



**HARRIS COUNTY**  
**APPRAISAL DISTRICT**  
**Harris County**  
**Houston, Texas**

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**REQUEST FOR PROPOSAL**  
**RFP2019-02**

**TEMPORARY STAFFING SERVICE**

**FOR THE**  
**HARRIS COUNTY APPRAISAL DISTRICT**  
**13013 NORTHWEST FREEWAY**  
**HOUSTON, TEXAS 77040**

*Issued: February 20, 2019*

The Harris County Appraisal District (HCAD or District) requests proposals (RFP) from qualified firms to provide temporary staffing services. Proposals (also called bids) are due no later than Monday, March 18, 2019 at 10 a.m. Proposals may be mailed or delivered to the Purchasing Department at Harris County Appraisal District. Proposals will be opened and read at 10:30 a.m., at HCAD, in the 7<sup>th</sup> floor board meeting room.

**PHYSICAL ADDRESS:**

Attn: Tammy Argento  
Purchasing Manager  
Harris County Appraisal District  
13013 Northwest Freeway  
Houston, TX 77040

**MAILING ADDRESS:**

Attn: Tammy Argento  
Purchasing Manager  
Harris County Appraisal District  
P. O. Box 920975  
Houston, TX 77292-0975

The statement ***RFP2019-02 ENCLOSED*** must be indicated on all bid envelopes. Any questions pertaining to this bid should be directed to Tammy Argento, Purchasing Manager, at (713) 957-7401 or [targento@hcad.org](mailto:targento@hcad.org)

The purpose of this RFP is to establish primary and secondary providers to provide qualified temporary staffing personnel as may be required by HCAD throughout the contract period and to provide minimum requirements, solicit proposals and gain adequate information from which HCAD may evaluate the proposer's products and services as they compare to other providers and as they pertain to the needs of the District's organization. The needs of the District shall govern the amount of services requested by the District during the contract period.

The District will provide the minimum qualifications for each position. The contracted agency will provide a pool of potential employees. From that pool of potential personnel, the District will choose the best suited for the position. During the contract period, the District is under no obligation to request or utilize any number of services.

Pre-Bid Meeting to explain the expectations of a temporary staffing service contract will be held on February 28, 2019 at Harris County Appraisal District, 13013 Northwest Freeway, Houston, TX 77040, in the 7<sup>th</sup> floor board room at 2:00 pm. The pre-bid meeting is not mandatory.

All proposals are subject to the General Conditions, Special Terms & Conditions, and Specifications as stated in this document. The Harris County Appraisal District reserves the right to reject any or all bids or accept the bid(s) deemed most advantageous to the District.

**FAILURE TO COMPLY WITH THE  
GENERAL CONDITIONS,  
SPECIAL TERMS & CONDITIONS,  
AND SPECIFICATIONS  
CONTAINED HEREIN  
MAY RESULT IN BID BEING  
DISQUALIFIED  
GENERAL CONDITIONS OF BIDDING**

**General Conditions of Bidding**

**1. PROPOSAL**

- a. All bids must be on the form furnished by HCAD. The use of Vendor bid forms containing terms and conditions that conflict with those of the District constitute a counteroffer and are not acceptable as a bid.
- b. All bids are to be based on an as-is delivered basis and must include all costs that will be billed (i.e. insurance, set-up, fee, permits etc.).
- c. All bids must show the full name of firm bidding, with the name typewritten or in ink.
- d. All bids must follow the proposal components listed on page 12.

**2. PRICING**

- a. No change in price will be considered in the award of contract.
- b. Cash discounts will not be considered in the award of bids, and all quotations must be on a net basis.
- c. All prices quoted must be inclusive of all fees and firm for the term of agreement.

**3. TAXES**

- a. The Harris County Appraisal District is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax.
- b. Unless the bid form or specifications specifically indicate otherwise, the price bid must be net exclusive of above-mentioned taxes and will be so construed.

- c. A Vendor desiring refunds of, or exemptions from, taxes paid on merchandise accepted by the Harris County Appraisal District, must submit the proper forms, and the purchasing agent, if satisfied as to the facts, will approve or issue the necessary certificates.

#### **4. AWARD**

- a. The District will evaluate and make award of the primary contract to the responsible offeror whose proposal is determined to be the most advantageous to the District considering the relative importance of price and the other evaluation factors included herein. The District may also award as secondary providers, contracts to the next successive responsible offeror(s) whose proposal(s) is/are determined to be the next most advantageous to the District considering the relative importance of price and the other evaluation factors included herein, in accord with their ranking as respondents herein. These secondary providers, if any, to be called upon in the event the primary provider is, from time to time, unable to meet HCAD's needs.
- b. Contents of the selected bid and all conditions, special terms & conditions, and specifications of the bid are contractual obligations.
- c. Bidders having delinquent property taxes will not be considered for award.

#### **5. PAYMENT**

- a. Payment will be made on invoices billed for services no later than the fourth Friday after approval of the invoice. Invoices should be issued once per week and supervisors will approve invoices and receive them within the week delivered to HCAD. All invoices must reference the purchase order number provided by the district.
- b. The District's obligations will be payable solely from funds appropriated in the District's budget for the year in which such obligations may be due and payable. If no funds or insufficient funds are appropriated for payment of obligations the contract shall be terminated without liability to the District, its officers, agents, or employees.
- c. All invoices should be submitted to the following PO Box or email address:

[accountspayable@HCAD.org](mailto:accountspayable@HCAD.org)

OR

Attn: Accounts Payable  
Harris County Appraisal District  
P. O. Box 920975  
Houston, TX 77292-0975

**6. CONDITIONS PART OF BID**

The General Conditions of Bidding defined herein shall be a part of the attached bid.

## **SPECIAL TERMS & CONDITIONS OF BID**

### **1. Scope & Intent**

The intent of this Request for Proposal (RFP) is to obtain fixed markup rate proposals from vendors to provide temporary staffing services for Harris County Appraisal District on an as needed basis.

### **2. RFP Timeline & Purpose**

Request for Proposal (RFP) available to vendors	<b>February 20, 2019</b>
Pre-bid meeting	<b>February 28, 2019, 2019, 2:00 pm</b>
Due date for RFP submission	<b>March 18, 2019, 10:00 am</b>
Anticipated award date	<b>April 17, 2019</b>

### **3. Purpose:**

The purpose of this RFP is to establish a primary and secondary contractor to provide qualified temporary personnel as may be required by HCAD throughout the contract period. The needs of the District shall govern the amount of services requested during the contract period.

HCAD is seeking to contract qualified Temporary Staffing Services with expertise in expeditiously sourcing, screening and providing quality candidates to fill temporary personnel needs for a diverse range of job categories, including but not limited to:

- a. **Administrative/Clerical** – Individuals assigned to this temporary position will perform routine and repetitive clerical duties independently and according to established procedure. The responsibilities of this position could include opening and processing the mail, photocopying, prepping and scanning documents, and data entry of property information.
  - b. **Temporary Clerk** -- Individuals assigned to this temporary position will assist in researching, reviewing and modifying applications. The successful candidate will have excellent data entry skills, attention to detail, and possess the ability to research, index and document accordingly.
  - c. **Exemption Specialist** – This position is to process exemptions applications. This is accomplished by reviewing, modifying, approving, or denying applications. Perform customer service for property owners and the public. Research and enter exemptions data and assist other divisions.
4. **Pre-bid Meeting.** HCAD will conduct a pre-bid meeting on **Thursday, February 28, 2019, at 2:00 pm** at 13013 Northwest Freeway, Houston, TX 77040, in the 7<sup>th</sup> floor board meeting room. This meeting will allow potential vendors an opportunity to ask questions and receive information relation to the RFP.

**Proposals must be received by HCAD no later than 10:00 am, March 18, 2019.**  
Proposals received after the deadline will not be accepted.

**Award Date.** HCAD will award the bid for temporary staffing services at the Board meeting on **April 17, 2019**. Bidders will receive written notice as to whether their proposal was accepted.

#### **5. RFP Submittal Requirements**

- a. Proposals must be submitted in a complete package containing all required supporting documentation.
- b. Proposals must be mailed or hand-carried in a sealed envelope/package to HCAD. Proposals must be clearly marked on the outside with the Vendor's name, address, RFP for Temporary Staffing Services *RFP2019-02* and Date of Submission. Faxed or electronic submissions and postmarks are not acceptable.
- c. Each bidder must submit one (1) original proposal with original authorized official signature and 5 (five) complete copies, with attachments included.
- d. Pages must be stapled or bonded together, numbered consecutively with each section identified as outlined under Proposal Requirements.
- e. All costs incurred in the preparation of the proposal are the responsibility of the bidder and will not be reimbursed by HCAD.

#### **4. Performance Period**

The term of agreement shall commence on May 1, 2019 and shall cease on April 30, 2020. The District may renew contract for three additional one-year terms depending upon an annual review of performance, availability of funds and proposed increase/decrease of pay or mark-up rate.

#### **5. Bidder & Evaluation**

- a. Bidders are required to submit a properly completed Bidder Application form, Conflict of Interest form and a W-9 form with the bid. These forms are available at [www.hcad.org](http://www.hcad.org) in the Procurement menu. It is the responsibility of the bidder to inform the District's purchasing office of any changes/deletions/additions to this form as is deemed appropriate. This application is used to establish a bidder's database, which is maintained for a bid mailing list, and other references as required.
- b. No vendor having or having had a contract with the District will be given more consideration than any other bidder.
- c. During any part of the bid process, from preparation of specifications through the issuance of a purchase order, the District reserves the right to seek any additional information, clarification, and/or verification deemed necessary to render a reasonable responsive evaluation, and recommendation to the District's board of directors.

- d. Evaluation will determine the ability of the Vendor to provide the most efficient service in the most economical method for the District.
- e. Award of contract shall be made only to a responsible respondent/bidder (s) who has demonstrated competence to deliver the specified services, a proven record of business integrity and ethics and the ability to meet the requirements of this solicitation.
- f. Other criteria will include pricing in all respects, quality of service, availability of service, past performance, references, current property tax account and meeting of all requirements and specifications.

## **6. Conditions**

The contents of a successful bid may become contractual obligations, if a contract is awarded. Failure of the respondent/bidder to accept those obligations may result in the cancellation of the response/bid/application for selection. The contents and requirements of the solicitation may be incorporated into any legally binding and duly negotiated contract between HCAD and the selected respondents(s)/bidder(s). HCAD reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms or bidder's ability to meet the terms and conditions of this solicitation or if adequate funding is not received.

## **7. On Site Pre-bid Meeting**

Once the District creates a list of potential bidders; an on-site pre-bid meeting will be held. The pre-bid meeting is not mandatory. Please insure your email address is on the Bid Response Sheet.

## **8. Estimated Needs**

- a. Based on actual usage between January 1, 2018 through December 31, 2018 and projections for the 12 months of the initial one-year term described herein the estimated spend is \$200,000.
- b. The Harris County Appraisal District makes no implied guarantees on the quantities to be purchased.

## **9. Cancellation**

Either party may terminate this agreement with or without cause with 30 calendar days written notice.

## **10. Severability**

If any section, subsection, paragraph, sentence, phrase, or work in these specifications shall be held invalid, such holding shall not affect the remaining portions of these specifications and it is hereby declared that such remaining portions would have been



included in these specifications as though the invalid portion had been omitted.

## **11. Insurance Requirements**

The proposer awarded the work must have the required insurance/s:

- a. General Liability -- \$500,000 per occurrence or \$1,000,000 aggregate
- b. Bonding
- c. Workers' Compensation

If awarded the contract, the vendor must include HCAD as an additional Certificate Holder on all required insurances.

# Bid Specifications

## Scope of Work/Technical Requirements

HCAD is soliciting proposals to engage a vendor(s) to provide temporary staffing services as needed by the District. Selected vendor(s) will provide expertise in expeditiously sourcing, screening and providing quality candidates to fill seasonal resource needs to assist in various administrative job duties, including but not limited to:

- clerical processing;
  - data entry;
  - technical assistance;
  - prepping and scanning hearing evidence;
  - scanning exemptions and protests; and
  - walking taxpayers to their hearing room.
1. **Employed by the Staffing Agency:** All temporary staff shall be employed by staffing agency vendor. The vendor is solely responsible for payment of all salaries, wages, bonuses, Social Security, federal and state unemployment insurance, liability insurance, employee benefits, and all taxes related to personnel, and shall provide worker's compensation for its personnel.
  2. In cases where special **licenses or accreditations or certifications** are required by state, federal and/or local law, statute, regulation, or HCAD policy, vendors are required to provide proof of same upon request to the district.
  3. If requested, the vendor will provide **references, resumes, and/ or test scores** on temporary staff.
  4. The vendor is solely responsible for compliance to all **applicable laws** relating to its employees, such as wages and hour laws, safety and health requirements, and collective bargaining laws.
  5. **Right of Refusal:** HCAD shall have the right at any time to refuse or determine unacceptable, any temporary staff person sent by the vendor. The temporary staff person shall be immediately removed by vendor and prompt arrangements made for a suitable replacement.
  6. **Recruitment Interviews:** Recruitment interviews shall be done in person by the vendor to ensure employment candidates have the required knowledge, skills, experience and abilities required of the specific job classification.
  7. **Referrals:** HCAD shall have the right to refer candidates to the vendor for priority placement in temporary positions within the District.
  8. **Pre-Employment Screening:** The vendor shall be responsible for conducting a thorough background check and pre-employment screening prior to a temporary staff

person's placement with the District. All background checks must be available upon request for review.

9. **Testing:** HCAD shall have the right to conduct pre-placement testing that is both a valid and reliable predictor of a candidate's ability to perform required tasks as a temporary staffing person for HCAD.
10. **Confidentiality:** The vendor acknowledges and understands that its employees may have access to proprietary, business information, or other confidential information belonging to HCAD. Therefore, except as required by law, the vendor agrees that its employees will not:
  - a. Access or attempt to access data that is unrelated to their job duties or authorizations. Access or attempt to access information beyond their stated authorization.
  - b. Disclose information including, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes and/or transmission or sharing of data.
11. The vendor understands that HCAD, or others, may suffer irreparable harm by disclosure of proprietary or confidential information and that HCAD may seek legal remedies available to it should such disclosure occur. Further, the vendor understands that violations of this provision may result in contract termination.
12. The vendor further understands that information and data obtained during the performance of the agreement shall be considered confidential, during and following the term of the contract, and will not be divulged without written consent from an authorized HCAD representative and then only in strict accordance with prevailing laws.
13. **Computer Use:** Temporary staff provided by the vendor shall be responsible for compliance with HCAD's computer usage policies, including, but not limited to, internet access and electronic mail (e-mail).
14. **Job Placement Assurance:**
  - a. The selected vendor shall assure a suitable placement to a job order within three (3) business days from the time of the request and confirming the availability of a suitable placement to report at the required time.
  - b. The selected vendor may request additional time beyond the three (3) business day period, if needed.
  - c. In the event the selected vendor is unable to commit to the job request, HCAD shall have the right to fill the requirement by soliciting other qualified sources.
15. **Time Cards:** The selected vendor shall supply all temporary staff with time cards. Hours worked will be signed on a daily or weekly basis by an HCAD supervisor. The District will pay only for actual hours worked. No other expenses or allowances will be paid by HCAD, unless authorized.

16. **Interviews:** Depending on the length or type of assignment, resumes and interviews may be requested. HCAD reserves the right to reject any temporary staff, if at HCAD's discretion, the temporary skill level does not meet the job qualifications.
17. **Assignments:** All temporary staff shall be on site at the time requested in proper attire. If a temporary staffing person does not show up on time or in appropriate attire, HCAD reserves the right to request a different temporary staffing person or cancel the placement and acquire a temporary from another source.
18. **Subsequent HCAD Employment:** HCAD shall have the right to negotiate any charges or fees assessed by the selected vendor if the temporary assigned under the Contract subsequently becomes an employee of HCAD.

## **Proposal Components**

### **I. Proposal Cover Statement**

The Proposal Cover Statement with original signature of the authorized Representative must be attached to the original proposal and must precede the narrative. Copies of the form must also serve as the Proposal Cover Statement for the remaining five (5) proposal copies attached.

### **II. Table of Contents**

Include a Table of Contents.

### **III. Organization's Narrative**

State your organization's mission, vision and its overall operation including company structure, company location(s), and type of services provided, geographic information and years in operation. Provide a list of your Houston office locations. If office locations are not local, describe how your firm intends to provide responsive and quality services to HCAD.

Give a brief history and description of your organization and the business in which you are engaged. (When was your organization founded? How long have you been in the current business? Who are your customers? Do you have experience working with public sector organization? How is your organization governed and managed?)

List any accreditation and/or affiliation your organization may have with local, state, or national oversight organizations.

Describe the experience of your staff in delivering your service, including their credentials.

Tell us anything else you would like us to know about your organization that is relevant to your proposal.

*(No more than 2 pages, maximum for the organizational narrative.)*

### **IV. Bidder's Experience**

Describe your company's experience in temporary staffing service, including years in operation and experience. Identify the Project Manager and other key personnel who will be administering the contracted services. Provide three professional references.

### **V. Cost/Fee Information**

Detail the total costs and fees for providing the goods/services as well as training and technical assistance (if applicable) on the utilization of the service as outlined in the Scope of Work.

## **VI. Proposal Evaluation and Selection**

1. HCAD will record the vendor's name and address in its log sheet.
2. HCAD will utilize a Selection Committee to review and evaluate all RFPs submitted.
3. HCAD will evaluate all proposals according to a set criterion that is scored and then weighted as to importance in the overall evaluation process.
4. Proposals will be evaluated only on information submitted in the proposals.
5. Awards shall be made to the bidder(s) whose bid is responsive to the solicitation and is most advantageous to the recipient in terms of price, quality and other factors considered.
6. Award of contract to the successful bidder is non-exclusive.
7. HCAD reserves the right to award multiple contracts to provide goods and services.
8. HCAD has the right to accept or reject any or all proposals.

# BID RESPONSE SHEET

## Types of Staffing

- **Administrative candidates:** \_\_\_\_\_% mark-up over the hourly rate.

I/WE HEREBY PROPOSE to provide the Temporary Staffing Services bid to abide by the conditions and specifications herein, except as noted below under *EXCEPTIONS AND CONDITIONS OF THE BIDDER*. Any deviation from the item specifications must be noted on the bid sheet for that item referenced below.

### EXCEPTIONS AND CONDITIONS OF THE BIDDER

Item specification deviation notations appear on bid item numbers:  
If none, so state.

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**NAME OF FIRM SUBMITTING BID** (*Print or Type*)

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**STREET ADDRESS** (*Print or Type*)  
**TELEPHONE NO.**

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**CITY, STATE & ZIP CODE** (*Print or Type*)

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**NAME & TITLE OF PERSON SUBMITTING BID** (*Print or Type*)  
**EMAIL ADDRESS**  
(*Officer of the Company or Authorized Sales Representative*)

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**SIGNATURE OF PERSON SUBMITTING BID** (*Print or Type*)