

TXShare

Your Public Sector Solutions Center

REQUEST FOR PROPOSALS
For
Temporary Staffing Services

RFP #2026-036

February 2026

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For

Temporary Staffing

RFP # 2026-036

Sealed proposals will be accepted until 2:00 PM CT, **March 18, 2026**, and then publicly opened and read aloud thereafter.

Legal Name of Proposing Firm

Contact Person for This Proposal

Title

Contact Person Telephone Number

Contact Person E-Mail Address

Street Address of Principal Place of Business

City/State

Zip

Mailing Address of Principal Place of Business

City/State

Zip

Is your business registered with the Texas Secretary of State? ____ Yes ____ No

What is the business's Secretary of State filing number? _____

Cooperatives you currently have a contract with: _____

Acknowledgment of Addenda (initial): #1 _____ #2 _____ #3 _____ #4 _____ #5 _____

NOTE: All proposals are subject to the Texas Public Information Act.

SECTION 1: OVERVIEW

PURPOSE

The North Central Texas Council of Governments (“NCTCOG”) seeks an experienced vendor or vendors to provide the goods or services described herein to the members of its TXShare Cooperative Purchasing Program (“TXShare”). The awarded contracts will be promoted via TXShare. The goal of this RFP is to establish contracts with multiple qualified vendors to provide goods and services to municipalities, counties, school districts, and other government agencies on as-needed basis.

This RFP is soliciting innovative proposals on behalf of TXShare membership from vendors to provide **temporary staffing services**. The member entities will decide individually if they wish to use the awarded contracts. Awarded contractors will be able to market their goods or services to any government entity or non-profit through this cooperative contract.

The vendor shall thoroughly describe all the goods or services that it desires to provide in the proposal it submits.

1.0.1 Definitions:

- “RFP” or “solicitation” – this Request for Proposals document;
- “Vendor” - interested business;
- “You” or “Offeror” - vendor responding with a proposal;
- “Contractor” – Offeror awarded a contract;
- “Governmental Entity” – a government agency or non-profit organization;
- “Customer” – a governmental entity.

1.0.2 Outcome

The desired outcome of this RFP is for NCTCOG to enter into a Master Services Agreement (“MSA”) with one or more Contractors to supply municipalities, counties, utility districts, school districts and other governmental agencies (“Customer”, “Government Entity”) with assistance to obtain the described goods or services from fully licensed vendors authorized to do business in the locations selected on Exhibit 3.

A copy of the TXShare MSA is included for reference.

The NCTCOG intends to award Contracts through its TXShare purchasing cooperative to multiple Contractors. Members of TXShare (“Customer” or “Member”) will have the option to utilize these contracts to fulfill their needs. The contract award does not guarantee any specific number of sales to any firm awarded under this contract. The goods or services will be ordered on an as-needed basis by TXShare members at their sole discretion. There are no scheduled orders at this time, but there is the expectation that needs will arise among the members of the TXShare cooperative. Vendors awarded contracts will be uniquely positioned to market their goods to these potential Customers. Each Customer will negotiate their own order terms on an as needed basis.

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SECTION 2: TXSHARE COOPERATIVE PURCHASING PROGRAM

2.0 BENEFITS OF A COOPERATIVE PURCHASING PROGRAM

2.0.1 How Does a Cooperative Purchasing Program Work?

A government cooperative purchasing program, such as TXShare, is a cooperative arrangement for acquiring goods or services that involves aggregating the demand of two or more government agencies to obtain a more economical purchase.

Government entities (cities, counties, water districts, school districts, etc.) sign up as members to use cooperative purchasing programs through a cooperative purchasing agreement. Additionally, non-profit organizations are allowed to sign up as members.

2.0.2 How Does a Government Entity Benefit?

Cooperatives help government agencies find the right goods and services that best fits their need and expedite purchases without requiring additional solicitations (RFP or IFB) to comply with laws and regulations.

TXShare uses the NCTCOG as the lead public entity to publicly solicit and award contracts through a Request for Proposal (“RFP”) process. TXShare members are eligible to access these contracts by signing an intergovernmental agreement with the NCTCOG, thereby eliminating the need to complete their own RFP process.

Membership in the TXShare cooperative purchasing program provides the agencies with access to contracts for goods and services at pre-negotiated rates or prices. Typically, the entity member then purchases the goods or services by negotiating with the cooperative’s awarded vendors and places purchase orders, or enters into sub-agreements, based on the rates or prices listed in the cooperative purchasing program’s contracts.

2.0.3 How Does A Vendor Benefit?

A Request for Proposal (RFP) such as this one is a document that competitively solicits bids from potential vendors for goods or services. The lead public entity (NCTCOG) is an independent government entity that carries out the advertising and bid procedures required by state law.

All of TXShare’s contracts are competitively bid and publicly awarded through this process. NCTCOG prepares the RFP incorporating the required cooperative purchasing language that allows its entity members across the nation to utilize the awarded contract(s).

Vendors respond to the RFP by submitting their proposals. NCTCOG evaluates the responses and awards a Master Services Agreement for the TXShare cooperative, thus establishing the availability for nationwide use of the resulting contracts.

Vendors who successfully compete in the RFP process and are awarded a contract may market to any public entity or non-profit and can then forgo the RFP process for an individual entity.

When marketing to a customer, the awarded vendor can provide a quote to the customer for its unique needs based on the pricing, terms and conditions of its contracts. For a vendor, being awarded a cooperative contract can help shorten the sales cycles considerably. This is especially beneficial for smaller firms, like startups, that may not otherwise be able to access the government market.

2.0.4 Mutual Benefits

Performing a competitive bidding process typically takes in excess of 90 days to create the RFP solicitation, collect and evaluate proposals, then negotiate and award the contract. Reducing the amount of time that purchasing staff spend managing new solicitations and generating new contracts, especially for goods or services that don’t require too much customization, saves months of administrative time and effort.

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Reducing the need to respond to every bid process and market directly to the customer saves time and money as well as is an “ace in the hole” for a vendor when closing the sale on its goods or services covered by a cooperative contract. Smaller government customers can achieve price-saving advantages from purchasing off a cooperative program with greater purchasing power. Contractors awarded a TXShare contract should always mention to prospective Customers that they hold a TXShare contract.

Note: There is no obligation on the part of any Customer to purchase goods or services through the awarded contracts nor is there any guarantee, implied or otherwise, that the awarded contractor(s) will make any sales based on this solicitation.

2.1 NCTCOG OVERVIEW

The 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-entity metropolitan region surrounding the cities of Dallas and Fort Worth.

NCTCOG's governing structure is as follows: each member government appoints a voting representative from their governing body. These voting representatives form 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 professional staff.

2.2 TXSHARE OVERVIEW

The TXShare Purchasing Cooperative is a program of the NCTCOG. Currently the TXShare Purchasing Cooperative has over 300 members from across the USA, including counties, cities, school districts, and special districts.

2.3 TXSHARE PROGRAM EXPLANATION

NCTCOG intends to make the contract awarded from this solicitation available to other public entities through TXShare. By promoting their TXShare contract(s) to public entities, contractors reduce the need to repeatedly respond to public customer bids or requests for proposals. The contractor then realizes substantial efficiencies that will increase sales opportunities. Contractors agree to pay an administrative fee to TXShare calculated as a percentage of sales processed through the TXShare contracts awarded and held by the contractor. This administrative fee is not an added cost to be invoiced by the contractor to TXShare participants. This administrative fee covers the costs of contract marketing and facilitation incurred by TXShare.

Under the TXShare program, any public customer or non-profit can use the TXShare contract and its selected contractor(s) to make purchases necessary to pursue their own needs. Offerors awarded a contract under the TXShare program may offer their goods or services nationwide if they desire to do so. The TXShare contract offers a unique advertising advantage to a contractor to promote its goods or services, as the contract satisfies most public entities' procurement requirements.

2.4 CONTRACT MANAGEMENT AND REPORTING

The contractor will be required to track and report to NCTCOG its TXShare sales activities relating to the master contract. The contractor will be required to provide management reports on a quarterly basis. Examples of management report data include but are not limited to public customer's name; pricing option chosen; total fee charged. NCTCOG and contractors will agree to form and content of reports after award of contract.

2.5 ADMINISTRATIVE FEE

TXShare will collect an administrative fee, in the form of a percentage of sales, that will apply to all sales between the contractor and public entities using the cooperative program awarded contract. NCTCOG is included as a public entity customer as it may also make purchases through the contract. The administrative fee will be remitted by the contractor to NCTCOG on a quarterly basis, along with required quarterly reporting. The administration fee for this program will be the amount stated on **Exhibit C Worksheet 5**. This fee shall be calculated into your rate card and shall not be invoiced separately to the Customer.

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2.6 INTERLOCAL AGREEMENT

Governmental entities are extended the opportunity to purchase from contracts awarded by the NCTCOG TXShare purchasing cooperative by virtue of an interlocal agreement between the entity and NCTCOG. However, all parties understand, and all parties hereby expressly agree, that the NCTCOG is not an agent of, partner to or representative of those government entities and that NCTCOG is not obligated or liable for any action or debts that arise out of the government customer's purchase.

2.7 STANDARD TERMS AND CONDITIONS

The NCTCOG Procurement Standard Terms and Conditions can be found at www.nctcog.org in the "Open Solicitations" tab, or by clicking [HERE](#). Proposers shall certify its compliance with these requirements as part of their proposal response by completing the certifications included with the RFP document "Attachments" section. Failure to submit the required certification statement may be grounds for finding the proposal nonresponsive.

2.7 RESPONDENT ELIGIBILITY

Firms that are legally required to register with the Texas Secretary of State must provide their current filing number on the Cover Page (page 2) of this document and include the Cover Page with their proposal.

SECTION 3: GENERAL INFORMATION

3.0 CONTRACT INTENT

NCTCOG intends to contract with one or more qualified Offeror(s) based upon the qualifications of the Offeror and the categories of goods or services they are able to provide. However, NCTCOG anticipates exploring any viable alternative for providing these goods or services and may decide, after reviewing the proposals submitted, to reject all proposals and not to enter into any agreement.

3.1 ADMINISTRATIVE GUIDANCE

The information provided herein is intended to assist vendors in the preparation of proposals necessary to properly respond to this solicitation. The solicitation is designed to provide interested vendors 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. You are at liberty and are encouraged to expand upon the specifications to give additional evidence of your ability to provide the goods or services requested in this solicitation.

3.2 ADDENDA

Addenda to this solicitation will be made available to vendors on the Bidnet Direct website. It is the vendor's responsibility to check for any addenda that may be issued. You shall acknowledge receipt of addenda by checking the appropriate spaces on the cover sheet of this RFP and submit with their proposal.

3.3 SOLICITATION SCHEDULE

The anticipated schedule for the RFP process is given below. All times indicated are Central Time (CT).

The anticipated schedule is as follows:

RFP Issued	February 18, 2026	
Pre-Proposal Conference	None	
Inquiry Period Ends	March 11, 2026	5:00 PM CT
Proposal Due Date	March 18, 2026	2:00 PM CT
Planned Contract Award	May, 2026	

NCTCOG reserves the right to change this schedule at any time.

3.4 PRE-PROPOSAL CONFERENCE

There is no pre-proposal conference scheduled.

3.5 QUESTIONS AND REQUESTS FOR CLARIFICATION (INQUIRY)

Vendors will have the ability to submit questions in writing via the Bidnet platform until the proposal deadline. However, it is important to note that questions received less than seven (7) days prior to the proposal due date may not be answered in a timely manner. Vendor-specific questions about the process will often be answered directly. However, substantive questions that are not properly addressed in the solicitation information will be properly published to all vendors on Bidnet. Proposers are responsible for reviewing the Bidnet Direct website for any addenda or updates related to this RFP prior to the closing date.

3.6 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 Bidnet Direct.

Registration with Bidnet Direct allows vendors to view all of the NCTCOG's active procurement solicitations. The landing page for this project is found [here](#). For your review, below are links that direct vendors to Bidnet Direct's training videos to help you navigate BidNet Direct.

NOTE: All proposals are subject to the Texas Public Information Act.

How to use Bidnet Direct

Searching- Responding to Bids

Managing your Account

Electronic submission of proposals shall be made in English, in searchable PDF format, and must be finished uploading to the Bidnet Direct portal no later than 2:00 P.M. (Central Time) on **March 18, 2026**. Proposals that have not completed uploading will be rejected by the Bidnet system.

It is the responsibility of the respondent(s) to ensure that the proposals are received in the Bidnet Direct portal by the designated due date and time. NCTCOG assumes no responsibility for delays caused by connectivity, website access, or any other access limitations. Late proposals will not be accepted by Bidnet Direct nor by NCTCOG through any other means of delivery and will 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.

Submission Support and Guidance

For assistance with the submission process, please refer to this helpful video link:

Lesson 3 – Creating and Submitting a Bid

Vendors are strongly encouraged to submit their proposals as early as possible and (at least 12 to 24 hours prior to the deadline) and not wait until the due date to attempt an upload to allow sufficient time to address any technical issues that you may have arise with the Bidnet Direct platform.

For Bidnet Direct vendor support, please contact:

- Phone Support: (800) 835-4603 Option 2
- Email Support: support@bidnet.com

Proposals received will be publicly opened after the response submission deadline on Bidnet Direct. Only the names of the vendor 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 the 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.

NOTE: Any confidential/proprietary information must be clearly labeled as “confidential/proprietary”. All proposals are subject to the Texas Public Information Act.

3.7 PUBLIC OPENING

The public opening for this RFP will be conducted beginning approximately 2:05 PM CT on the date proposal submissions are due. The opening meeting will be held virtually via Microsoft Teams and will be recorded. Please note that a large volume of proposals may result in a lengthy opening process.

Here is the Teams access information:

Microsoft Teams meeting: <https://teams.microsoft.com/meet/29151213252625?p=P9VJUgLGhgvhNilPe>

Meeting ID: 291 512 132 526 25

Passcode: bt9Yp9vM

Dial in by phone: 903-508-4574 Phone conference ID: 167 857 559#

NOTE: All proposals are subject to the Texas Public Information Act.

If you are dialing in, please notify the organizer of the meeting of your phone number so the lobby can be monitored.

Only the names of the Offerors submitting a proposal will be read aloud. No other information will be disclosed at the time of opening.

Any part of the proposal that you desire to declare as confidential information must be noted as such where the information is found in the proposal. Claims of confidentiality are subject to the opinion of the Texas Office of the Attorney General, should NCTCOG receive an open records request.

NOTE: All proposals are subject to the Texas Public Information Act.

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 (ninety) 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. Once proposals have been submitted, the NCTCOG will conduct discussions with the offeror or offerors whom the NCTCOG determines to be reasonably qualified for the award of the contract. Non-responsive 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.

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.

The NCTCOG reserves the right to reject any and all submittals and to waive any informality in submittals received, deemed to be in the best interest of the NCTCOG.

4.2 BAFO AND CLARIFICATION REQUESTS

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. Clarification requests may be requested of firms where clarifying information is necessary to better understand the meaning of any part of a bid submission. 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.

4.3 ORAL PRESENTATIONS

NCTCOG reserves the right to require 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.

4.4 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 advantageous to NCTCOG's TXShare members.

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4.5 PROPOSAL EVALUATION CRITERIA

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

Weighted Scoring Criteria		Weighted Maximum Percentage Points
<i>Project-Related Experience and Qualifications</i>	Points will be awarded based on the <u>clear inclusion and quality</u> of response regarding the required information regarding <i>Project-Related Experience and Qualifications</i> , as outlined in greater detail in Section 6 .	30%
<i>Technical Proposal</i>	Points will be awarded based on the <u>clear inclusion and quality</u> of response regarding the required details of the <i>Technical Proposal</i> , as outlined in greater detail in Section 6 .	50%
<i>Proposal Pricing</i>	Points will be awarded based on pricing proposed, as outlined in greater detail in Section 6 .	20%
TOTAL POSSIBLE PERCENTAGE POINTS		100%

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SECTION 5: SPECIFICATIONS

5.0 SCOPE OF WORK

The primary intent of this RFP is to receive proposals for the selection of a vendor(s) to provide **temporary staffing services** for a range of skilled and unskilled labor that will be available to public entities for use on as needed basis via the TXSare Cooperative Purchasing Program.

NCTCOG is seeking to contract 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:

- ___ **Category #1: Administrative/Clerical**
- ___ **Category #2: Customer/Community Services**
- ___ **Category #3: Finance/Accounting**
- ___ **Category #4: General Labor/Maintenance**
- ___ **Category #5: Planning/Program/Project Management**
- ___ **Category #6: Professional/Management Services**
- ___ **Category #7: Technical**

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

5.0.1 Request For Service Process

When a TXShare member identifies a need to acquire Temporary Staffing Services under a category referenced within the Master Services Agreement, the member will contact one of the awarded TXShare contractors to obtain a quote for 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 TXShare member.

In responding to a request from a TXShare member, Contractor(s) will provide resumes for quality, pre-screened candidates that they have determined to meet the requirements of the 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 TXShare Member will then review the resumes and make a selection based upon their own internal processes.

5.0.2 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.

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

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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.

The 10 Panel drug screen must test for: Amphetamines, Barbiturates, Cocaine, Cannabinoids, Methaqualone, Opiates, Phencyclidine, Benzodiazepines, Methadone, and Propoxyphene.

The MSA will not allow any temporary staff to perform services that have a felony criminal record or that failed such a drug test. At the discretion of the member, it may allow temporary staff with a misdemeanor criminal record to perform services for the member only upon disclosure of and approval by the member.

Contractor(s) are required to conduct basic skills testing and confirm skills of temporary staff before referring them to TXShare Members (Computer literacy skills, i.e. 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.

5.0.3 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 when temporary staff assist more than one project or department, allowing separate staff to approve time for work performed.

5.0.4 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 TXShare Member, billing statements must be submitted for each named employee, not as per-week aggregate totals.

5.0.5 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.

5.0.6 Conversion

All proposing firms must explain their defined hours work that exempt the Customer from conversion fees. There should be no conversion fee after a certain amount of hours.

5.0.7 Purpose

Many governmental agencies currently use temporary staffing services.

Vendors that have a retail storefront location must be able to affirm that contracted pricing can be provided to members at checkout.

TXShare cooperative members may utilize any awarded contract on an as-needed basis. Non-member agencies may join at any time and may then utilize this contract.

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****YOU UNDERSTAND THAT THERE ARE NO ORDERS TO BE FILLED AT THIS TIME. ****

Orders will be placed at the Customer's discretion on an as-needed basis. There is no obligation on the part of any Customer to utilize any of the contracts awarded through this solicitation.

5.0.8 Offer

Proposals are sought for a variety of temporary staffing services. A narrative explaining the proposed services must be provided with your proposal. Your narrative should describe what services you wish to offer. You may select any category, or combination of categories, and shall describe what specific services within the category you are proposing to offer. You should make it clear to us what it is you wish to sell and demonstrate your capability to provide all or part of the requested services. A proposal will be evaluated only for the services it offers. Anything left out may not be considered.

The Contractor shall furnish all labor, tools, equipment, materials, and supplies required to effectively perform the goods or services or provide the goods in accordance with the specifications described herein.

IMPORTANT NOTE: All freight, service call fees, travel time or mileage is assumed to be included in the list price UNLESS explicitly stated otherwise in your proposal that these are to be an additional cost to the customer.

IMPORTANT: In your proposal you are to answer all the questions listed in the following Sections 5.1 and 5.2. Number your responses according to the questions. In addition, you should provide any additional information about your goods or services and your company that you feel will explain why you are the most qualified provider.

5.1 TECHNICAL SPECIFICATIONS

Herein you will find the specifications that you are to meet. In your proposal, you are to answer the following questions. Please number your answers to match the question.

- 5.1.1 Your firm is asked to propose a variety of services. Have you described in your narrative what categories of services you wish to provide and why your firm should be awarded a contract?
- 5.1.2 Your firm is asked to propose a variety of temporary staffing services. You must be authorized by the state(s) selected on Exhibit 3 that you wish to do business in to provide these services. Are you an authorized provider?
- 5.1.3 Vendors must have adequate staff and facilities to fulfill staffing orders. The vendor must have ability to track these service orders throughout the order process. The vendor is responsible for quality control and oversight throughout the order process. Do you meet this requirement?
- 5.1.5 Vendors may offer an alternate category of staffing service. Please provide a general description of the services you offer as an alternative.
- 5.1.6 Please explain your defined hours' work that exempt the Customer from conversion fees.
- 5.1.7 Performance Warranty
Proposing firm should warrant and guarantee the work of each temp staffer supplied. Can you meet this requirement? If not, explain how your warranty may differ from the above. Explain your method of resolution for a staffer that does not perform to satisfaction.

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5.1.8 Retail Purchase

If you offer a point of sale through a retail storefront, please explain how the Customer can be assured of receiving the contractual pricing offered through your proposal.

5.2 RELATED EXPERIENCE AND QUALIFICATIONS

In your proposal narrative, please answer the following questions:

- 5.2.1 Describe your experience working with government agency customers.
- 5.2.2 Describe what specific goods/services you are considered to be an industry leader for.
- 5.2.3 Are all your staffing providers authorized to work in the United States?
- 5.2.4 Do any of your staffing providers have foreign language capabilities? Please identify any foreign language capabilities and whether they are read or read/write?
- 5.2.5 List the business location(s) out of which your firm's team members will work from. You are encouraged to provide options to cover other geographic areas besides the Dallas/Fort Worth area.
- 5.2.6 Provide a general overview of your company including its size, years in business, experience and major clients. How long have you been specifically selling the proposed products?
- 5.2.7 Describe your invoicing process and explain your payment terms. Is payment by credit card accepted?
- 5.2.8 Include a list of similar contracts (five or so preferably) awarded within the last 5 years.
- 5.2.9 Identify any of the contracts in 5.2.11 that were terminated due to non-performance.
- 5.2.10 What sets your business apart from your competitors?
- 5.2.11 What are some current issues that may affect your ability to meet demand?
- 5.2.12 Identify any subcontractors or third-party services that will be utilized in the performance of your contract.
- 5.2.13 Do you make any exception to the terms or conditions of this RFP document?

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5.3 OTHER REQUIREMENTS

5.3.1 Objectives.

The Master Agreement awarded for TXShare may cover a variety of goods or services. Each Customer that selects to utilize the Master Agreement will negotiate the specific goods or services it needs into a Supplemental Agreement with a customized SOW for that Customer. All proposals must be made based on, and either meet or exceed, the requirements contained herein.

5.3.2 Service Area.

In preparing a proposal, you will designate what geographic region(s) will be served. You must specify, on the service area designation forms included with their proposal, the service areas that they are willing and able to provide goods and goods or services to. A vendor does not have to propose serving the entire State of Texas, nor must propose to service all fifty (50) states, to be considered for an award of a TXShare contract.

Service area designation forms are found in **Exhibit 3**.

5.3.3 Category Offer.

You should prepare a proposal that describes in detail the goods or services that you are proposing to provide. Proposals must demonstrate your capability to provide all or part of the requested goods or services. A proposal will be evaluated only for the goods or services it offers.

5.3.4 Other Requirements.

Vendors may propose any combination of categories. Responses are encouraged from vendors who can only provide certain goods and services. Respondents are not expected to be able to provide the entirety of the desired goods requested in this RFP, though are welcome to if they are able.

To be under consideration for an award of a TXShare contract, you do not have to propose to service the entire State of Texas, nor do you have to propose to service all Fifty (50) States of the United States of America. The TXShare Cooperative Purchasing Program requests that respondents specify on the service area designation forms in their proposal, the service areas that they are willing and able to provide goods and services to. During the evaluation process, your responses to the service area designation forms will not be taken into consideration when determining the quality of your proposal.

Service area designation forms are found in **Exhibit 3**. If awarded a contract, Respondent may expand its designated service area(s) beyond those identified in Exhibit 3 at any time during the term of the Agreement. Such expansion shall not require a formal amendment or change order to the Agreement, provided that the Contractor notifies NCTCOG in writing of the updated service area(s). NCTCOG reserves the right to publish or update service area information for public awareness and contract administration purposes.

Respondents should prepare a proposal that describes the goods and services that they are proposing to provide. Proposals must demonstrate the respondents' capability to provide all or part of the requested goods or services. A Respondent's proposal will be evaluated only for the goods and services that they propose.

NCTCOG reserves the right to select the proposal or proposals offering the most advantageous combination, with price and other evaluation criteria considered. Respondent should furnish pricing related to each item on which Respondent wishes to propose, and either leave the questions for other items unanswered (blank) or indicate "No Bid." The NCTCOG will consider items individually and

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make awards on each item independently.

5.4 CONTRACT TYPE

If awarded, your proposal will result in a fixed price contract based on the pricing you propose. It is at your discretion to propose the price structure for the goods or services you wish to offer.

By signing this proposal, you certify that you have obtained and will continue to maintain during the entire term of this contract, registration with the Texas Secretary of State to do business in the state of Texas, all permits, approvals, or licenses, necessary for lawful performance of its obligations under this contract.

5.5 CONTRACT TERM

A contract resulting from this RFP shall be for an initial term of 24 months from the effective date. This contract will automatically renew for up to three (3) additional years, not to exceed five (5) years in total, unless earlier terminated as provided herein or if NCTCOG chooses not to renew. NCTCOG reserves the right not to renew at its discretion.

The Contractor shall, upon NCTCOG's written notice, furnish services under an awarded contract for up to ninety (90) calendar days after the contract expires to allow for phase out of the expiring contract and phase in of the new contract.

5.6 CATALOGS

Responding Offerors are requested to submit a proposal that will contain a detailed schedule of services that would qualify under one or more of the Categories stated in Section 5.0 of these specifications. This schedule is commonly referred to as a "catalog".

Catalogs contain a range of services that are published in either an electronic or hard copy form and are modified from time to time to reflect internal and external changes in the vendor's marketplace. It is at the vendor's discretion to propose any limitations of the services offered.

Catalogs are to be submitted with the proposal and may be provided electronically using either a PDF document or web link. Use a spreadsheet or a searchable document containing the pricing information. A physically delivered hard copy of the catalog is NOT acceptable.

5.7 QUALITY

It is expected that you have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the goods or services to members of the cooperative.

5.8 NEW SERVICES

New services may be added to the resulting contract(s) during the term of the contract by written amendment, to the extent that those goods or services are within the scope of this RFP and include, but will not be limited to, new services added to the vendor's list offerings. Service Categories of a fixed price nature are subject to review and approval of the NCTCOG before addition to the contract.

5.9 ALL OR NOTHING AWARD

"All or nothing" proposals are not acceptable and will be rejected. You must be willing to accept a partial award for any combination of the Categories proposed at the discretion of the NCTCOG.

The NCTCOG may award contracts to multiple Offerors supplying comparable services, also known as a multiple award schedule, or award the contract to a single vendor. The NCTCOG's decision to make multiple awards or a

NOTE: All proposals are subject to the Texas Public Information Act.

single award will be based upon its sole discretion regarding the type of award that provides best value.

5.10 EXHIBIT C – COST PROPOSAL

When preparing your pricing offer, using Exhibit C, you should furnish the information requested in this form. State “No Bid” for any Staffing Categories you will not offer. NCTCOG will consider Categories individually and may make awards on each Category independently. NCTCOG reserves the right to select the proposal or proposals offering the most advantageous combination, with price and other evaluation criteria considered.

NOTE: The final negotiated pricing will be incorporated into the Master Services Agreement with the awarded vendor(s). The pricing information provided in your proposal will be public information and will not be accepted marked as proprietary or confidential.

5.10.1 Price Escalation/De-escalation.

The unit pricing proposed by the Offeror shall be of a fixed price nature for the first six (6) months of the contract. Escalation requests may be made no more than every ninety (90) days and are subject to mutual written amendment to the contract between NCTCOG and the contractor. It is the responsibility of the contractor to petition NCTCOG changes to the pricing structure. The awarded contractor must provide upon request such supporting documentation as TXShare may require, that justifies the requested price escalation.

A price change (based on the Bureau of Labor Statistics, Consumer Price Index escalation) may be considered. Price changes may not exceed the most recent 12-month CPI-U table. Request for increases must be submitted in writing for consideration. Should the price change be granted and the NCTCOG accepts, a written amendment will be executed.

Price decreases may be made at any time and without written agreement. Further, the awarded vendor may negotiate more favorable pricing terms with the individual customer based on quantity or other conditions of purchase without seeking approval from NCTCOG. Change to unit prices in a contract must be approved via mutual execution of an amendment to the contract. In the event of price decreases, an executed amendment is not required. If applicable, a copy of, or link to, the vendor’s current pricelist should be submitted with the Proposal.

5.10.2 Sales Tax & Freight.

Do not include sales tax in proposal pricing. Nearly all Customers will be tax exempt. Freight/shipping cost should be addressed in your pricing. There is full flexibility on the vendor’s behalf as to whether these costs are included in the price, or an additional charge to be determined at the time of the negotiation between the Contractor and Customer. However, this must be stated up front at the time of the submission of the proposal. Failure to state the method in the proposal will result in a default assumption of “additional charge” for freight/shipping costs when evaluating the proposal.

5.10.3 Orders for Work

The Customer and Contractor shall mutually establish understanding for what constitutes approval of a quote, the binding order for work, and any purchase order or other documentation that may be required before any work can proceed on any project.

NOTE: All proposals are subject to the Texas Public Information Act.

SECTION 6: HOW TO SUBMIT YOUR PROPOSAL

6.0 INSTRUCTIONS FOR RESPONDENTS

Please provide a written narrative response regarding your firm's ability to meet the requirements outlined in the Specifications (Section 5). In addition to answering the questions in Sections 5.1 & 5.2, you may include any additional pertinent information on how your proposed solution is beneficial to potential Customers and provide any pertinent additional functionality and/or services not outlined in the Section 5 that you wish to offer. Keep in mind that your narrative response is 80% of your score.

Failure to include any of the documents that are part of the mandatory response may result in your proposal being disqualified as non-responsive.

Required Response Information

Each section of information should be *clearly defined* using the following section or heading titles:

FOR ENVELOPE 1

Insert the following items:

Tab A Cover Sheet & Scope of Work

The initial submission pages of your proposal will consist of a certificate of offer and statement of understanding as follows

1. Cover Sheet (page 2 of this solicitation document) - containing Vendor information and addenda acknowledgement .
2. Scope of Work - A brief statement of the respondent's understanding of the work to be done or desired deliverables requested in the solicitation. This statement will also serve as the Scope of Work in the agreement should your firm be selected for award. Make sure that the statement fully summarizes the goods or services you are proposing to offer but keep it to no more than three (3) pages in length.

Tab B Project-Related Experience and Qualifications

Proposals will be evaluated based on experience and qualifications in providing the requested goods/services.

Provide a written response regarding the firm's and/or individual's ability to meet each requirement outlined in Section 5.2 of the Specifications. Number each of your answers to match those in Section 5.2. **FAILURE TO DO SO MAY IMPACT YOUR SCORE.**

Attach statements of qualifications or resumes for all key managers, supervisors, and other team members as applicable who will be involved in the management of the delivery of goods or services under this RFP.

Include at least four (4) recent references for customers (preferably public agencies) for whom you have provided goods or services similar to those requested in this solicitation within the last five (5) years. Please include the organization's name (if applicable), 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.

If applicable, 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 C Technical Proposal

This section should constitute the major portion of the submittal. **Respondent's proposal should detail their capabilities, knowledge and skills related to the desired deliverables and expectations as outlined in Section 5.1 of the Specifications.** Be sure and answer all the questions listed in this section. Failure to provide written responses to the questions in Section 5.1 may potentially affect your scoring in a substantial manner.

NOTE: All proposals are subject to the Texas Public Information Act.

Tab D Exhibit 1 & Exhibit 3

1. Please upload the completed Exhibit 1 Categories & Catalog Link.
2. Please upload the completed Exhibit 3 Service Designation Areas.

Tab E Attestations - Required Attachments

Please upload the signed copies of the Attestations document which will include all of the Attachments. All Attachments must be submitted in your proposal, or the proposal may be disqualified as non-responsive. If an Attachment does not apply, please mark as “Not Applicable”, sign it, and submit with the proposal.

Tab F Acknowledgements - Required Attachment

Please upload the acknowledgement cover page (only) of the TXShare MSA document with signature.

FOR ENVELOPE 2

Insert the following items:

Respondents should furnish a proposal that specifies pricing for the goods or services they propose. For more information, please refer to **Exhibit 1**. Points will be awarded on the basis of the overall cost effectiveness and clarity in identifying/explaining pricing.

Exhibit C Cost Proposal

Please upload the completed Exhibit C Cost Proposal.

EXHIBIT 1

CATEGORIES & CATALOG LINK

- **CATEGORY OFFERING:**

Please place a checkmark next to each Category that you are offering in your proposal:

___ **Category #1: Administrative/Clerical**

___ **Category #2: Customer/Community Services**

___ **Category #3: Finance/Accounting**

___ **Category #4: General Labor/Maintenance**

___ **Category #5: Planning/Program/Project Management**

___ **Category #6: Professional/Management Services**

___ **Category #7: Technical**

- **CATALOG LINK:**

For the items you are proposing in each category, please provide your current catalog (either a printed copy or a web link).

Please place a checkmark next to the appropriate selection:

_____ **Printed Catalog Attached to This Exhibit 1.**

_____ **Use This Web Link to Catalog:** _____

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EXHIBIT 3: SERVICE DESIGNATION AREAS

Texas Service Area Designation or Identification			
Proposing Firm Name:			
Notes:	Indicate in the appropriate box whether you are proposing to service the entire state of Texas		
	Will service the entire state of Texas	Will not service the entire state of Texas	
	If you are not proposing to service the entire state of Texas, designate on the form below the regions that you are proposing to provide goods and/or services to. By designating a region or regions, you are certifying that you are willing and able to provide the proposed goods and services.		
Item	Region	Metropolitan Statistical Areas	Designated Service Area
1.	North Central Texas	16 counties in the Dallas-Fort Worth Metropolitan area	
2.	High Plains	Amarillo Lubbock	
3.	Northwest	Abilene Wichita Falls	
4.	Upper East	Longview Texarkana, TX-AR Metro Area Tyler	
5.	Southeast	Beaumont-Port Arthur	
6.	Gulf Coast	Houston-The Woodlands-Sugar Land	
7.	Central Texas	College Station-Bryan Killeen-Temple Waco	
8.	Capital Texas	Austin-Round Rock	
9.	Alamo	San Antonio-New Braunfels Victoria	
10.	South Texas	Brownsville-Harlingen Corpus Christi Laredo McAllen-Edinburg-Mission	
11.	West Texas	Midland Odessa San Angelo	
12.	Upper Rio Grande	El Paso	

(Exhibit 3 continued on next page)

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Nationwide Service Area Designation or Identification Form			
Proposing Firm Name:			
Notes:	Indicate in the appropriate box whether you are proposing to provide service to all fifty (50) states.		
	Will service all fifty (50) states	Will not service fifty (50) states	
	If you are not proposing to service to all fifty (50) states, then designate on the form below the states that you will provide service to. By designating a state or states, you are certifying that you are willing and able to provide the proposed goods and services in those states. If you are only proposing to service a specific region, metropolitan statistical area (MSA), or City in a State, then indicate as such in the appropriate column box.		
Item	State	Region/MSA/City (write "ALL" if proposing to service entire state)	Designated as a Service Area
1.	Alabama		
2.	Alaska		
3.	Arizona		
4.	Arkansas		
5.	California		
6.	Colorado		
7.	Connecticut		
8.	Delaware		
9.	Florida		
10.	Georgia		
11.	Hawaii		
12.	Idaho		
13.	Illinois		
14.	Indiana		
15.	Iowa		
16.	Kansas		
17.	Kentucky		
18.	Louisiana		
19.	Maine		
20.	Maryland		

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21.	Massachusetts		
22.	Michigan		
23.	Minnesota		
24.	Mississippi		
25.	Missouri		
26.	Montana		
27.	Nebraska		
28.	Nevada		
29.	New Hampshire		
30.	New Jersey		
31.	New Mexico		
32.	New York		
33.	North Carolina		
34.	North Dakota		
35.	Ohio		
36.	Oregon		
37.	Oklahoma		
38.	Pennsylvania		
39.	Rhode Island		
40.	South Carolina		
41.	South Dakota		
42.	Tennessee		
43.	Texas		
44.	Utah		
45.	Vermont		
46.	Virginia		
47.	Washington		
48.	West Virginia		
49.	Wisconsin		
50.	Wyoming		

End of Exhibit 3

NOTE: All proposals are subject to the Texas Public Information Act.

EXHIBIT C

- **PROPOSED CONTRACTUAL PRICING FOR CATEGORIES OFFERED**

For each of the categories you selected, provide your proposed price list on the attached ***Exhibit C Worksheets 2, 3 & 5***. You may offer tiers of pricing based on the sale quantity.

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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:

Address:

Name of Contact:

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.	