



Company Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

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

CHRIS LAX, CPSM, CPCP
ASSISTANT PURCHASING AGENT

RFP NO. 2023-004

**REQUEST FOR PROPOSALS
FOR
ANNUAL CONTRACT
FOR
INSURANCE ELIGIBILITY SOFTWARE**

**PROPOSALS DUE OCTOBER 13, 2022
2:00 P.M. CST**

RFP NO. 2023-004

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This Table of Contents is intended as an aid to Respondents and not as a comprehensive listing of the proposal package. Respondents are responsible for reading the entire proposal package and complying with all specifications.

PRE-PROPOSAL CONFERENCE

All Respondents are encouraged to attend the Pre-Proposal Conference.

A Pre-Proposal GoToMeeting Video Conference will be held:

MONDAY, SEPTEMBER 19, 2022 AT 2:00 P.M. CST

RSVP: Respondents planning to attend the Pre-Proposal GoToMeeting Video Conference must RSVP to Wanyu Chen, Senior Buyer, via fax 817-884-2629 or, if unable to fax, email to **BidQuestions-RSVP@tarrantcounty.com** by 5:00 p.m. CST, Friday, September 16, 2022. Confirmed receipt by Tarrant County of this email is required.

A RSVP must be completed by each company representative wishing to participate in the GoToMeeting and an email address must be provided for each.

After the RSVP deadline, a GoToMeeting invitation will be sent to participants.

Questions from Respondents will be addressed at the pre-proposal conference. Any vendor who submits a proposal without attending the scheduled pre-proposal conference does so at his own risk. Such Respondent who submits a proposal and does not attend the scheduled pre-proposal conference waives any right to assert claims due to undiscovered conditions.

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

Tarrant County is soliciting proposals for **ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE** for **PUBLIC HEALTH**.

Original and Six (6) Copies
OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
TARRANT COUNTY PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE OCTOBER 13, 2022 AT 2:00 P.M.

All proposals are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All bids must be clearly marked with the Proposal Number, the name of the company submitting the proposal, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. The original proposal must be clearly marked "ORIGINAL" and contain all original signatures. "No-Bid" Response to be returned on the form included in the section under Forms.

Any proposal received after the date and/or hour set for proposal opening will not be accepted. The Respondent will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Respondent's expense, or destroyed with written authorization of the Respondent. If proposals are sent by mail to the Tarrant County Purchasing Department, the Respondent shall be responsible for actual delivery of the proposal to the Tarrant County Purchasing Department before the advertised date and hour for opening of proposals. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the proposal opening, proposals thus delayed will not be considered and will be disposed of as authorized.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Respondent guaranteeing authenticity. After the official opening, proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendation of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this proposal. Tarrant County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted and to waive any technicalities for the best interest of Tarrant County.

No oral explanation or instructions will be given by Tarrant County officials or employees in regard to the meaning of the specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests from interested Respondents for additional information or interpretation of the information included in the specifications should be directed in writing, via fax or via email, to:

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

WANYU CHEN, SENIOR BUYER

FAX: 817-884-2629

EMAIL: BidQuestions-RSVP@tarrantcounty.com

All documents relating to the RFP, including but not limited to, the RFP document, questions and responses, addenda and special notices will be posted under the RFP number on the Tarrant County website and available for download by Respondents and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Respondent's sole responsibility to review this site and retrieve all related documents up to the RFP due date.

The deadline for receipt of all questions is 12:00 p.m., CST, Tuesday, September 20, 2022. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to Wanyu Chen, Senior Buyer, via fax at **817-884-2629** or, if unable to fax, emailed to **BidQuestions-RSVP@tarrantcounty.com**.

Faxed Questions: Faxed questions **must** reflect the RFP number **or** include the RFP cover page.

Emailed Questions: The email **must** include the RFP No. in its subject and confirmation of receipt by Tarrant County is **required**.

All proposals shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of proposal. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Proposals which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcounty.com. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

Continuing non-performance of the Vendor in terms of Specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The Vendor will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

Proposals will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistencies of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make an award in the best interest of Tarrant County.

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Proposals may be rejected, among other reasons, for any of the following specific reasons:

1. Proposals containing any inconsistencies.
2. Unbalanced value of any items.

Respondents may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Respondents.
2. Reasonable grounds for believing that any Respondent is interested in more than one (1) Proposal for the work contemplated.
3. Respondent being interested in any litigation against Tarrant County.
4. Respondent being in arrears on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed, including but not limited to, by a financial statement, experience and equipment and questionnaires.
6. Uncompleted work, which in the judgment of Tarrant County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.
8. Limited competition.

It is the Respondents' sole responsibility to print and review all pages of the proposal document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on the form renders proposal non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance With Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of the entire proposal.

CONFIDENTIALITY: Any material that is to be considered confidential must be clearly marked as such and shall be treated as confidential to the extent allowable under Section 552.136, Texas Government Code. Notice will be sent to you pursuant to Section 552.305 of the Texas Government Code should Tarrant County receive an open records request to inspect your proposal. This notice will allow you to assert any objections to the release of confidential information in response to an open records request. It is your responsibility to assert any objections to the release of your proposal in response to an open records request. Tarrant County cannot argue on your behalf that the information contained in your proposal is exempt from public release. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION.**" Note: **PRICING INFORMATION IS NOT CONSIDERED CONFIDENTIAL AND IF MARKED AS SUCH, WILL RESULT IN REJECTION OF YOUR PROPOSAL.**

Due care and diligence have been used in the preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Respondent. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Respondent to determine the full extent of the exposures.

Vendor may not assign their rights and duties under an award without the written consent of the Tarrant County Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

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TO THE EXTENT PERMITTED BY LAW, VENDOR AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) VENDOR'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF VENDORS, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

VENDOR(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

VENDOR(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS, AND PAY ALL TAXES, AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. THE SUCCESSFUL VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. VENDOR ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective from the date of award or notice to proceed as determined by the Tarrant County Purchasing Department. At Tarrant County's option and approval by the Vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**

2. **RENEWAL OPTIONS:** Tarrant County reserves the right to exercise an option to renew the contract of the Vendor for two (2) additional twelve (12) month periods, provided such option is stipulated and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. Required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option or seek a new solicitation.

3. **SECONDARY/ALTERNATE AWARD:** Secondary or Alternate Vendors serve in a backup capacity only. In the event the Primary is unable to honor the terms and conditions of the contract, the Secondary Vendor(s) may be called. If the Secondary Vendor is unable to honor the terms and conditions of the contract the Alternate Vendor(s) may be called. The Primary Vendor is the first contact. Use of the Secondary or Alternate Vendor(s) must be approved, in writing, by the Tarrant County Purchasing Agent or his designee in compliance with Texas Local Government Code 262.027(g).
 - A. In the event the Secondary or Alternate Vendors are called upon, they will offer the materials and services at their awarded price(s), or better. Any attempt to increase their awarded price(s) may cause the removal of the Vendor from the contract. Calling upon the Secondary or Alternate Vendors does not necessarily affect the status of any awarded Vendor, including the Primary Vendor.
 - B. If a Secondary or Alternate Vendor represents themselves as the Primary Vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the Secondary or Alternate Vendor may be removed from the contract.
 - C. Would you, as the Vendor, be willing to accept a Secondary or Alternate Award based on the above?

_____Yes _____No

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among governmental entities that participate in its Cooperative Purchasing Program. Cooperative Purchasing can be a great benefit to Tarrant County vendors by providing an avenue to offer materials and services to participating entities. A current list of participating entities is included in this solicitation and an up-to-date list can be found on the Tarrant County website.

A. Should other Governmental Entities decide to participate in this contract, would you, as the Vendor, agree that all terms, conditions, specifications, and pricing would apply? **A “NO” answer could result in complete rejection of the proposal.**

_____Yes _____No

1. If you, the Respondent, checked Yes, the following will apply:
 - a. Governmental Entities utilizing Intergovernmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials and services under the contract(s) awarded because of the solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material and services as needed.
 - b. Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the Vendor and each governmental entity.
 - c. Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing Vendor invoices. In the event Governmental Entities utilizing InterGovernmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the Vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the Vendor.
 - d. Vendor(s) awarded contract(s) resulting from proposal will be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information should be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County.

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

| | | |
|-------------------------------------|----------------------------------|-------------------------------|
| 1. ALAMO COMMUNITY COLL DISTRICT | 65. CITY OF BAYTOWN | 129. CITY OF FOREST HILL |
| 2. ALAMO HEIGHTS ISD | 66. CITY OF BEDFORD | 130. CITY OF FORNEY |
| 3. ALEDO ISD | 67. CITY OF BELLMEAD | 131. CITY OF FORT WORTH |
| 4. ALLEN ISD | 68. CITY OF BELLS | 132. CITY OF FRISCO |
| 5. ALVARADO ISD | 69. CITY OF BENBROOK | 133. CITY OF FULSHEAR |
| 6. ALVORD ISD | 70. CITY OF BIG SPRING | 134. CITY OF GAINESVILLE |
| 7. ANNA FIRE DEPARTMENT | 71. CITY OF BLUE MOUND | 135. CITY OF GALENA PARK |
| 8. ANDERSON COUNTY | 72. CITY OF BONHAM | 136. CITY OF GALVESTON |
| 9. ANDREWS COUNTY | 73. CITY OF BOVINA | 137. CITY OF GANADO |
| 10. ARANSAS COUNTY | 74. CITY OF BOWIE | 138. CITY OF GARLAND |
| 11. ARGYLE ISD | 75. CITY OF BOYD | 139. CITY OF GATESVILLE |
| 12. ARLINGTON ISD | 76. CITY OF BRADY | 140. CITY OF GEORGETOWN |
| 13. ARMSTRONG COUNTY | 77. CITY OF BRIDGE CITY | 141. CITY OF GLEN HEIGHTS |
| 14. ASPERMONT ISD | 78. CITY OF BRIDGEPORT | 142. CITY OF GODLEY |
| 15. ATASCOSA COUNTY | 79. CITY OF BROWNWOOD | 143. CITY OF GRANBURY |
| 16. AUBREY ISD | 80. CITY OF BRYAN | 144. CITY OF GRAND PRAIRIE |
| 17. AZLE ISD | 81. CITY OF BUDA | 145. CITY OF GRAND SALINE |
| 18. BAILEY COUNTY | 82. CITY OF BURKBURNETT | 146. CITY OF GRAPEVINE |
| 19. BASTROP COUNTY | 83. CITY OF BURLESON | 147. CITY OF GREENVILLE |
| 20. BASTROP ISD | 84. CITY OF CADDO MILLS | 148. CITY OF GUN BARRELL CITY |
| 21. BEAUMONT ISD | 85. CITY OF CANTON | 149. CITY OF HALTOM CITY |
| 22. BELL COUNTY | 86. CITY OF CARROLLTON | 150. CITY OF HARLINGEN |
| 23. BENBROOK WATER AUTHORITY | 87. CITY OF CASTLE HILLS | 151. CITY OF HASLET |
| 24. BETHANY SPEC UTILITY DIST | 88. CITY OF CEDAR HILL | 152. CITY OF HEATH |
| 25. BEXAR COUNTY | 89. CITY OF CEDAR PARK | 153. CITY OF HEWITT |
| 26. BEXAR COUNTY ESD No. 2 | 90. CITY OF CELESTE | 154. CITY OF HITCHCOCK |
| 27. BIRDVILLE ISD | 91. CITY OF CELINA | 155. CITY OF HORIZON CITY |
| 28. BLUE RIDGE FIRE DEPARTMENT | 92. CITY OF CIBOLO | 156. CITY OF HUDSON OAKS |
| 29. BOSSIER PARISH SHERIFF'S OFFICE | 93. CITY OF CLEBURNE | 157. CITY OF HUNTSVILLE |
| 30. BOSQUE COUNTY | 94. CITY OF COCKRELL HILL | 158. CITY OF HURST |
| 31. BRANCH FIRE DEPARTMENT | 95. CITY OF COLLEYVILLE | 159. CITY OF HUTCHINS |
| 32. BRAZORIA COUNTY | 96. CITY OF COLUMBUS | 160. CITY OF HUTTO |
| 33. BRAZOS COUNTY | 97. CITY OF COLORADO CITY | 161. CITY OF INGLESIDE |
| 34. BREWSTER COUNTY | 98. CITY OF COMBINE | 162. CITY OF IRVING |
| 35. BRIAR VOLUNTEER FIRE DEPT. | 99. CITY OF COMMERCE | 163. CITY OF ITALY |
| 36. BROOKS CNTY CNSTBLS. PRECS 1-4 | 100. CITY OF CONVERSE | 164. CITY OF JACKSBORO |
| 37. BROWN COUNTY | 101. CITY OF COPPELL | 165. CITY OF JACKSONVILLE |
| 38. BULVERDE POLICE DEPARTMENT | 102. CITY OF COPPERAS COVE | 166. CITY OF JONESTOWN |
| 39. BURNET COUNTY | 103. CITY OF CORINTH | 167. CITY OF JEFFERSON |
| 40. BYNUM ISD | 104. CITY OF CORSICANA | 168. CITY OF JUSTIN |
| 41. CAMERON COUNTY | 105. CITY OF CROWLEY | 169. CITY OF KATY |
| 42. CANTON ISD | 106. CITY OF CUMBY | 170. CITY OF KEENE |
| 43. CANYON ISD | 107. CITY OF DALWORTHINGTON GRDN | 171. CITY OF KELLER |
| 44. CARROLL ISD | 108. CITY OF DE LEON | 172. CITY OF KENNEDALE |
| 45. CARROLLTON-FARMERS BRANCH ISD | 109. CITY OF DECATUR | 173. CITY OF KERMIT |
| 46. CASTLEBERRY ISD | 110. CITY OF DEER PARK | 174. CITY OF KILLEEN |
| 47. CEDAR HILL ISD | 111. CITY OF DENISON | 175. CITY OF KINGSVILLE |
| 48. CHAMBERS COUNTY | 112. CITY OF DENTON | 176. CITY OF KRUM |
| 49. CHEROKEE COUNTY | 113. CITY OF DESOTO | 177. CITY OF KYLE |
| 50. CITY OF ALEDO | 114. CITY OF DIBOLL | 178. CITY OF LAFERIA |
| 51. CITY OF ALLEN | 115. CITY OF DUNCANVILLE | 179. CITY OF LA GRULLA |
| 52. CITY OF ALVORD | 116. CITY OF EARLY | 180. CITY OF LA VERNIA |
| 53. CITY OF AMARILLO | 117. CITY OF EASTLAND | 181. CITY OF LAKE DALLAS |
| 54. CITY OF ANDREWS | 118. CITY OF EL PASO | 182. CITY OF LAKE WORTH |
| 55. CITY OF ANGLETON | 119. CITY OF ELECTRA | 183. CITY OF LANCASTER |
| 56. CITY OF ANNA | 120. CITY OF EMORY | 184. CITY OF LAREDO |
| 57. CITY OF ARLINGTON | 121. CITY OF ESCOBARES | 185. CITY OF LEAGUE CITY |
| 58. CITY OF ATHENS | 122. CITY OF EULESS | 186. CITY OF LEANDER |
| 59. CITY OF AUBREY | 123. CITY OF EVERMAN | 187. CITY OF LEWISVILLE |
| 60. CITY OF AUSTIN | 124. CITY OF FARMERS BRANCH | 188. CITY OF LINDALE |
| 61. CITY OF AZLE | 125. CITY OF FARMERSVILLE | 189. CITY OF LITTLE ELM |
| 62. CITY OF BALCH SPRINGS | 126. CITY OF FERRIS | |
| 63. CITY OF BANGS | 127. CITY OF FLORESVILLE | |
| 64. CITY OF BASTROP | 128. CITY OF FLOYDADA | |

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

| | | | | | |
|------|-------------------------------|------|-----------------------------------|------|--|
| 190. | CITY OF LITTLEFIELD | 253. | CITY OF SOUTHLAKE | 316. | EDDY COUNTY, NM |
| 191. | CITY OF LIVE OAK | 254. | CITY OF SOUTHMAYD | 317. | EL PASO COUNTY |
| 192. | CITY OF LUBBOCK | 255. | CITY OF SPRING VALLEY VILLAGE | 318. | EL PASO CNTY HOSP DIST DBA... |
| 193. | CITY OF LUCAS | 256. | CITY OF SPRINGTOWN | 319. | ELECTRA ISD |
| 194. | CITY OF LUFKIN | 257. | CITY OF STEPHENVILLE | 320. | ELLIS COUNTY |
| 195. | CITY OF LUMBERTON | 258. | CITY OF SULPHUR SPRINGS | 321. | ERATH COUNTY |
| 196. | CITY OF MANSFIELD | 259. | CITY OF TAFT | 322. | EVERMAN ISD |
| 197. | CITY OF MARSHALL | 260. | CITY OF TAYLOR | 323. | FANNIN COUNTY |
| 198. | CITY OF McALLEN | 261. | CITY OF TEMPLE | 324. | FARMERSVILLE ISD |
| 199. | CITY OF MCKINNEY | 262. | CITY OF TERRELL | 325. | FLOYD COUNTY |
| 200. | CITY OF MELISSA | 263. | CITY OF TEXARKANA, AR | 326. | FORNEY ISD |
| 201. | CITY OF MERKEL | 264. | CITY OF TEXARKANA, TX | 327. | FORT BEND COUNTY |
| 202. | CITY OF MESQUITE | 265. | CITY OF THE COLONY | 328. | FORT BEND COUNTY ESD#2 & #7 |
| 203. | CITY OF MIDLAND | 266. | CITY OF UNIVERSAL CITY | 329. | FORT WORTH HOUSING AUTHORITY |
| 204. | CITY OF MIDLOTHIAN | 267. | CITY OF UNIVERSITY PARK | 330. | FORT WORTH ISD |
| 205. | CITY OF MINEOLA | 268. | CITY OF VAN ALSTYNE | 331. | FORT WORTH TRANSP AUTHORITY |
| 206. | CITY OF MINERAL WELLS | 269. | CITY OF VENUS | 332. | FRANKLIN COUNTY |
| 207. | CITY OF MORGAN'S POINT RESORT | 270. | CITY OF VERNON | 333. | FREESTONE COUNTY |
| 208. | CITY OF MURPHY | 271. | CITY OF WACO | 334. | FRISCO ISD |
| 209. | CITY OF NACOGDOCHES | 272. | CITY OF WATAUGA | 335. | GLASSCOCK COUNTY |
| 210. | CITY OF NEDERLAND | 273. | CITY OF WAXAHACHIE | 336. | GOLIAD COUNTY |
| 211. | CITY OF NEW BRAUNFELS | 274. | CITY OF WEATHERFORD | 337. | GONZALES COUNTY |
| 212. | CITY OF NORTH RICHLAND HILLS | 275. | CITY OF WESTWORTH VILLAGE | 338. | GRAND PRAIRIE ISD |
| 213. | CITY OF ODESSA | 276. | CITY OF WHITE SETTLEMENT | 339. | GRANDVIEW POLICE DEPT. |
| 214. | CITY OF OVILLA | 277. | CITY OF WHITESBORO | 340. | GRAPEVINE\COLLEYVILLE ISD |
| 215. | CITY OF PALESTINE | 278. | CITY OF WHITEWRIGHT | 341. | GRAYSON COLLEGE |
| 216. | CITY OF PARKER | 279. | CITY OF WILLS POINT | 342. | GRAYSON COUNTY |
| 217. | CITY OF PASADENA | 280. | CITY OF WILMER | 343. | GREENVILLE ISD |
| 218. | CITY OF PELICAN BAY | 281. | CITY OF WINNSBORO | 344. | GREGG COUNTY |
| 219. | CITY OF PERRYTON | 282. | CITY OF WYLIE | 345. | GRIMES COUNTY |
| 220. | CITY OF PHARR | 283. | CLAY COUNTY | 346. | GUADALUPE COUNTY |
| 221. | CITY OF PLANO | 284. | CLEAR CREEK ISD | 347. | HARDIN COUNTY |
| 222. | CITY OF PORT ISABEL | 285. | CLEBURNE ISD | 348. | HARRIS-FORT BEND EMG SVCS DIST #100 |
| 223. | CITY OF POTEET | 286. | COCHRAN COUNTY | 349. | HARRIS CTY EMG SVCS DIST. #7, #10, #24, #48 |
| 224. | CITY OF POTTSBORO | 287. | COLLIN COUNTY | 350. | HARRISON COUNTY |
| 225. | CITY OF PRINCETON | 288. | COLLIN COUNTY COMM COLL DIST. | 351. | HAWKINS ISD |
| 226. | CITY OF QUINLAN | 289. | COLORADO COUNTY | 352. | HAYS COUNTY |
| 227. | CITY OF RALLS | 290. | COMAL COUNTY | 353. | HEART OF TX REG MHMR CENTER |
| 228. | CITY OF RED OAK | 291. | COMMUNITY HEALTHCORE | 354. | HENDERSON COUNTY |
| 229. | CITY OF RHOME | 292. | COOKE COUNTY | 355. | HEREFORD ISD |
| 230. | CITY OF RICHARDSON | 293. | COPPELL ISD | 356. | HIGHLAND PARK ISD |
| 231. | CITY OF RICHLAND HILLS | 294. | CORYELL COUNTY | 357. | HILL COUNTY |
| 232. | CITY OF RIO GRANDE CITY | 295. | COTTONDALE VOL FIRE DEPT | 358. | HOOD COUNTY |
| 233. | CITY OF RIVER OAKS | 296. | CROWLEY ISD | 359. | HOPKINS COUNTY |
| 234. | CITY OF ROANOKE | 297. | DALLAS COUNTY | 360. | HOUSING AUTH OF CITY OF AUSTIN |
| 235. | CITY OF ROBINSON | 298. | DALLAS CNTY UTIL & RECLAM. DIST. | 361. | HUMBLE ISD |
| 236. | CITY OF ROCKWALL | 299. | DFW INT'L AIRPORT BOARD | 362. | HUNT COUNTY |
| 237. | CITY OF ROUND ROCK | 300. | DALLAS ISD | 363. | HURST EULESS BEDFORD ISD |
| 238. | CITY OF ROWLETT | 301. | DAWSON COUNTY | 364. | HUTCHINSON COUNTY |
| 239. | CITY OF ROYSE CITY | 302. | DECATUR ISD | 365. | IDEA PUBLIC SCHOOLS |
| 240. | CITY OF RUNAWAY BAY | 303. | DENISON ISD | 366. | IRVING ISD |
| 241. | CITY OF RUSK | 304. | DENTON COUNTY | 367. | JACK COUNTY |
| 242. | CITY OF SACHSE | 305. | DENTON CNTY FWS DIST. # 1-A & #10 | 368. | JASPER COUNTY |
| 243. | CITY OF SAGINAW | 306. | DENTON ISD | 369. | JEFFERSON COUNTY |
| 244. | CITY OF SAN ANGELO | 307. | DESOTO ISD | 370. | JEFFERSON CNTY DRIN. DIST. #7 |
| 245. | CITY OF SAN BENITO | 308. | DIANA SPECIAL UTILITY DISTRICT | 371. | JIM WELLS COUNTY |
| 246. | CITY OF SAN MARCOS | 309. | DUNCANVILLE ISD | 372. | JOHNSON COUNTY |
| 247. | CITY OF SANGER | 310. | DUAL COUNTY | 373. | JOHNSON COUNTY SUD |
| 248. | CITY OF SANSOM PARK | 311. | EAGLE MOUNTAIN-SAGINAW ISD | 374. | JOSHUA ISD |
| 249. | CITY OF SEABROOK | 312. | EAST TEXAS COUNCIL OF GOVS. | | |
| 250. | CITY OF SEAGOVILLE | 313. | EASTLAND COUNTY | | |
| 251. | CITY OF SHERMAN | 314. | ECTOR COUNTY | | |
| 252. | CITY OF SOUR LAKE | 315. | ECTOR COUNTY ISD | | |

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

| | | | | | |
|------|---------------------------------|------|-------------------------------------|------|----------------------------------|
| 375. | KARNES COUNTY | 438. | PARMER COUNTY | 501. | TOWN OF EDGECLIFF VILLAGE |
| 376. | KAUFMAN COUNTY | 439. | PASADENA ISD | 502. | TOWN OF FAIRVIEW |
| 377. | KAUFMAN ISD | 440. | PLANO ISD | 503. | TOWN OF FLOWER MOUND |
| 378. | KELLER ISD | 441. | POTTER COUNTY | 504. | TOWN OF HICKORY CREEK |
| 379. | KENNEDALE ISD | 442. | PUBLIC TRANSIT SVC OF MIN.WELLS | 505. | TOWN OF HIGHLAND PARK |
| 380. | KERENS ISD | 443. | QUINLAN ISD | 506. | TOWN OF LAKESIDE |
| 381. | KINNEY COUNTY | 444. | RAINS COUNTY ESD #1 | 507. | TOWN OF LITTLE ELM |
| 382. | KRUM ISD | 445. | RANCHO VIEJO POLICE DEPT. | 508. | TOWN OF NORTHLAKE |
| 383. | LAKE DALLAS ISD | 446. | RANDALL COUNTY | 509. | TOWN OF PANTEGO |
| 384. | LAKE WORTH ISD | 447. | RED OAK ISD | 510. | TOWN OF PECOS CITY |
| 385. | LAMAR COUNTY | 448. | RED RIVER COUNTY | 511. | TOWN OF PONDER |
| 386. | LAMB COUNTY | 449. | REFUGIO COUNTY | 512. | TOWN OF PROSPER |
| 387. | LAMPASAS COUNTY | 450. | REG 9 ED SVCE CENTER OF WICHITA | 513. | TOWN OF PROVIDENCE VILLAGE |
| 388. | LAVON POLICE DEPARTMENT | 451. | REGION 11 EDU SERVICE CENTER | 514. | TOWN OF SUNNYVALE |
| 389. | LEON COUNTY | 452. | RICHARDSON ISD | 515. | TOWN OF TROPHY CLUB |
| 390. | LEONARD ISD | 453. | ROBERTSON COUNTY | 516. | TOWN OF WESTLAKE |
| 391. | LEWISVILLE ISD | 454. | ROCKWALL COUNTY | 517. | TOWN OF WESTOVER HILLS |
| 392. | LIBERTY COUNTY | 455. | ROUND ROCK ISD | 518. | TRAVIS COUNTY |
| 393. | LIMESTONE COUNTY | 456. | SAM RAYBURN ISD | 519. | TRAVIS CNTY EMG SVCS DIST No.6 |
| 394. | LITTLE ELM ISD | 457. | SAN JACINTO COM COLL DIST. | 520. | TRAVIS CNTY HEALTHCARE DISTRICT |
| 395. | LOVEJOY ISD | 458. | SAN PATRICIO COUNTY | 521. | TRINITY RIVER AUTHORITY |
| 396. | LOWRY CROSSING VOL FIRE DEPT. | 459. | SCHLEICHER COUNTY | 522. | TYLER JUNIOR COLLEGE |
| 397. | LUBBOCK COUNTY | 460. | SEABROOK VOL FIRE DEPT. | 523. | U.S. MARSHALS SERVICE |
| 398. | MANSFIELD ISD | 461. | SR. CYR RES &PUBLIC...HUNT CNTY | 524. | UNIVERSITY OF NORTH TEXAS |
| 399. | MAVERICK COUNTY | 462. | SEVEN POINTS FIRE RESCUE | 525. | UNIV OF N. TX HEALTH SCIENCE CTR |
| 400. | McKINNEY ISD | 463. | SHERMAN ISD | 526. | UNIVERSITY OF TEXAS AT ARLINGTON |
| 401. | McLENNAN COUNTY | 464. | SMITH COUNTY | 527. | UNIVERSITY OF TEXAS AT DALLAS |
| 402. | McLENNAN COMM. COLLEGE | 465. | SPRINGTOWN ISD | 528. | UNIV OF TX MD AND. CANCER CTR |
| 403. | MARILEE SPECIAL UTILITY DIST. | 466. | SOUTH MONTGOMERY FIRE DEPT | 529. | UPPER TRINITY REG WATER DIST. |
| 404. | MEDINA VALLEY ISD | 467. | SOUTH TEXAS COLLEGE | 530. | UPSHUR COUNTY |
| 405. | MHMR OF TARRANT COUNTY | 468. | SPAN, INC. | 531. | UPTON COUNTY |
| 406. | MIDLAND COUNTY | 469. | STARR COUNTY | 532. | VAL VERDE COUNTY |
| 407. | MIDLAND ISD | 470. | STEPHENS COUNTY | 533. | VAN ALSTYNE ISD |
| 408. | MIDWAY ISD | 471. | STERLING COUNTY | 534. | VAN ZANDT COUNTY |
| 409. | MILAM COUNTY | 472. | STONEWALL COUNTY | 535. | VERNON ISD |
| 410. | MILLS COUNTY | 473. | TARLETON STATE UNIVERSITY | 536. | VICTORIA COUNTY |
| 411. | MITCHELL COUNTY | 474. | TARRANT APPRAISAL DISTRICT | 537. | WACO ISD |
| 412. | MONAHANS WICKETT PYOTE ISD | 475. | TARRANT CNTY 9-1-1 EMG ASS DIST | 538. | WALKER COUNTY |
| 413. | MONTGOMERY COUNTY | 476. | TARRANT COUNTY COLLEGE DIST. | 539. | WALLER COUNTY |
| 414. | MONTGOMERY CNTY ESC 10 | 477. | TARRANT CTY EMG SVCS DISTRICT 1 | 540. | WARD COUNTY |
| 415. | MONTGOMERY CNTY HOSP DIST. | 478. | TARRANT COUNTY HOSP DIST | 541. | WAXAHACHIE ISD |
| 416. | MOUNT PLEASANT POLICE DEPT. | 479. | TARRANT CTY WORKFORCE DEV Bd | 542. | WEATHERFORD COLLEGE |
| 417. | MOUNT VERNON POLICE DEPT. | 480. | TARRANT REGIONAL WATER DIST | 543. | WEATHERFORD ISD |
| 418. | NACOGDOCHES COUNTY | 481. | TAYLOR COUNTY | 544. | WEBB CONSOLIDATED ISD |
| 419. | NAVARRO COUNTY | 482. | TEMPLE COLLEGE | 545. | WEST TEXAS A&M UNIVERSITY |
| 420. | NEVADA VOL. FIRE DEPT. | 483. | TERRELL ISD | 546. | WESTMINSTER FIRE DEPT. |
| 421. | NEW CANEY ISD | 484. | TEXARKANA ISD | 547. | WESTON VOLUNTEER FIRE DEPT |
| 422. | NOLAN COUNTY | 485. | TEXAS A&M UNIV AT COMMERCE | 548. | WHITE SETTLEMENT ISD |
| 423. | NORMANGEE ISD | 486. | TEXAS A&M UNIVERSITY-KINGSVILLE | 549. | WILLIAMSON COUNTY |
| 424. | NORTH CENTRAL TX CNCL OF GOVS | 487. | TEXAS A& M UNIV.-TEXARKANA | 550. | WILLIAMSON CNTY EMG SVCS DIST #3 |
| 425. | NORTH TX MUNICIPAL WATER DIST | 488. | TEXAS ALCOHOLIC BEVERAGE COMM. | 551. | WILSON COUNTY |
| 426. | NORTH TEXAS TOLLWAY AUTH | 489. | TEXAS DEPT. OF PARK/WILDLIFE | 552. | WINKLER COUNTY |
| 427. | NORTHWEST ISD | 490. | TEXAS DEPT. OF PUBLIC SAFETY | 553. | WINNSBORO HOUSING AUTHORITY |
| 428. | NUECES COUNTY | 491. | TX TECH UNIV HEALTH SCI CTR EL PASO | 554. | WINNSBORO ISD |
| 429. | OCHILTREE COUNTY | 492. | TEXAS WOMAN'S UNIVERSITY | 555. | WISE COUNTY |
| 430. | OLTON POLICE DEPARTMENT | 493. | THE WOODLANDS TOWNSHIP | 556. | WOOD COUNTY |
| 431. | ORANGE COUNTY | 494. | TITUS COUNTY | 557. | YMCA OF METROPOLITAN DALLAS |
| 432. | ORANGE CNTY DRAINAGE DIST | 495. | TML MULTIStI. INTERGOV.... | 558. | YOUNG COUNTY |
| 433. | PALO PINTO COUNTY | 496. | TOM GREEN COUNTY | 559. | ZAPATA COUNTY |
| 434. | PANOLA COUNTY | 497. | TOWN OF ADDISON | | |
| 435. | PARADISE ISD | 498. | TOWN OF ARGYLE | | |
| 436. | PARKER COUNTY | 499. | TOWN OF BARTONVILLE | | |
| 437. | PARKER CNTY EMG SERV DISTRICT 1 | 500. | TOWN OF DOUBLE OAK | | |

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. MINIMUM INSURANCE REQUIREMENTS:

- A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
 - 1. Workers' Compensation/Employer's Liability
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2. Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage —
\$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3. Auto Liability:
 - a. Combined Single Limit (CSL) — \$500,000 per occurrence
- B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
- C. Required Provisions:
 - 1. Proof of Carriage of Insurance – All Certificates of Insurance will be required in duplicate and filed with the Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to work commencing.
 - 2. All Certificates shall provide Tarrant County with an unconditional thirty (30) days written notice in case of cancellation or any major change.
 - 3. As to all applicable coverage, policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
 - 4. All copies of the Certificates of Insurance shall reference the project name and solicitation number for which the insurance is being supplied.
 - 5. Vendor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
 - 6. If applicable, the Vendor is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

6. CRIMINAL BACKGROUND CHECK:

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a fingerprint-based Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. The Vendor must provide information, including, but not limited to, employee name, date of birth, a clear copy of employee's driver's license, and a copy of employee's social security card for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by the Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a Criminal Background Check could affect the award of the contract or could result in the termination of the contract.
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for duration of the contract.

7. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

- A. The following is only applicable when Vendor is providing Information Technology hosted or cloud solution:
1. **Confidentiality, Integrity, Availability (CIA)**
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.
 2. **Breach Notification**
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
 3. **Data**
All Tarrant County data will remain in the 48 contiguous United States at all times.

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

4. **Right to Audit**

Tarrant County reserves the right to audit vendor data centers which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

SCOPE OF WORK

I. OVERVIEW

- A. The purpose of this RFP is to procure a cloud-hosted or SaaS-based, eligibility screening software tool for Tarrant County Public Health (Public Health). Eligibility screenings conducted by Public Health are used to determine potential eligibility for multiple healthcare programs with changing, often complicated, and complex rule sets. Public Health's goal is to increase the number of individuals with access to healthcare programs, thereby improving the overall health outcomes for Tarrant County.
- B. The proposed solution is to be integrated into the existing framework as a way to efficiently screen for eligibility and reduce barriers to complex healthcare systems. Additionally, Public Health is looking for a solution that will:
 - 1. Streamline eligibility screening workflow and management to ensure staff efficiency and effectiveness.
 - 2. Maintain continuity of eligibility for client services.
 - 3. Provide initial on-site and/or virtual staff training and as needed for staff continuing education.
 - 4. Provide flexible and intuitive ways to display, access, and report patient data and/or analytics.
- C. Public Health intends to partner with a well-established, Eligibility Screening Software Service provider whose proposed solution comes closest to meeting Public Health's needs. The selected vendor must be a well-established, financially stable firm committed to providing a secure, robust eligibility solution for healthcare programs. Selected vendor will have a commitment to providing excellent product support as well as attracting and retaining first-rate technical personnel.

II. BACKGROUND

- A. Public Health provides specialty services to Tarrant County and surrounding areas. These services include Immunizations, services related to Adult Sexual Health, HIV Treatment, and Refugee Care Management. Public Health employs seven (7) eligibility specialists, two (2) intake eligibility specialists, one (1) health access supervisor and conducts eligibility screenings for 25,000+ individuals annually.
- B. Public Health desires a comprehensive, timely, and supported eligibility screening program with the ability to screen for multiple healthcare programs and facilitate application assistance to those programs. It should automate eligibility, gather and identify health resources, facilitate applications to programs and referrals, auto-populate client demographics into documents, all to accelerate the application processes.

SCOPE OF WORK

- C. Currently Public Health uses a manual process in documentation of their workflows. Transitioning into electronic software is expected to improve the documentation and eligibility screening processes, as well as providing a comprehensive database to assist in applications and referrals for the clients to variable health and social resources which increases community access; therefore, helping to achieve the program grant deliverables. The manual workflow inherently produces several documentation-related errors that the system automatically identifies, and/or, negates.

III. SCOPE

- A. Public Health seeks to utilize an eligibility software program that has a single platform for managing healthcare program eligibility and application assistance for those programs with features of real-time data and the ability to connect with other organizations by filing applications electronically which will enhance existing procedures and processes.
- B. Public Health is interested in a robust solution that is highly configurable, interface friendly and secure, that will help improve the efficiency of eligibility screening.
- C. All prescribed specifications for this RFP are found under Section IV. PROPOSAL SUBMISSION. B. 2. "PRODUCT SPECIFICATIONS" and "TECHNICAL SPECIFICATIONS".
- D. The awarded vendor will be required to sign a Business Associate Agreement (BAA).

IV. PROPOSAL SUBMISSION

- A. Proposal submission should be prepared in a straightforward and concise manner, identifying clearly and succinctly any deviations, service enhancements, and other differences that exist between the RFP and the proposed services and features to be provided. Emphasis should be placed on responsiveness to the RFP requirements, completeness, clarity of content, and conformance to the RFP instructions.
- B. Provide RFP response in the format and order listed below. Do not include any electronic submission such as CD's, DVD's or Flash Drives. Follow the response guidelines precisely. Tarrant County considers how well a respondent follows RFP instructions in evaluation of the responses.

SCOPE OF WORK

1. **Required Forms & Executive Summary (Tab 1):** Do not add items such as headers or footers to these forms. Do not remake these forms into your own format.
 - a. Signature Form with signature.
 - b. Addendum Signature Form(s) with signature (if applicable).
 - c. Compliance with Federal and State Laws Form with signature.
 - d. References.
 - i. Vendor Reference Calls (or Checks) are an important step in County's evaluation process. Respondents MUST provide at least three (3) written, verifiable, references dated within the last six (6) months from clients for which the vendor has rendered services substantially like those sought by Tarrant County and who speaks highly of your products and services.
 - Please include the name, telephone, and e-mail address of client references who are currently utilized your services.
 - Confirmed their willingness to discuss their experiences (e.g., successes and failures) working with your company. This may include your customer references responding to a brief questionnaire or feedback survey.
 - Confirmed the accuracy of their contact information which includes name, title, e-mail address, and phone number, within the last 60-days.
 - e. Deficiencies and Deviations Form.
 - f. HUB Certificate/Form for Disadvantaged Business Enterprises and HUB Certificate (if applicable). Please write N/A on the form if it is Not Applicable.
 - g. Confirmation of meeting the required insurance for this RFP (a sample certificate will suffice).
 - h. Price Form: **For each line item on the Price Forms, include a written detailed list of exactly what is included in the price for your solution.**

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

SCOPE OF WORK

- i. Executive Summary. **Share your experiences (e.g., successes and challenges) with projects of this size and nature. Provide a detailed written response based the outlined below. Please consider your target audience when providing additional details about your products, services, and recommendations.**
 - i. Provide evidence that it has a minimum of five (5) continuous years of recent experience of providing and implementing the required services and deliverables described in this RFP.
 - ii. Possess or demonstrate it qualifies for all applicable licenses, certificates, permits, or other authorizations required by any governmental authority.
 - iii. In addition to this proposal, submit two (2) samples of proposals provided to similar clients.
- 2. **Response to Specifications (Tab 2): Provide a detailed written response to the specifications outlined below. Please consider your target audience when providing additional details about your products, services, and recommendations.**

| PRODUCT/SERVICE SPECIFICATIONS | |
|---------------------------------------|---|
| 001 | MUST demonstrate a stable, compliant, and comprehensive solution that will integrate with existing technologies and processes with minimal service disruption. |
| 002 | MUST provide a comprehensive solution for eligibility records, with a timeline view of each client’s history and outcomes. |
| 003 | MUST be able auto-populate client demographics into required program documents to accelerate the application process, with the ability to verify enrollment into Medicaid services. |
| 004 | MUST be able to automate eligibility, gather and identify health and social resources, facilitate applications to programs and referrals ensuring the most current rules and processes are being used. |
| 005 | MUST have the following service types: <ul style="list-style-type: none"> • Customizable reporting. • End-user ad-hoc query reporting. • Ability to save and /or export reports into CSV (Comma Separate Values), .XLSX (Excel), PDF format. |

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

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| 006 | MUST comply with all aspects of The Centers for Medicare & Medicaid Services (CMS) Health Insurance Portability and Accountability Act of 1996 (HIPAA). All facets of the proposed solution should adhere to the laws that regulate the processing and storage of Protected Health Information with sufficient security features to maintain the integrity, privacy and security of patient and billing data. |
| 007 | MUST provide advance notification about new upgrades and services or the installation of new upgrades and services to comply with all federal and state mandates and with the HIPAA Privacy and Security Rules and the HIPAA Transactions and Code Sets Rule. |
| 008 | Up to ten (10) Public Health staff SHOULD have simultaneous access to the provided solution. |
| 009 | SHOULD offer user control administration including but not limited to access controls, access audit reporting, hierarchy of user accounts. |
| 010 | SHOULD provide necessary training to all system users and administrators. <ul style="list-style-type: none"> • Initial and ongoing staff training for upgrades and features including go-live management and support. • Comprehensive knowledge base of application/platform knowledge-based articles and/or training materials, system manuals etc. |
| 011 | SHOULD include an intuitive interface capable of immediate deployment and operation by Public Health personnel. The preferred solution would require minimal custom programming or application development but be capable of interfacing with Public Health's existing and future Electronic Health Record (EHR)/Electronic Medical Records (EMR) as well as low-code applications such as QuickBase. |
| 012 | SHOULD offer a configurable, multi-user environment to modify the user experience. |
| 013 | SHOULD offer advanced reporting tools that are capable of being customized to meet Public Health's business needs. |
| 014 | SHOULD enable Public Health to record, track and report on encounters and communications with applicants. |
| 015 | SHOULD be able to provide a timeline-view of each applicant's history and outcomes. |
| 016 | SHOULD be able to provide solutions for indexing documents related to applicants, and solutions for program document repository. |

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

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| 017 | SHOULD have the capability to connect with other organizations for filing of applications electronically and have the capability for online application submissions. |
| 018 | SHOULD provide contact management that records, tracks and reports on encounters and communications with clients. |
| 019 | SHOULD offer robust customer support that will be responsive to the needs of Public Health and provide timely resolution of issues. Public Health is interested in a Vendor offering a high degree of accountability and ownership of technical support processes that will assist Public Health in meeting critical deadlines. |
| 020 | SHOULD offer monthly billing details that would allow Public Health to cross reference claims submitted to the vendor for processing. |

TECHNICAL SPECIFICATIONS

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| 021 | All production data MUST be hosted in a government cloud certified environment in compliance with the International Traffic in Arms Regulations (ITAR), the Federal Risk and Authorization Management Program (FedRAMP), the Federal Information Security Management Act (FISMA), Criminal Justice Information Services (CJIS), and the HIPAA. The awarded Vendor(s) MUST provide the name of the gov cloud certified environment to Tarrant County to ensure compliance. |
| 022 | All County data MUST always remain in the forty-eight (48) contiguous United States. |
| 023 | Vendor MUST use commercially reasonable efforts to make all hosted software products and/or solution's availability ninety-nine-point nine percent (99.9%) of the time (determined monthly), seven (7) days a week, twenty-four (24) hours per day. Pre-planned downtime for regularly scheduled maintenance SHOULD be planned during off hours with 5-to-7-day notice. |
| 024 | Disaster recovery and business continuity measures MUST be in place to: <ul style="list-style-type: none"> • Protect the integrity of Tarrant County data. • Ensure that service delivery expectations are upheld in accordance with the service level agreement. • Ensure that all services meet Tarrant County's Mission Essential Functions (MEFs) for tier 1 applications. |

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

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| 025 | Service outages or unplanned maintenance affecting the software products, functionality and/or availability MUST be accompanied by an e-mail notification that includes the estimated duration of the outage and functionality impacted. |
| 026 | Vendor MUST support Tarrant County's right to retain absolute data access and ownership of all Tarrant County data hosted within the solution. |
| 027 | Vendor MUST warrant that all data will be exportable in a readable and usable format upon contract termination, expiration, or cancellation of services at no additional charge to Tarrant County. Data destruction or data purge MUST not occur until expressed written permission is received by the Vendor from Tarrant County, after which a written certification of data destruction will be required. |

3. **Respondent's Project Management Approach (Tab 3): Describe your approach to managing a project of this size and nature. Use the following to guide your response.**

- a. The Vendor agrees that a Project Manager or equivalent will be assigned to work collaboratively with Tarrant County's Project Manager or equivalent to ensure that the approved statement of work/contract is completed on schedule, within scope, and on budget.
- b. Vendors should include a project management plan that defines the strategy for execution of the project objectives, scope, key drivers, and other parameters of the project. It provides the base for the project team to execute their activities within the boundaries of the project, schedule, and budget.
- c. The project management plan will be used as guidance to resolve issues, control cost and schedule, and as a roadmap to planning. The project plan is a living, working document which the project team will update as necessary. List any known risks that could impact the project schedule and/or your success during implementation as well as a recommended risk mitigation strategy.
- d. Tarrant County reserves the right to reject, request revisions or approve the final project plan and project schedule during the project planning phase. It is Tarrant County's assumption that the awarded vendor can use and/or can deliver an editable Microsoft Project Schedule at the time of project execution. If this is not true, include a description of the project management tool(s) you plan to use during the execution of this project.

SCOPE OF WORK

- e. To ensure that project team roles and responsibilities are known and understood, the Respondent's written response under this section should include resource requirements and expectations from Tarrant County. This may be depicted in the form of a RACI which identifies who is Responsible (R) for the activity, Accountable (A), Informed (I), or will Contribute or be Consulted (C) on the activity.
 - Include required County personnel required to meet the estimated timeframes identified under 3.b.
- 4. **Respondent's Contracts/Service Level Agreement (Tab 4):**
 - a. All vendor-required contracts and or agreements for the proposed services should be submitted with the response, including a proposed Statement of Work (SOW), Enterprise Agreements, Service Level Agreement (SLA), etc. All contracts and agreements will be preliminarily reviewed by Tarrant County in the evaluation process.
 - b. The terms in this RFP document and the Vendor response to RFP document take precedence over all additional agreements between Tarrant County and the Vendor associated with this RFP.
 - c. Prior to an award recommendation, Tarrant County and the vendor will review all contracts/agreements. The Vendor who appears to be successful in their proposal will have their contract(s) subjected to review by Tarrant County's Criminal District Attorney's Office.
 - d. Failure of the Vendor to provide all applicable contracts in a timely and orderly manner may jeopardize award recommendation.
 - e. The contract will be in accordance with the laws of the State of Texas without giving effect to any choice or conflict of law provision or rule that would cause the application of the laws of any jurisdiction other than the State of Texas. The parties mutually consent to the jurisdiction of the federal and state courts in Tarrant County, Texas and agree that any action, suit or proceeding concerning, related to or arising out of this document will be brought only in a federal or state court in Tarrant County, Texas and the parties agree that they will not raise any defense or objection or file any motion based on lack of personal jurisdiction, improper venue, inconvenience of the forum or the like in any case filed in federal or state court in Tarrant County, Texas.
 - f. Arbitration between parties is not allowed.

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

SCOPE OF WORK

V. PROPOSAL EVALUATION AND AWARD

A. Respondents shall have NO contact regarding this RFP with any known member of the Evaluation Committee, member(s) of the Tarrant County Commissioners Court or their staff, or any other Tarrant County elected officials or their staff, prior to award. Any contact regarding this RFP may result in the Respondents' disqualification and removal from consideration by the Tarrant County Commissioners Court. Contact may be initiated by the Tarrant County Purchasing Department for purposes of evaluation and clarification. The only contact should be facilitated by the Tarrant County Purchasing Department.

B. Approach:

1. The Tarrant County Purchasing Department will guide the evaluation of the responses received. An Evaluation Committee will be established to evaluate and score the submitted Proposals. The Evaluation Committee may consist or representatives from various County Departments.
2. The County reserves the right at its sole determination to include additional Department(s), Employee(s), or Contractor(s) in the evaluation of proposals as the County deems necessary.
3. The County reserves the right at its sole discretion to determine the process for proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating evaluation phases.

C. Evaluation Criteria Round 1:

- | | |
|-------------------------------------|------------|
| 1. Specifications (Tab 2) | 650 points |
| 2. Project Management (Tab 3) | 50 points |
| TOTAL..... | 700 points |

D. Vendor Presentations and Demonstrations:

1. Select vendors will be asked to demo their solution, products and/or services. Vendors must be prepared to give virtual presentations (demos) as an alternative to in-person (live) presentations (demos). Tarrant County reserves the right to select whether presentations will be in-person (live) or virtual. All costs associated with demonstrations are the sole burden of the Respondent.
2. The respondent must receive a minimum score of 350 out of 700 Points for Specifications and Project Management & Implementation (does not include price scores) to be considered for the vendor presentation and demonstration phase of the evaluation.
3. Invited Respondents will receive additional direction with the invitations.

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

SCOPE OF WORK

- 4. Evaluation Scores of the Presentation and Demonstration will override the original scores. Scores for this round will be based on the following criteria.
 - a. Specifications (Tab 2)250 points
 - b. Project Management (Tab 3)50 points
 - c. References.....200 points
 - d. Price.....300 points
 - e. Demonstrations.....200 points
 - TOTAL.....1,000 points
 - 5. Evaluation of Price:
 - a. Responses will be evaluated separately to score the Price Proposal.
 - b. Price:
 - i. Price Form: The Respondent who submits the lowest total price will receive the maximum price score of 300 Points
 - ii. The Price section will be scored using the following formula: $\text{Lowest Total Price Proposal} / \text{Respondent's Total Price Proposal} \times 300$. Maximum Price Points: 300 Points
 - 6. Tarrant County reserves the right at its sole discretion to determine if product Demonstration and/or oral Presentation(s) are in the best interest of Tarrant County. Tarrant County is under no obligation to request product Demonstrations or Presentations.
- E. Contract Negotiations:
- 1. The Tarrant County Purchasing Department may conduct contract negotiations along with representatives from the Criminal District Attorney's Office and other County Departments.
 - 2. The County reserves the right at its sole discretion to determine if pursuing contract negotiations is in the best interest of the County. The County is under no obligation to pursue Contract Negotiation.
- F. Best and Final Offer (BAFO):
- 1. The Respondents with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee.
 - 2. Tarrant County reserves the right at its sole discretion to determine if pursuing BAFO(s) is in the best interest of the County. The County is under no obligation to pursue BAFO(s).
 - 3. In the event, the County elects not to pursue BAFO(s), Contract Negotiation will be conducted based on the final rankings previously described.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

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

II. DEFINITIONS

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

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

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

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

III. POLICY GUIDELINES

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

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

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder meeting specifications as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
 - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

Amended: Court Order 127875 (June 19, 2018)

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's proposal process. The Purchasing Department will provide additional clarification of specifications, assistance with Price Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

Tarrant County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, Texas 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, Texas 76011
(817) 640-0606

If your company is already certified, attach a copy of the certification to this form and return with proposal.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

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

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

TVORS REGISTRATION

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

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

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

TARRANT
Vendor Online Registration System

The perfect mix of Cowboys and Culture!
TARRANT COUNTY

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

Welcome to TVORS!

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

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

Login to TVORS

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

User ID:

Password:

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

VENDOR LOGIN

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

Email Address:

FORGOT PASSWORD

Register with TVORS

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

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

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

STEP 1: Enter company data

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

STEP 3: Enter user data (if applicable)

STEP 4: Enter certifications (if applicable)

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

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

VENDOR REGISTRATION

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

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

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

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

REFERENCES

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes, but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Vendor's ability to provide the intended goods or service of the proposal. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Vendor's company provides and that the Respondent has completed a project of similar size and scope of work in this response. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your proposal.

Failure to supply the required references will deem the proposal as non-responsive and will not be considered for award.

Respondent involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH PROPOSAL!

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH PROPOSAL!

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms that the Respondent has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a proposal.

The undersigned agrees, on behalf of Respondent, that if the proposal is accepted, Respondent will furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this proposal will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other Respondent, nor any employee of Tarrant County, and that the contents of this proposal have not been communicated to any other Respondent or to any employee of Tarrant County prior to the official opening of this RFP.

Vendor hereby assigns to Tarrant County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. **Failure to sign and return this form will result in the rejection of the entire proposal.**

Signature _____ **X**

Authorized Representative

Legal Name of Company

Date

Street Address

Printed Name of Authorized Representative

City, State and Zip

Title of Authorized Representative

Telephone Number

Fax Number

E-Mail Address

AFTER HOURS EMERGENCY CONTACT:

Name: _____

Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND SIX (6) COPIES MUST BE RETURNED WITH PROPOSAL!



Did you sign and submit all
required forms?

**If not, your Proposal
will be rejected!**

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

_____ Corporation organized & existing under the laws of the State of _____

_____ Partnership consisting of _____

_____ Individual trading as _____

_____ Principal offices are in the city of _____

DUNS Number: _____

CAGE Code: _____

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Proposal submission and time of award, the Respondent will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Respondent verifies that they do not boycott Israel and will not boycott Israel in accordance with Texas Government Code Section 2270.001(2) during the term of this contract. Respondent further verifies pursuant to Texas Local Government Code Section 2252.152 that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Proposal in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

VENDOR IS EXEMPT FROM CERTIFICATION REGARDING ENERGY COMPANIES AND FIREARM ENTITIES OR FIREARM TRADE ASSOCIATIONS:

Vendor is a sole proprietorship OR is a non-profit entity OR Vendor is a company that does NOT have 10 or more full-time employees AND/OR this contract does NOT have a value of \$100,000.00 or more that is to be paid wholly or partly paid from public funds of the governmental entity.

If the Vendor Cannot Certify that it is EXEMPT as Above, Vendor Must Certify as Follows:

Vendor is NOT EXEMPT and Certifies as follows:

Boycott of Energy Companies Prohibited. In compliance with Section 2274.002 of the Texas Government Code (added by 87th Legislature S. B. 13), Vendor verifies that it does not boycott energy companies and will not boycott energy companies during the term of the above-described contract. "Boycott energy company" is defined in Section 809.001(1) (added by 87th Legislature, S. B. 13) and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A).

COMPLIANCE WITH FEDERAL AND STATE LAWS

Discrimination against Firearm Entities or Firearm Trade Associations Prohibited. In compliance with Section 2274.002 of the Texas Governmental Code (added by 87th Legislature, S. B. 19), Vendor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the above-described contract] against a firearm entity or firearm trade association. “Discriminate against a firearm entity or firearm trade association” is defined in Section 2274.001(3) (added by 87th Legislature, S. B. 19) and means, with respect to the entity or association, to (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term *does not include*: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company’s refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity’s or association’s status as a firearm entity or firearm trade association.

Vendor Hereby Certifies (Mark Applicable Certification):

_____ Vendor is EXEMPT from Certification as set out above.

_____ Vendor is NOT EXEMPT from Certification as set out above, and Vendor Certifies that it does not and will not Boycott Energy Companies and that it does not and will not engage in prohibited Discrimination against Firearm Entities or Firearm Trade Associations.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND SIX (6) COPIES MUST BE RETURNED WITH PROPOSAL!

NO-BID RESPONSE

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

- Could not meet specifications.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- The scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- The project not suited to our organization.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:

Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196-0104

RFP FOR ANNUAL CONTRACT FOR INSURANCE ELIGIBILITY SOFTWARE

PROPOSAL PRICE FORM

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

| | | |
|---|--|-----------------|
| <p align="center">Year 1</p> | <p>Enter an all-inclusive fixed price for the full scope of the contract for Year 1 to include software licensing or subscription, discovery, implementation, initial configurations, setup, training, technical support, maintenance, and anything else required for a complete turn-key solution. This price must include any and all travel expenses, etc.</p> <p>Provide a comprehensive and detailed list of exactly what is included in the Year 1 pricing for your solution. When applicable, include the following:</p> <ul style="list-style-type: none"> • Software licensing or subscription costs. MUST accommodate up to 10 end-users. • Implementation (e.g., discovery, configuration, customizations, training, travel, etc.) • Support & Maintenance • Other (anything else required for a complete turn-key solution) | <p>\$ _____</p> |
| <p align="center">Year 2</p> | <p>Year 2 begins one (1) year after go-live. Enter an all-inclusive fixed price for Year 2 to include software annual subscription for up to 10 users, technical support, maintenance, and anything else required for Year 2.</p> <p>Provide a written detailed list of exactly what is included in the Year 2 price for your solution. Note: Year 2 maintenance and support should not be more than 3% greater than year 1 maintenance and support.</p> | <p>\$ _____</p> |
| <p align="center">Year 3</p> | <p>Year 3 begins two (2) years after go-live. Enter an all-inclusive fixed price for Year 3 to include software annual subscription for up to 10 users, technical support, maintenance, and anything else required for Year 3.</p> <p>Provide a written detailed list of exactly what is included in the Year 3 price for your solution. Note: Year 3 maintenance and support should not be more than 3% greater than year 2 maintenance and support.</p> | <p>\$ _____</p> |
| <p align="center">TOTAL PROPOSED PRICE</p> | | <p>\$ _____</p> |

THE ORIGINAL AND SIX (6) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!

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



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

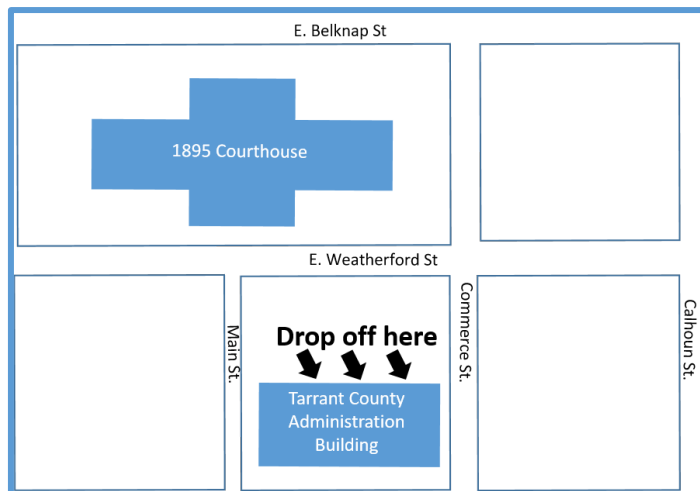
RFP No. 2023-004

**RFP FOR ANNUAL CONTRACT FOR
INSURANCE ELIGIBILITY SOFTWARE**

Due Date: OCTOBER 13, 2022 at 2:00 PM. CST

**Tarrant County Administration Building
ATTN: Purchasing Department
100 E. Weatherford St., Third Floor, Suite 303
Fort Worth, Texas 76196-0104**

Street View



Building View

