark Up Fee (%)	Proposed Conversion Fee
Administrative/Clerical		
Customer/Community Services		
Finance/Accounting		
General Labor/Maintenance		
Planning/Program/Project Management		
Professional/Management Services		
Technical		

Exhibit C Continued:

Worksheet 3- Market Basket Pricing Sheet

Position	Staffing Category	Base Staffing Rate
Administrative Assistant	Administrative/Clerical	
Senior Administrative Assistant	Administrative/Clerical	
Clerk	Administrative/Clerical	
Receptionist	Administrative/Clerical	
Secretary	Administrative/Clerical	
Code Enforcement Officer	Customer Service/Community Service	
Volunteer Coordinator	Customer Service/Community Service	
Accounting Technician	Finance/Accounting	
Accounts Payable	Finance/Accounting	
Auditor	Finance/Accounting	
Fiscal Analyst	Finance/Accounting	
Payroll Administrator	Finance/Accounting	
Senior Accountant	Finance/Accounting	
Crewleader	General Labor/Maintenance	
Custodian	General Labor/Maintenance	
Heavy Equipment Operator	General Labor/Maintenance	
Laborer	General Labor/Maintenance	
Maintenance Worker - Parks	General Labor/Maintenance	
Maintenance Worker - Streets	General Labor/Maintenance	
Utilities Technician	General Labor/Maintenance	
GIS Technician II	Technical	
Network Administrator	Technical	
Network Specialist	Technical	
Web Developer	Technical	

Exhibit C Continued:

Worksheet 4- Market Basket Job Descriptions

Administrative/Clerical

1. Administrative Assistant

The purpose of this position is to provide advanced administrative and clerical support to a respective department, managerial staff and/or director. This is accomplished by providing customer service to the agency membership, public and staff; processing information; organizing committee, public, and staff meeting activities; coordinating travel arrangements; implementing records management services; and coordinating special events. Other duties may include coordinating work assignments of others and serving as a departmental representative.

2. Senior Administrative Assistant

The purpose of this position is to provide complex administrative and clerical support to a respective department, managerial staff and/or Director. This is accomplished by providing customer service to the agency membership, the public and staff; processing information; directing committee, public, and staff meeting activities; coordinating travel arrangements; overseeing departmental records management services; coordinating special events; participating in the department's program development and implementation; and managing a specific administrative program(s) or project(s). Other duties may include coordinating tasks and serving as a departmental representative.

3. Clerk

Incumbent follows a few clearly detailed procedures in performing simple, repetitive tasks in the same sequence, such as: data entry; filing pre-coded documents in a chronological order; distributing materials; compiling routine reports; and greeting visitors. Little or no subject matter knowledge is required. Education: High School/GED diploma; Experience: None.

4. Receptionist

The purpose of this position is to manage the switchboard and visitor reception area and to maintain the agency master mailing list. This is accomplished by answering the multi-line telephone switchboard and directing calls to appropriate staff; providing information on departmental functions; greeting incoming visitors and directing them to their destination; updating and posting the agency's meeting schedule; and updating the agency master mailing data base.

Other duties include receiving, sorting and distributing agency deliveries; maintaining the agency cash box for the Regional Information Center; providing clerical assistance to the Public Affairs Department and the Assistant to the Executive Director; and serving as backup in the Regional Information Center.

5. Secretary

Performs basic secretarial functions. Composes and types routine correspondence; prepares and maintains records and documents required by the department or city; compiles and summarizes data for reports. Answers phones and directs calls and visitors. Education: High School/GED diploma; Experience: None; Typing: 35 wpm.

Customer Service/ Community Service

6. Code Enforcement Officer

Performs a variety of code enforcement inspections on public and private property. Investigates citizen complaints regarding potential code violations pertaining to nuisances, sewage, trash, debris or related unsanitary conditions. Investigates complaints of property, zoning, and vehicle code violations, and high grass and overhanging limbs. Issues citations, notices or abatements as necessary. Education: High School/GED diploma; Experience: None.

7. Volunteer Coordinator

The purpose of this position is to develop and maintain a comprehensive network of Aging vendors for services including, but not limited to, homemaker, respite, residential repair, and emergency response services. This is accomplished by recruiting vendors as needed to ensure clients in all parts of the service area have choice of at least two vendors; reviewing vendor/contractor applications and files to ensure completeness; providing technical assistance to prospective and current vendors; performing quality assurance activities to ensure vendors' compliance with applicable rules and regulations; working with vendors to resolve grievances or develop corrective action plans as needed; approving vendors' invoices for payment; monitoring vendors' expenses to ensure they fall within spending targets; and monitoring key performance measures for vendored services to ensure they fall within performance targets.

Finance/Accounting

8. Accounting Technician

Performs basic accounting-clerical functions such as routine posting or balancing, filing, calculating, and other bookkeeping/accounting operations. Education: High school diploma/GED; Experience: one to three years of accounting clerical experience.)

9. Accounts Payable

The purpose of this position is to administer and maintain procedures required to meet a weekly processing of payments. This is accomplished by processing account payable, monitoring invoices, and mailing out account payable checks. Other duties include maintaining journal entries and wire transfers and providing filing and mailing services. This position is also responsible for insuring A/P check run is completed each week on schedule.

10. Auditor

The purpose of this position is to ensure monitored programs achieve intended results, resources are used effectively, waste, fraud and abuse are minimized and that timely information is captured and reported. This is accomplished with minimal supervision, with moderate latitude for the use of initiative and independent judgment. The Specialist will perform most aspects of fiscal monitoring. This process includes assisting with planning and performing external and internal monitoring, analyzing financial records, conducting internal and field monitoring, preparing draft monitoring reports. Other duties include assessment of risk in various monitoring situations, providing desk reviews of subcontractors' annual audits, assisting Accounting staff and providing other related services to assure compliance with contract and fiscal responsibility. Position reports to the Audit Manager.

11. Fiscal Analyst

The purpose of this position is to assist in the maintenance of the fiscal aspects of funded programs as assigned. This is accomplished by preparing budgetary reports as part of the agency-wide budget process as well any budget process required by the funding agencies. Additionally, this position is responsible for preparing and/or approving related expenditures, maintaining automated accounting systems, preparing and/or reviewing financials for funding agencies, attending applicable and relevant program meetings, and assisting in contract compliance and negotiations. Other duties include administering management reports for the programs.

12. Payroll Administrator

The purpose of this position is to administer company-wide payroll and employee benefits while assisting the HR department with related issues. This is accomplished by processing payroll, overseeing employee master files and benefits maintenance, providing labor statistic information to various departments and creating, maintaining and distributing various department specific report and information. Other duties include maintaining tax files and information and assisting the HR department in employee issues.

13. Senior Accountant

The purpose of this position is to manage the Grant Funds and Budgets under multiple funding sources and streams. This is accomplished by overseeing and administering purchase requisitions, timesheets and accounts payable vouchers; completing funding agency financial reports and billing statements to funding agencies, assisting with duties related to fixed assets for the Workforce Centers; and preparing monthly reports for management usage and analysis. Other duties include reconciling the General Ledger accounts assigned or accounts specific to assigned grants, reviewing requests for payments, assisting in the completion of CAFR's and providing various support duties for the department.

General Labor/Maintenance

14. Crewleader

Leads and participates in the work of crew performing equipment operations, manual labor and semi-skilled tasks in City Public Works projects. Education: High School/GED diploma, Experience: 3 years' experience.

15. Custodian

Performs a variety of routine cleaning tasks for buildings and surrounding grounds. Experience: None.

16. Heavy Equipment Operator

Responsible for the safe and efficient operation of heavy construction equipment such as front-end loaders, bulldozers, graders or heavy trenching machines. Education: High School/GED diploma; License/Certificate: Class A Driver's License; Experience: 2 years.

17. Laborer

Under immediate supervision, completes manual labor following basic routines in the construction, repair and maintenance of city services, facilities and grounds. Experience: 3 months.

18. Maintenance Worker- Parks

Performs semi-skilled duties in parks including equipment operation and maintenance and minor repair of buildings, parks, recreational, and other facilities. Education: High school diploma/GED; Experience: up to one year of experience related to maintenance and repair of municipal streets, utilities, parks, or equivalent.)

19. Maintenance Worker- Streets

Performs typically semi-skilled work in the maintenance and repair of streets, drainage ways, traffic signs, and gravel roads. Specific duties may include performing heavy physical labor including lifting, carrying heavy objects, shoveling, raking, and pushing asphalt; clearing and cleaning roadsides, gutters, culverts, and other drainage facilities; and participating in the removal, repair, and replacement of storm drainage pipes. Education: High school diploma/GED; Experience: up to one year of experience with trucks, light equipment and general maintenance. May require Class A or B driver's license.)

20. Utilities Technician

Performs and often leads other staff in a variety of semi-skilled and skilled activities regarding the repair and maintenance of commercial and residential utility services and distribution systems. Assists utility crews and contractors in utility shut downs and repair projects. May install utility distribution lines. Participates in the location of utility main lines and valves. Education: High School/GED diploma; Experience: 1 year.

Technical

21. GIS Technician II

The purpose of this position is to provide advanced GIS and technology support to the Department and Agency. This is accomplished through the use of a myriad of PC-based or web-based applications including GIS, Internet, and other technology initiatives. This position also provides project management support through the direction and organization of resources and technologies.

22. Network Administrator

The purpose of this position is to manage the daily administration and user support of the agency computing system/network, including networking to remote offices. This is accomplished by maintaining network servers, routers, switches and other equipment, coordinating and overseeing installation of network-related hardware and software, providing network-related user support and monitoring network performance. Other duties include defining network- project goals and ensuring data integrity.

23. Network Specialist

The purpose of this position is to provide technical equipment, software, advice and support. This is accomplished by planning and implementing the provision of technology infrastructure; providing tier 1 and tier 2 user technical support; training and assisting users in the use of equipment, software, and procedures; tracking resources and their usage and assignment; providing other support services as requested or required. Other duties include supervising the activities of vendors and contract staff and serving as an organizational representative on technology initiatives as required.

24. Web Developer

This position will have responsibility for creating and maintaining Agency website and associated customer web applications. Primary responsibilities include but are not limited to: programming to support existing Web sites, building new web applications, maintaining third party support applications such as web statistics and shopping cart software, applying consistent NCTCOG branding (look and feel) to all projects, managing all infrastructure configuration, creating, tracking and maintaining domain registration for the Agency, and project management for all program activities related to the creation and maintenance of a web site for NCTCOG or one of the member agencies. Type of work will include coding Web pages, including forms, for maximum usability and to ensure a high level of functionality and creating and maintaining databases as needed for Web site content and functionality. In addition, the developer will assist in maintaining Agency web servers, supporting Agency staff, and administering the Macromedia Web Publishing System.

Exhibit C Continued:

Worksheet 5- Administrative Fee

Description

Proposed Administrative Fee Rate (%)

Provide a reasonable and fair market **Administrative Fee**, in the form of a percent of cost, that will apply to all contracts resulting from the RFP and will be remitted by the awarded Contractor(s) to NCTCOG on a quarterly basis, along with the required quarterly reporting.

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