

Notice

Basic Information

Estimated Contract Value (USD)	\$0.00 (Not shown to suppliers)
Reference Number	0000426683
Issuing Organization	Dallas County
Owner Organization	
Solicitation Type	RFP - Request for Proposal (Formal)
Solicitation Number	2026-038-7123
Title	Third-Party Administration Family Medical Leave Act (FMLA)
Source ID	PU.AG.USA.2438.C22539751
Piggyback Solicitation	No

Details

Location	Dallas County, Texas
Purchase Type	Duration:5 years
Description	The purpose of this Request for Proposal (RFP) is to establish a five-year service price agreement for Family Medical Leave Act (FMLA), Leave of Absence (LOA), and Care Giver Administration Services for the employees of Dallas County. <i>Pre-proposal conference 6/23/2026 at 10 a.m. (CST), the pre-qualification meeting will be conducted through a conference call.</i>

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/279565168947436?p=eDBJKI9SPITPeclWS2>

Meeting ID: 279 565 168 947 436

Passcode: B6UN3ZP9 [Need help?](#) | [System reference](#)

Dial in by phone

[+1 469-208-1731,,926688232#](tel:+14692081731926688232) United States, Carrollton

[Find a local number](#)

Phone conference ID: 926 688 232#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Dates

Publication	06/11/2026 01:13 PM CDT
Question Acceptance Deadline	06/30/2026 10:00 AM CDT
Questions are submitted online	Yes
Closing Date	07/23/2026 02:00 PM CDT

Prebid Conference 06/23/2026 10:00 AM CDT

Contact Information

Stacey Duffey
214-653-6223
stacey.duffey@dallascounty.org

Buyer Preferences, Guidelines & Requirements

Participation Requirements

- Small Business Participation

General Requirements

- FOB Destination
- Insurance Required
- License Required
- Training Required

Award Requirements

- All or None Award

Pre-Bidding Events

06/11/2026 02:06 PM CDT

Event Type Prebid Conference
Attendance Recommended
Event date 06/23/2026 10:00 AM CDT
Location Microsoft Teams
Event Note *Pre-qualification conference 6/23/2026 at 10 a.m./p.m. (CST), the pre-qualification meeting will be conducted through a conference call.*

Microsoft Teams meeting

Join:
<https://teams.microsoft.com/meet/279565168947436?p=eDBJKI9SPITPecIWS2>
 Meeting ID: 279 565 168 947 436
 Passcode: B6UN3ZP9 Need help? | System reference
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 Find a local number
 Phone conference ID: 926 688 232#
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Bid Submission Process

Bid Submission Type Electronic or Physical Bid Submission

Pricing In attached document

Pricing In attached document

Bid Documents List

Item Name	Description	Mandatory	Limited to 1 file
Bid Documents	Documents defining the proposal	Yes	No
Cost Sheet	Complete attached cost sheet	Yes	No
Questionnaire & Litigation	Complete Questionnaire to include Litigation section in attachment	Yes	No
Mandatory SBE Forms	Complete attached SBE forms signed	Yes	No
Letters of Reference	Provide letters of references as defined in RFP	Yes	No
2026 W-9	2026 W-9 signed	Yes	No

Documents

Additional Pricing Information

Cost Proposal shall contain an allinclusive, itemized, total cost (including all project expenses, transportation, travel, lodging, meals, insurance, etc. in prices). All pricing shall comprise all necessary costs, including all labor and materials to deliver the Services as specified in this RFP and as otherwise proposed, applicable taxes, duties, licensing fees incurred to provide the Services. The Respondent assumes all liability for any omissions.

Documents

Document	Size	Uploaded Date	Language
RFP Terms and conditions .pdf [pdf]	174 Kb	12/19/2024 11:16 AM CST	English
SBE_Language_for_RFP_02.2024_ATTACHMENT_S.pdf [pdf]	540 Kb	12/19/2024 11:17 AM CST	English
2026-038-7123 Questionnaire.pdf [pdf]	130 Kb	06/10/2026 10:45 AM CDT	English
2026-038-7123 SBE Vendor List.pdf [pdf]	290 Kb	06/10/2026 11:27 AM CDT	English
2026-038-7123 Cost Sheet.xlsx [xlsx]	13 Kb	06/11/2026 12:57 PM CDT	English
2026-038-7123 Third-Party Administratio FMLA.pdf [pdf]	669 Kb	06/11/2026 12:58 PM CDT	English

Categories

Selected Categories

NIGP Categories (4)	
952	HUMAN SERVICES
95259	Human Services (Not Otherwise Classified) Human Services (Not Otherwise Classified)
95258	Human Resources Development Services Human Resources Development Services
95200	HUMAN SERVICES
953	INSURANCE AND INSURANCE SERVICES, (ALL TYPES)
95392	Worker's Compensation Worker's Compensation

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Courtesy Email

Sent using email addresses

a.moss@emrsafetyandhealth.com;aberryro@gmail.com;abittle@amybittleconsulting.co;account@dickieandassociates.com;accounts@accutechdc.com;acope@markivconstruction.net;adam@adammedrano.com;adeel@kmceinc.com;adelliot@ellingmt.com;admin@corecmcl.com;admin@nerdspeakesign.com;admin@prosperessentials.org;admin@researchfidelity.com;adrianayoung@icloud.com;akumar@programcontrolsinc.com;albert.sansores@usa.net;alberto.zavala@essengsolutions.com;alexis@level1715.com;ali.juarez04@gmail.com;alicia@prismwork.com;allan.callo@syscontek.com;allinoneglobalconsulting@gmail.com;amanda@mahuyaindustries.com;amiller@mcs.biz;ana@ampmaterials.com;angela@abradvisoryllc.com;angie.tolbert@yahoo.com;angie@lockecstx.com;angiemchorse@msn.com;anupamashekar@shekarconsulting.com;aortega@kstrategies.com;aroman@aprbuils.com;arun@pm-dynamics.com;ash.bhargava@avaconsulting.com;asha.chaudhary@upselatalentsolutions.com;asha.teelock@xceedesolutions.com;ask4mb777@gmail.com;axelcorporations@gmail.com;baku@ecomconsultinginc.com;bbryant@cesco-inc.com;bbschultz@cesco-inc.com;beverly@excellian.com;bhargrove@transsolutions.com;bids@suitematestaffingsolutions.com;bikerd@ikerd.com;bipin.kulkarni@ojasam.com;bishwas.lamsal@upselatalentsolutions.com;bkent@rpccompany.com;blueprairie@bpsynsollc.com;bpappen@gmail.com;brapp@allouve.com;bridget@pranatalent.me;bridget@qmedstaff.com;bukkyadey04@yahoo.com;businessdevelopment@mavrostechonology.com;businessdevelopment@teammandc.com;cadams@pure-associates.com;careers@sncompanies.com;carl.johnson@crjohnson.net;carly.lawson@gmail.com;cassandra@genesispreferred.com;cbarrett@bracanecco.com;ccaldwell@cemetrics.us;cedric.carter@ethosbusinesssolutions.com;ceo@nan-solutions.com;ceretha@robinsonentllc.com;certification@dikita.com;certifications@dikita.com;cgarcia@abracllc.com;charles.a@apr3d.com;charles.sr@thei4group.com;charles@thei4group.com;charlesbushgroup@aol.com;chefcga@aol.com;chefcga@chefcassondra.com;cheryl@insightrpartners.com;cherylorr02@gmail.com;christine.a@apr3d.com;cl@pureeautx.com;clint@nppc.biz;cmiller@cemetrics.us;cmllanes@spartan3plsolutions.com;cmonk@christimnk.com;coachingbusinesspraxis@gmail.com;colette@entresp.com;connect@growingthroughlife.net;contact@peopletechconsulting.com;correy@prismwork.com;cosmosmedmgmt@gmail.com;covenanthomescr@gmail.com;craigedwards@gmail.com;creativebarconcepts@gmail.com;cris@cdpartnersgroup.com;crodaconsulting@gmail.com;cyndi@mastalenth.com;darmarkiner@gmail.com;david@rvdentreprises.com;dcmj.sllc@gmail.com;d.eannahaywood@nerdiegirlconsulting.com;delta.enterprise.texas@gmail.com;demetria@consultantsdlb.com;deryl.mckissack@mckinc.com;dineshvajal@shekarconsulting.com;dionne.smith@dstllc.com;dnoble@catilahq.com;dnorwood@gateway-contractors.com;dp@dpaacoustics.net;dptvtango@gmail.com;drowan@lhf-inc.com;drtoy@tlccac.com;drtoycoleman@msn.com;duane@arcadianpursuits.com;dwade@wawconsultingllc.com;eanyanful@eawealthmanagement.com;eikharebha@okemanconstruction.com;ejar@ejarstar.com;ejones@ihfordocs.com;elberlyfoxcpa@egfox.com;elizabeth.bryant712@gmail.com;elizabemth@incentiveamerica.com;elliott@ellingmt.com;epinkney@suitematestaffingsolutions.com;emwalker@ejsmithind.com;expert@masakomai.com;farhana.ali@azvantage.com;fbn4@swbell.net;felicia@feliciastreeter.com;fisayo.alade@afm-advisors.com;flor.aguilar@grtms.com;fola.omojola@kwcommercial.com;fola.omojola@trixis-solutions.com;fortitudefinc@gmail.com;fourthandlonginvestments@gmail.com;gayathri.srinivasan@g3techconsultants.com;gbfcommercial.llc@gmail.com;george@tjcwllc.com;gera@barmaconsulting.com;ggoyal@nxtstepconsultant.com;ghazel@visionsparkmgmt.com;gibrock5@airmail.net;glessieandcompany@gmail.com;gov@buzzclan.com;gram@gricoconsulting.com;gunnysgroupllc@gmail.com;hcail@sumtheory.com;heather@dickeandassociates.com;hello@allouve.com;hello@cigventure.com;hello@jgarciacconsulting.com;hello@phronetik.com;henry.oshio@hbpad.com;hharris@harris@cmstinc.com;hharris@cmstllc.com;hollyb@bluemoonsportswear.com;hr@citronit.com;hr@yaggleit.com;hugh@legacyresourcegroup.net;ibarnes@theconfidencegroup.com;imansheikh@clearlinepro.com;info-main@reliablevisions.com;info@buildwiseus.com;info@calibercommunitygroup.com;info@cookconsultingservices.com;info@corporatefinancialcc.com;info@dnlcgroup.com;info@easyasacg.com;info@genesispreferred.com;info@gossbusinessgroup.com;info@grnserv.com;info@hadleycg.com;info@kirtanconsultinggroup.com;info@nomadcyberconcepts.com;info@pmdworldwide.com;info@reachoutaustin.com;info@southlakeadvisors.com;info@theburrellgroup.net;info@tjts14.com;info@two-mm.com;isam.alimam@agaconsultants.com;ivory.goshton@ppdandc.com;jacq@connectiveagency.com;jaimeframing@gmail.com;james@eol16.com;james@eprocurementconsultants.com;james@ethan-solutions.com;jared@3-icc.com;jay@livableplans.com;jay@redcomet.org;jayew@jayewconsulting.com;jergonis@rpccompany.com;jhock@alipro.com;jkiner@bridgmar.com;jm 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solutions.com;willis@bj-management.com;wlevine@innovativelogics.com;yvonne.lemoine@thevigilgroup.com;zain.ali@azvantage.com

RFP TERMS AND CONDITIONS

INCORPORATION OF PROPOSAL INTO THE CONTRACT

The contents of this RFP/RFQ, and the selected Proposer's Proposal, cost, exhibits, and negotiated changes and any other attachments will be incorporated, in entirety, into the future formal Contract. This Contract constitutes the entire agreement between the parties hereto and supersedes any other agreement concerning the subject matter of this transaction, whether oral or written.

ENTIRE AGREEMENT

This Agreement supersedes all prior agreements, written or oral, between Proposer and County and will constitute the entire agreement and understanding between the parties with respect to the subject matter of this Agreement. This Agreement and each of its provisions will be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by both Proposer and County with formal approval by the Dallas County Commissioners Court.

a) **BINDING EFFECT**

This Contract and the respective rights and obligations of the parties hereto shall inure to the benefit and be binding upon the successors and assigns of the parties hereto, as well as the parties themselves.

b) **FORMAL REQUIREMENTS CONTRACT NECESSARY**

Proposer agrees that any Contract resulting from this RFP/RFQ and award will be the formal requirements contract between Proposer and County.

This RFP/RFQ or any resulting award does not guarantee any acceptance of products or services and does not guarantee that any purchases of products or services will be made.

c) **ORDER OF PRECEDENCE**

In the event there is a conflict between the documents comprising this RFP/RFQ and any resulting contracts, the following order of precedence shall govern: (i) the term/conditions in the body of any resulting Master Contract Agreement; (ii) the RFP/RFQ; and (iii) Contractor's Response. In the event that a conflict exists between any state statute or federal law the most restrictive terms shall apply.

d) **FORCE MAJEURE**

Neither party hereto shall be held responsible for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character ("**force majeure occurrence**"). Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

e) FAIR LABOR STANDARDS

Proposer shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

CONTRACT TERM

Dallas County reserves the right, upon notice to the Proposer, to extend the Term of the Contract, or any part of the Contract, for up to one hundred twenty (120) days based on the same terms and conditions upon termination or extension. This will be utilized to prevent a lapse in contract coverage and only for the time necessary, up to one hundred twenty (120) days, to enter into a new contract agreement. Proposer shall agree to assist the County with the transition planning to a different contractor.

ACCEPTANCE – REJECTION

Dallas County reserves the right to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted, and to accept any part of a bid/proposal as deemed to be in the best interests of the Dallas County.

COMPLIANCE WITH LAWS AND VENUE JURISDICTION

In providing Services required by this Contract, Proposer must observe and comply with all applicable federal, State, and local statutes, ordinances, rules, regulations, licenses, legal certifications, or inspections required for the Services, facilities, equipment, or materials, and all applicable federal, state, and local statutes, ordinances, rules, and regulations.

This Contract shall be governed by Texas law and exclusive venue shall lie in Dallas County, Texas.

FISCAL FUNDING

Any agreement resulting from this RFP/RFQ will be subject to the availability of governmental fiscal funding. If such funds become reduced or unavailable, any contract agreement shall be subject to immediate modifications, reduction or termination on the expiration date or date in which the funds have been reduced or eliminated.

BEST PRICE IN THE COUNTY

If Proposer offers a lower Proposer Fee rate to any Governmental Agency or Municipality during the Term of the contract resulting from this RFP/RFQ, the County shall have the immediate benefit of such lower Proposer Fee rate.

PERMITS AND LICENSES

Proposer shall secure and pay for all fees for all necessary statutory and regulatory authorizations, permits, approvals, certifications, licenses, and insurance required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations that are required in order to perform the services stated in RFP/RFQ. Proposer shall maintain these licenses and permits in effect for the duration of this contract agreement. Proposer will notify County immediately of loss or suspension of any such licenses and permits. Failure to maintain a required license or permit may result in immediate termination of this contract agreement.

INDEMNIFICATION

To the fullest extent permitted by law contractor shall indemnify, hold harmless and defend owner, and all of its officers, directors, agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, attorneys fees, arising out of or resulting from bodily injury or death of any person, or property damage, including loss of use of property, arising or alleged to arise out of or in any way related to this contract or contractor's performance of the work or other activities of contractor, but only to the extent caused in whole or in part by any negligent act or omission of contractor or anyone directly or indirectly employed by contractor or anyone for whose acts contractor may be liable. Notwithstanding the foregoing, to the fullest extent permitted by law, contractor shall indemnify, hold harmless and defend owner, and all of its officers, directors, agents and employees (the "indemnitees"), from and against all claims, damages, losses and expenses, including, but not limited to, attorneys fees, arising out of or resulting from bodily injury to, or sickness, disease or death of, any employee, agent or representative of contractor or any of its subcontractors, regardless of whether such claim, damage, loss or expense is caused, or is alleged to be caused, in whole or in part by the negligence of any indemnitee, it being the expressed intent of owner and contractor that in such event the contractor is to indemnify, hold harmless and defend the indemnitees from the consequences of their own negligence, whether it is or is alleged to be the sole or concurring cause of the bodily injury, sickness, disease or death of contractor's employee or the employee of any of its subcontractors. The indemnification obligations under this paragraph shall not be limited by any limitation on the amount or type of damage, compensation or benefits payable by or for contractor under workers compensation acts, disability benefit acts or other employee benefit acts.

It is mutually understood and agreed that the assumption of liabilities and indemnification provided for in this agreement shall indefinitely survive any expiration, completion or termination of this agreement. In the event contractor and owner are found jointly liable by a court of competent jurisdiction, liability will be apportioned comparatively in accordance with the laws of the state of Texas, without waiving any governmental immunity available to the state under Texas law and without waiving any defenses of the parties under Texas law.

Approval and acceptance of Contractor's services by County shall not constitute nor be deemed a release of the responsibility and liability of Contractor for the accuracy and competency of their services; nor shall such approval and acceptance be deemed to be an assumption of such responsibility by the County for any defect, error or omission in the services performed by Contractor in this regard. Contractor shall defend, hold harmless and indemnify the County for damages resulting from such defects, errors or omissions.

No Indemnification by County: Awardee acknowledges and agrees that Dallas County does not have the ability under Article XI, Section 7 of the Texas Constitution to indemnify Awardee or any other third party for damages arising under this Contract.

Survival. These provisions shall survive completion, suspension, termination, expiration and/or cancellation of this Contract, or any determination that this Contract or any portion hereof is void, voidable, invalid or unenforceable.

TAXES

Dallas County, as a county of the State of Texas, is exempted from the payment of Texas state and local sales, excise, and use taxes pursuant to Texas Local Government Code § 151.309, and shall therefore not be liable or responsible to the Proposer for the payment of such taxes under this Contract.

The fees paid to Proposer pursuant to this Contract are inclusive of any applicable sales, use, personal property or other taxes attributable to periods on or after the applicable effective date of this Contract and based upon or measured by Proposer's cost in acquiring or providing products and/or Services and related materials and supplies furnished or used by Proposer in performing its obligations hereunder, including all personal property and use taxes, if any, due on equipment or software owned by Proposer.

Proposer accepts full and exclusive liability for the payment of any and all contributions or taxes for Social Security, Workers' Compensation Insurance, Unemployment Insurance, or Retirement Benefits, Pensions, or annuities now or hereafter imposed under any state or federal laws which are measured by the wages, salaries, or other remuneration pay to persons employed by Proposer for work performed under the terms of this Contract and agrees to indemnify and save harmless the County from any such contribution or taxes or liability.

SALARIES AND EXPENSES RELATING TO THE SUCCESSFUL PROPOSERS EMPLOYEES

The successful proposer shall pay all salaries and expenses of, and all Federal, Social Security taxes, Federal and State Unemployment taxes, and any similar taxes relating to its employees used in the performance of the contract. The successful proposer further agrees to comply with all Federal, State and local wage and hour laws and all licensing laws applicable to its employees or other personnel furnished under this agreement

WITHHOLDING/RETURN OF PAYMENT

Dallas County reserves the right to withhold payment to the Contractor or to require Contractor to return payment(s) received from Dallas County in the event Contractor performance does not comply with the provision of this agreement. Contractor agrees to return any unearned amounts paid by Dallas County within thirty (30) days following the final date of the contract period or within thirty (30) days following Dallas County delivery of a notice to the Contractor that amounts paid to be returned.

PAYMENT TERMS

Invoices accompanied by detailed supplements and other backup documentations are to be submitted in arrears, after services and/or goods have been received. Dallas County payment terms are Net 30 Days after receipt of invoice. Invoices shall be verified and approved by the Dallas County Auditors Office and subject to routine processing requirements. Payment will be authorized for all services covered under this contract upon completion of services in accordance with specification requirements and inspection of the products/services covered under this contract by Dallas County authorized representative. Payments made by the County shall not preclude the right of Dallas County from thereafter disputing any items involved or billed under this contract and shall not be construed as acceptance of any part of the services and/or goods. Dallas County requires timely and accurate accounting and billing information.

ASSIGNMENT

Contractors' assures that it will not transfer or assign its interest in this Contract without prior written consent of County. Contractors' understands that in the event that all or substantially all of Awardees' assets are acquired by another entity, Contractors' is still obligated to fulfill the terms and conditions of this Contract. County approval to transfer or assign Contractors' interest in this Contract to an entity that acquires all or substantially all of Awardees' assets is subject to formal approval by the Dallas County Commissioners Court.

AMENDMENTS AND CHANGES IN THE LAW

No modification, amendment, novation, renewal or other alteration of this Contract shall be effective unless mutually agreed upon in writing and executed by the parties hereto with final approval by the Dallas County Commissioners Court through Court Order. Any alteration, addition or deletion to the terms of this Contract which are required by changes in federal or State law are automatically incorporated herein without written amendment to this Contract and shall be effective on the date designated by said law.

NOTICES

Any notice to be given under this Contract shall be deemed to have been given if reduced to writing and delivered in person or mailed by overnight or Certified Mail (returned receipt request), postage pre-paid, to the party who is to receive such notice, demand or request at the addresses set forth in the contract agreement. Such notice, demand or request shall be deemed to have been given three (3) business days subsequent to the date it was so delivered or mailed.

INDEPENDENT CONTRACTOR

Proposer, including its agents or employees, is an independent contractor and not an agent, servant, joint enterpriser, joint venture or employee of the County, and is responsible for its own acts, forbearance, negligence and deeds, and for those of its agents or employees in conjunction with the performance of work covered under this Contract.

SUBCONTRACTING

Proposer may not enter into agreements with subcontractors for delivery of the designated Services outlined in this Contract without prior written consent of the County, which consent shall not be unreasonably withheld. The costs of all subcontracted services are included in the fees paid herein. Subcontracts, if any, entered into by the Proposer will be in writing and subject to all requirements herein. Proposer agrees that Proposer is solely responsible to County for the performance of this Contract. Proposer shall pay all subcontractors in a timely manner. County shall have the right to prohibit Proposer from using any subcontractor.

LITIGATION

In the best interest of the Dallas County, any Proposer who is currently involved, either directly or indirectly, with any litigation against or involving Dallas County may be disqualified and/or not considered for an award.

SOVEREIGN IMMUNITY

This Contract is expressly made subject to County's Sovereign Immunity, Title 5 of the Texas Civil Practices and Remedies Code, and all applicable federal and state laws. The parties expressly agree that no provision of this Contract is in any way intended to constitute a waiver of any immunities from suit or from liability that the County has by operation of law. Nothing in this Contract is intended to benefit any third party beneficiary.

DEFAULT/CUMULATIVE RIGHTS/MITIGATION

It is not a waiver of default if the non-defaulting party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this Contract are cumulative, and either party's use of any right or remedy will not preclude or waive its right to use any other remedy. These rights and remedies are in addition to any other rights the parties may have by law, statute, ordinance or otherwise. Proposer has a duty to mitigate damages.

LIABILITY FOR LOSS OF INFORMATION

In the event of loss of information or data due to negligence of Proposer or its employees, Proposer's liability for such loss shall be limited to the replacement or regeneration of the lost information or data by the methods or means deemed most suitable by Proposer for such regeneration or replacement.

TERMINATION FOR CONVENIENCE

County may terminate the Contract for convenience. County shall exercise its termination option by delivering to Proposer written notice of such termination identifying the termination date which shall be at least thirty (30) days after the date of such notice. In connection with any such termination County shall have no liability to Proposer for amounts in excess of the normal charges through the date of termination. After receipt of a notice of termination and except as otherwise directed by the County, the Proposer shall: Stop work under this Contract on the date and to the extent specified in such notice, and Complete performance of such part of the work as shall not have been terminated by such notice

Such notice of termination shall be by registered or certified mail, return receipts requested, and will be deemed given upon receipt of such notice by the other party.

TERMINATION FOR INSOLVENCY

County shall have the option to terminate the Contract in its entirety if Proposer (i) becomes insolvent or is unable to meet its debts as they mature, (ii) files a voluntary petition in bankruptcy or seeks reorganization or to effect a plan or other arrangement with creditors, (iii) files an answer or other pleading admitting, or fails to deny or contest, the material allegations of an involuntary petition filed against it pursuant to any applicable statute relating to bankruptcy or reorganization, (iv) shall be adjudicated a bankrupt or shall make an assignment for the benefit of its creditors generally, (v) shall apply for, consent to or acquiesce in the appointment of any receiver or trustee for all or a substantial part of its property, (vi) any such receiver or trustee shall appointed and shall not be discharged within thirty (30) days after date of such appointment.

TERMINATION FOR DEFAULT

County shall have the option to terminate the Contract, for cause: (i) for a material breach of such Contract by Proposer that is not cured by Proposer within ten (10) days of the date on which County provides written notice of breach; (ii) for a material breach of such Contract by Proposer that is not reasonably subject to cure within ten (10) days after it occurrence; (iii) if it is determined by County, that there exists a plurality of non-material breaches by Proposer that have a material adverse impact on of services. In the event that the County terminates this Contract in whole or in part, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Proposer shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services.

County shall exercise its termination option by delivering the termination date which shall be at least ten (10) days from the date such termination notice is delivered to Proposer . Such notice of termination shall be by registered or certified mail, return receipts requested, and will be deemed given upon receipt of such notice by the other party.

TERMINATION FOR NON PERFORMANCE

County may suspend, terminate, or modify this contract immediately upon written notice to the Contractor in the event of a non-performance of stated objectives or other material breach of contractual obligations; or upon the happening of any event which would jeopardize the ability of the Contractor to perform any of its contractual obligations. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of, a substantial violation of any provision of this Contract, then the County may terminate this Contract. Prior to termination of this Contract, the County shall give the Contractor ten (10) days written notice.

Upon receipt of such termination notice, the Contractor shall be allowed (10) days to cure such deficiencies or non-performance issues.

MONETARY RESTITUTION

In the event the contract is prematurely terminated due to breach, non-performance and/or withdrawal by the contractor, Dallas County reserves the right to seek monetary restitution (to include but not limited to; withholding of monies owed) from the contractor to cover costs for interim services and/or to cover the difference of a higher cost (difference between termination Contractor's rate and new company's rate) beginning the date of Contractor's termination through the contract expiration date. In the event civil suit is filed to enforce this provision, Dallas County will seek its attorney's fees and cost of suit from the Contractor.

SEVERABILITY

If any provision of this Contract is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions in this Contract. The illegal or invalid provision will be deemed stricken and deleted, but all other provisions shall continue and be given effect as if the illegal or invalid provisions had never been incorporated.

PROPOSER'S PROFESSIONAL WARRANTIES

- I. No Actions, Suits, or Proceedings: Proposer warrants that there are no actions, suits, or proceedings, pending or threatened, that will have a material adverse effect on Proposer's ability to fulfill its obligations under this Contract. Proposer further warrants that it will notify County immediately if Proposer becomes aware of any action, suit, or proceeding, pending or threatened, which will have a material adverse effect of Proposer's ability to fulfill the obligations under this Contract.
- II. Warranty of Proposer's Capability: Proposer warrants that it is financially capable of fulfilling all requirements of this Contract and that Proposer is a validly organized entity that has the authority to enter into this Contract. Proposer warrants that it is not prohibited by any loan, contract, financing arrangement, trade covenant, or similar restriction from entering into this Contract.
- III. Professional Quality: Proposer warrants to County that all materials and Services will be of professional quality conforming to generally accepted practices, and that all

Services provided under this Contract will be performed in a manner consistent with that degree of care, qualification and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. If there are no applicable or recognized professional standards in the applicable area or areas of expertise required to perform such Services, then Proposer will perform all Services in a good and professional manner that meets County's goals and objectives as stated herein as well as otherwise adds value to and/or improves the performance of County's expectations, objectives and purposes as stated in this Contract. Any work that is determined by County to be less than professional quality will be corrected without charge. This warranty extends for ninety (90) business days past termination or expiration of this Contract. This warranty is limited to rework of the unsatisfactory service or product without change to the original specifications and without regard to the amount of the effort expended on the original service or work product.

ASSURANCES

- I. Proposer agrees to establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
- II. Proposer assures that neither it nor its employees, volunteers, agents or officers shall receive personal benefits, commission, consideration, or gains in performance of the Services outlined in this Contract. Furthermore, Proposer agrees to disclose prior to commencement of a particular assignment any material/financial interests that it or a third party may have in the Services required under this Contract.
- III. Proposer assures that funds received pursuant to this Contract will not be used for lobbying the Texas legislature or any governmental agency in connection with a particular contract.
- IV. Proposer shall pay all subcontractors in a timely manner. County shall have no liability to any subcontractors in the event Proposer does not pay or delays payment to any subcontractors. At termination or expiration of this Contract, Proposer shall deliver to County an affidavit of all bills paid. Final payment shall be contingent upon receipt of such affidavits as resolution of all accounting for which County is or may be liable under this Contract.
 - a. Under Section 231.006, Texas Family Code, Proposer certifies to County that the owner(s) of at least a 25% interest in the organization is not delinquent in any child support obligation that renders him/her ineligible to receive payment under the terms of this Contract. Proposer hereby acknowledges that this Contract may be terminated and payment may be withheld if this Certification is inaccurate.
 - b. Proposer certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any Federal department or agency.

- c. Proposer assures that it shall not receive personal benefits or gains in performance of the Services outlined in this Contract. Furthermore, Proposer agrees to disclose prior to commencement of a particular assignment any material/financial interests that it or a third party may have in the Services required under this Contract.
- d. Best Efforts to Minimize Costs to County: Proposer shall use its best efforts to complete each assigned task in as economical a manner as possible and to minimize any charges incurred in connection therewith to the maximum extent possible, consistent with Proposer's other obligations under this Contract.
- e. Failure to comply with any of these assurances or any other requirements specified within this Contract will put Proposer in default and/or breach of this Contract and may result, at the sole discretion of County, in the disallowance of funds and the withholding of future awards, in addition to any other remedies permitted by law.
- f. Governmental Consent: Proposer warrants that no consent, approval, or withholding of objection is required from any governmental authority with respect to the entering into or the performance of this Contract.
- g. Corporate Good Standing: Proposer represents and warrants that it: (i) is a corporation duly incorporated, validly existing and in good standing; (ii) has all requisite corporate power and authority to execute, deliver and perform its obligations hereunder; (iii) is duly licensed, authorized or qualified to do business and is in good standing in every jurisdiction in which a license, authorization or qualification is required for the ownership or leasing of its assets or the transaction of business of the character transacted by it except when the failure to be so licensed, authorized or qualified would not have a material adverse effect on Proposer's ability to fulfill its obligations hereunder.

RECORD KEEPING AND AUDIT

Proposer, at its sole expense, must make all of its facilities and related documentation available to Dallas County or designated third party the on-site right to review, examine, and audit all financials, records, books, papers, documents, expenditures incurred, and other pertinent records or documents relating to any contract resulting from this RFP/RFQ held by Contractor, as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract.

AVAILABILITY AND RETENTION OF RECORDS

All records pertaining to services delivered and all financial books, records, statistical and management books and records shall be available for examination and audit by County, Federal, State and/or the County duly authorized representatives for a period of not less than five (5) years after final payment of the Contractor's fee expenses under the Contract or until all pending County, State, and Federal audits are completed, whichever is later.

All records related to this Contract must be kept in a single location, either at the Contractor's principle place of business or its place of business where the work was done. If this is not practical, the Contractor will assume the cost of collecting, organizing, and relocating the records and any technology needed to access the records to the Contractor's office nearest Dallas County, Texas whenever the County or anyone else with audit rights requests access to the Contractor's records associated with the services covered under this RFP/RFQ. The Contractor will do so with all due speed, not to exceed five (5) business days. If any audit reveals any material deviation from the RFP/RFQ's service and specification requirements, any misrepresentation, or any overcharge to the Dallas County, the County will be entitled to recover damages, as well as the cost of the audit.

ADEQUACY OF RECORDS

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that allowable services were provided to eligible clients the Contractor shall reimburse Dallas County for the services not so adequately supported and documented.

AUDIT DISALLOWANCE

If at any time it is determined by the County that a cost for which payment has been made is disallowed cost, the County shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the County either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Dallas County.

CONFLICT OF INTEREST

No official or employee shall have any financial interest, direct or indirect, in any contract with the County or be financially interested, directly or indirectly, in the sale to the County of any land, materials, supplies or services, except on behalf of the County as an official or employee. Any violation of this section, with knowledge, expresses or implied, of the person or corporation contracting with the County shall render the Contract involved voidable by the Commissioners Court of Dallas County. It is the responsibility of the contractor during all phases of the Contract process to notify the County in writing of any potential conflict of interest.

Contractor covenants that neither it nor any member of its agency presently has any interest or shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this contract. Contractor further covenants that in the performance of this contract no person having such interest shall be employed or appointed by contractor.

ANTI-KICKBACK CLAUSE

Contractor hereby certifies that it will comply with all applicable "Anti-Kickback" Laws (including (18 USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3), and shall insert appropriate provisions in all subcontracts covering work under this Agreement

POLITICAL ACTIVITY PROHIBITED

None of the funds provided under this agreement shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent its governing body upon request or to any other local or state official or employee or to any citizen information in the hands of the employee or official not considered under law to be confidential information. Any action taken against an employee or official for supplying such information shall subject the person initiating the action to immediate dismissal from employment.

No funds provided under this agreement may be used directly or indirectly to hire employees or in any other way fund or support candidates for the legislative, executive, or judicial branches of government of Contractor, the State of Texas, or the government of the United States.

None of the funds provided under this agreement shall be paid to any official or employee who violates any of the provisions of this section.

COLLUSION

Proposer expressly warrants and certifies that neither the Proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competition in conjunction with the Proposal or Contract. This paragraph does not however, preclude two or more supplier of certain parts of the requirements from presenting a combined or joint proposal for the purpose of providing a complete Proposal.

NEPOTISM

No person (1) Who is an employee, agent, consultant, officer, or official of the contractor and who exercises or has exercised any functions or responsibilities with respect to assisted contract activities; or (2) Who is in a position to participate in a decision making process or gains inside information with regard to such activities, may obtain a personal or financial interest or benefit, direct or indirect, in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure.

NON-DISCRIMINATION/AFFIRMATIVE ACTION

This Contract is subject to applicable federal and state laws and executive orders, including the Fair Labor Standards Act of 1938, relating to equal opportunity and nondiscrimination in employment. Neither Proposer nor its agents or subcontractors shall discriminate in their

employment practices against any person by reason of disability, age, race, creed, national origin, color, religion, sex, political affiliation, or veteran status.

Proposer agrees to comply with Title VI of the Civil Rights Act of 1964, Executive Order 11246 (Public Law 88- 352), Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), The Americans with Disabilities Act of 1990 (Public Law 101-336), and all amendments to each, and all requirements imposed by the regulations issued pursuant to these Acts. In addition, Proposer agrees to comply with Title 40, Chapter 73, of the Texas Administrative Code. These provide in part that no persons in the United States must, on the grounds of disability, age, race, creed, national origin, color, religion, sex, political affiliation, or veteran status, be excluded from, be denied the benefit of or be subjected to discrimination under any program or activity funded in whole or in part under this Contract.

Proposer agrees to comply and to cause its agents and subcontractors to comply, with the provisions of said laws and orders to the extent any such laws and orders are applicable in the performance of this Contract.

SECTARIAN ACTIVITY

Contractor expressly warrants and certifies that no funds under this contract are used either directly or indirectly, in the support of any religious or anti-religious activity, worship, or instruction.

FEDERAL DEBARRED VENDORS

No products and/or services utilizing Federal funds may be procured from vendors that are listed (debarred or otherwise suspended) on System for Award Management (SAM) formerly known as the Federal Excluded Parties List. Government requirements for non-procurement suspension and debarment are contained in the OBM guidance 2CFR, part 180 that implements Executive Orders 12549 and 12689 Debarment and Suspension. Dallas County reserves the right to reject from award consideration and/or terminate any contract with any vendor found to be suspended, ineligible and/or debarred as outlined herein.

DISCLOSURE FORM CIQ

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any Proposer or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the Proposer or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Dallas County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006.

Local Government Code, A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire is included in this solicitation. By submitting a response to this request, the Proposer represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Dallas County Clerk at 509 Main Street, 2nd Floor, Dallas, Texas 75202.

TWELVE (12) MONTH WAITING PERIOD FOR EMPLOYMENT OF CERTAIN FORMER COUNTY EMPLOYEES

In accordance with the County's Transparency Policy, any firm awarded a contract for the Procurement of goods or services shall be prohibited from hiring any individual who has previously worked for the County and in that capacity either evaluated, recommended, approved, monitored, or managed a contract involving that firm no sooner than twelve months after that individual has ceased to work for or be employed by the County. Failure to adhere to such a contractual requirement may result in the termination of the contract with the County.

AUTHORITY TO TRANSACT BUSINESS IN THE STATE OF TEXAS

Pursuant to Sec. 9.001 of the Texas Business Organization Code, non-Texas entities, including, but not limited to corporations, limited partnerships, and limited liability companies must have an application for registration filed with the Texas Secretary of State and shall provide to Dallas County a Certificate of Status issued by the Texas Secretary of State that serves as official evidence of the entity's existence or authority to transact business in Texas. To transact business with Dallas County, all entities must be in legal compliance pursuant to applicable laws, and shall provide to Dallas County evidence of said compliance.

USE OF CONTRACT BY OTHER POLITICAL JURISDICTIONS

In accordance with Article 791.025 of the Texas Government Code, governmental agencies (local, state) may request to utilize County contract by executing an interlocal agreement with Dallas County to do so. Proposers are advised that all awarded contracts may be extended, with the authorization of the Proposer, to others. If any other jurisdiction or political jurisdictions is authorized, their ordering of services/goods shall be at the prices, terms and conditions as of the results the final contract. The Contractor(s) must deal directly with that jurisdiction or political subdivision concerning the placement of orders, services, issuance of purchase orders, contractual disputes, invoicing and payment. Dallas County acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of your offer.

Each participating jurisdiction and political subdivision has the option of executing a separate contract with the awardee. Contracts entered into with them may contain general terms and conditions unique to those jurisdictions and political subdivisions covering minority participation, non-discrimination, etc. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.

Dallas County is indemnified against any and all claims that may arise from Interlocal Agreements entered into by the Contractor and by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision by the awardee.

COUNTERPARTS, NUMBER/GENDER AND HEADINGS

This Contract may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Words of any gender used in this Contract shall be held and construed to include any other gender any words in

the singular shall include the plural and vice versa, unless the context clearly requires otherwise. Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Contract.

RFP

ATTACHMENT S
SBE PROGRAM AND FORMS



SBE LANGUAGE FOR RFP SOLICITATIONS

REQUEST FOR PROPOSAL (RFP)

7.0 SMALL BUSINESS ENTERPRISE (SBE) PROGRAM

7.1. Definitions.

- 7.1.1. The term “**Commercially Useful Function**” is defined as a business that is directly responsible for providing the supplies or services to Dallas County as required by the solicitation or request quotes, bids or proposals. A firm is considered to perform a commercially useful function when responsible for the execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved. Example: A business that stocks sufficient quantities of supplies in direct inventory, which is being held for sale or resale, to cover anticipated future demands for the suppliers is considered to be performing a commercially useful function.
- 7.1.2. A “**Contractor**” is defined as one who participates, through a contract or any other contractual agreement in a County funded contract opportunity for work, labor, services, supplies, equipment, materials, goods or any combination of the aforementioned. For purposes of this Section, a Contractor is any individual, company, or other entity seeking to do work for Dallas County regardless of the method used to procure the services or products, including but not limited to bid or solicitation. A Contractor includes but is not limited to a contractor, consultant, or vendor.
- 7.1.3. The term “**Director of Small Business Enterprise**” shall mean the Director of the County’s Office of Small Business Enterprise and/or her/his designee.
- 7.1.4. The term “**Contract Administration**” shall mean the County Purchasing Department and/or its designee.
- 7.1.5. The “**Contract Administration Supervisor**” shall mean the Purchasing Director and/or his or her designee.
- 7.1.6. **Equal Employment Opportunity Requirements.** It is the policy of Dallas County to ensure non-discrimination in the award and administration of contracts. The Contractor or Subcontractor shall not discriminate on the basis of race, color, national origin, disability, veteran status, religion, or sex in the performance of any Dallas County contract.
- 7.1.7. **Good Faith Effort Plan.** The plan submitted with a Submittal detailing the Respondent’s efforts to achieve the set aspirational goal or documenting the Good Faith Efforts to meet the goals for all elements the Solicitation. A Good Faith Effort Plan must be submitted with a Submittal for any Dallas County projects in which goals have been established.

7.1.8 Metropolitan Statistical Area (MSA). The Dallas County MSA includes the following counties: Dallas, Tarrant, Denton and Collin.

7.1.9 Small Business Enterprise. It is the policy of Dallas County to support the growth and development of Small Business Enterprise (“SBE”) and ensure that SBEs have an equal opportunity to compete for and participate in Dallas County contracts. Thus, Dallas County Commissioners Court has created the Office of Small Business Enterprise to establish and oversee a Diversity Program to ensure that SBEs have an equal opportunity to compete for and participate in Dallas County contracts. It is Dallas County’s intent to:

- Ensure nondiscrimination in the award and administration of Dallas County contracts.
- Create a level playing field on which small businesses can compete fairly for Dallas County contracts; and
- Ensure that only firms who attempt in good faith to meet the SBE good faith efforts are considered for applicable contract awards.

Consequently, the contractor shall carry out applicable requirements of the good faith effort in its proposal/bid hereunder and, if awarded the contract, the award and administration of the Contract.

7.2 SBE Goals, Good Faith Efforts and Eligibility.

The Director of Small Business Enterprise and the Contract Administration Supervisor set the annual SBE participation contracting/subcontracting aspirational SBE goals for each contract. The contracting/subcontracting goals for this contract will be based on meeting or exceeding the **minimum aspirational SBE goal of 40%**, unless good cause exists for failing to meet the goal. The SBE aspirational goal is based on the total dollar amount of the contract.

To be eligible for points, firms (contractors and/or subcontractors):

- a) Must be certified as an SBE by the following County approved entities: North Texas Regional Certification Agency (NCTRCA), DFW Minority Supplier Development Council and/or the Women’s Business Council of Southwest, at the time of the proposal/bid submission. Other certifications are not acceptable.
- b) 51% or more owned and controlled
- c) Firm must be organized as for-profit business
- d) To be recognized by the County as a **qualified SBE firm**, as defined pursuant to Section 3 of the Small Business Act and relevant regulations, an SBE is a firm for which the gross revenues or number of employees averaged over the past three years, inclusive of any affiliates, is as defined by 13 C.F.R. Sec. 121.2; and
- e) All eligible firms must also perform a commercially useful function on the project and have a local presence in Dallas County Metropolitan Statistical Area (MSA) in order to be counted for SBE points. The MSA includes the following counties: Dallas, Tarrant, Denton and Collin.

7.3 SBE Scoring

The maximum number of points to be earned is 15 points. Self-performance and subcontracting may be used to achieve the aspirational goals and earn points.

- a) Certified SBE Prime Contractor: **5 points**
- b) Subcontracting to a Certified SBE Firm: **Up to 10 Points**
 - SBE Participation Percentage between 1% and 9.99% = **2 points**
 - SBE Participation Percentage between 10% and 19.99% = **4 points**
 - SBE Participation Percentage between 20% and 29.99% = **6 points**
 - SBE Participation Percentage between 30% and 39.99% = **8 points**
 - SBE Participation Percentage meeting or exceeding 40.00% = **10 Points**

The SBE or certified sub-contractor aspirational goal is expressed as a percentage of the total dollar amount of the contract going to SBE or certified Sub-Contractor for those areas which the Contractor has sub-contracted or anticipates sub-contracting. The aspirational goal shall also apply to contract amendments that require work beyond the scope of services originally required to accomplish the project.

The Respondent agrees to employ good faith efforts through the award of subcontractors to eligible SBEs and certified firms to the fullest extent possible.

Dallas County's Good Faith Effort Plan (GFEP) will be used for scoring purposes based upon SBE and other eligible certified firm's participation. However, all subcontractors and/or suppliers, whether certified or not, must be listed in the GFEP. The information provided in the GFEP Form will be utilized in the development of the final contract/agreement. This form is required and considered to be a part of the response to the RFP. **Should the Good Faith Effort Plan or any of the specified documents listed below be incomplete, not signed, and/or not submitted, the proposal/bid may be deemed non-responsive.**

7.4 Each Contractor must include with its proposal/bid, the following documents:

- Completed and signed **Good Faith Effort Plan**, executed by an authorized representative; and
- Completed and signed **Small Business Utilization Affidavit**, executed by an authorized representative; and
- A signed and executed **Subcontractor Intent Form**, executed by an authorized representative (prime and subcontractor).

Note: All forms must be complete in their entirety and submitted as part of a Respondent's Proposal.

The County reserves the right to accept or reject any certified firm, and in its sole discretion is not bound by the certifying bodies' determination if the County has a good faith basis for concern regarding the eligibility of the firm to meet SBE guidelines or standards. A Contractor whose proposed certified firm is rejected may contest in writing to the Office of Small Business Enterprise, in accordance with the SBE Policy. The denial of SBE certification by the Office of Small Business Enterprise is excluded from the Dallas County Purchasing Code of Ethics Protests Procedure and is exclusively governed by the appeal process set forth in the SBE Policy.

7.7. SBE Reporting. The Contractor and its subcontractors are required to electronically submit subcontractor payment information using the County's Compliance Reporting System (CRS), accessed through a link on the Dallas County SBE webpage. The Contractor and all subcontractors will be provided a unique log-in credential and password to access Compliance Reporting System.

Training on the use of the system will be provided by Dallas County's Office for Small Business Enterprise. After the prime receives payment from the County, electronic submittals will require data entry of the amount paid to each subcontractor listed on the Contractor's Good Faith Effort Plan.

- 7.8. **Contracting.** If awarded the contract, the Contractor agrees to be bound by the policies and guidelines set forth in the County's SBE Policy, which may be incorporated into the contract. If a conflict exists between the SBE section of the solicitation and the County SBE Policy, the language in the solicitation governs.

**MANDATORY
SBE SOLICITATION ATTACHMENTS**



SMALL BUSINESS UTILIZATION AFFIDAVIT

It is the policy of Dallas County to encourage the inclusion of qualified Small Business Enterprises (SBEs) to the greatest extent feasible on the County's construction, procurement and professional services contracts. Neither the County, nor its Contractors and their subcontractors shall discriminate on the basis of race, age, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, Dallas County has adopted the Small Business Enterprise Policy for all County contracts.

Small Business Enterprise Participation Goals

The solicitation bidding plan establishes subcontracting goals and requirements for all prospective bidders to ensure reasonable degree of SBE meaningful business utilization and participation in County contracts. It is the goal of Dallas County that a certain percentage of work under each contract be executed by one or more SBEs. For the purposes of participation percentages, Dallas County does not include amounts paid to the prime by the sub-contractor.

The apparent proposer shall agree to meet the established goals or must demonstrate and document a "good faith effort" to include SBEs in subcontracting opportunities. The apparent proposer who fails to adequately document good faith efforts to subcontract or purchase significant material supplies from SBEs may be denied award of the contract by Dallas County based on the contractor's failure to be a "responsive" or "responsible" bidder.

By signing below, I agree to provide Dallas County, Small Business Enterprise Department a completed copy of all required forms. I understand that, for the purpose of SBE subcontracting participation, any amounts paid to the prime from the sub-contractor should not be included in the above listed participation amount. Finally, I understand that if I fail to provide all of the required documents within five (5) business days after notification, my bid may be deemed "non-responsive" and I may be denied award of the contract.

Solicitation Number: _____

Company Name: _____

Typed or Printed Name of Certifying Official of Company

Date

Signature of Certifying Official of Company

Title



Small Business Enterprise Program Utilization Form

Solicitation/Project Name: _____ Solicitation #: _____

Firm Name: _____ Firm Phone # _____

Firm Address: _____ City: _____ State: _____ Zip: _____

Compliance Contact: _____ Phone #: _____ Email Address: _____

Is Your Firm Certified: _____ Certifying Agency: DFWMSDC _____ NCTRCA _____ WBC-Southwest _____ Other: _____

Total Bid Amount: _____ Amount self-performed: _____ Percentage self-performed: _____

Utilization Plan

List the firms that will be utilized on the project. Provide copies of correspondence.

SBE certified subcontractors/suppliers									
Firm Name & SBE Certification #	Tier	Person Contacted & Date	Address	Phone & Email Address	Type of Work	NAICS Code	Local or Non-Local	Dollar Amount	% of contract
							Total	\$	%



Non SBE certified subcontractors/suppliers									
Firm Name	Tier	Person Contacted & Date	Address	Phone & Email Address	Type of Work	NAICS Code	Local or Non-Local	Dollar Amount	% of Total Contract
							Total	\$	%

Prime Printed Name: _____ Title: _____ Signature: _____ Date: _____

For Use by SBE Office Only

SBE Compliance Officer: _____ Date: _____

SBE Notes:



Good Faith Efforts Form

The Good Faith Efforts Form must be fully completed if the aspirational goal is **not** met.

1. Did you speak with or receive assistance from a staff member in the Small Business Enterprise

Department? _____ (Y/N) Name of staff member _____

2. Did you utilize a Dallas County SBE vendor list? If not, please explain?

Vendor List Accessed	Date of Access

3. Did you provide written notice to potential SBE subcontractors, suppliers, and vendors? Written notice should include plans, specifications, subcontractor/supplier opportunities, and deadline for submission to respondent no less than 7 days before bid submission. Please provide copies of all correspondence, including accepted and rejected SBE bids or proposals, i.e. letters, memos, emails and phone calls.

Firm Name & Address	Phone #	Person Contacted & Date	Type of Work	NAICS Code	SBE Certification No.	Response to Solicitation	Bid/Quote Amount	Company Selected (Y or N)

4. If applicable, did you participate in the pre-bid meeting? _____



5. Did you identify and select specific work items to be performed and/or procurement to be fulfilled by SBEs? Please subdivide total contract work into smaller portions or quantities to permit maximum active participation by SBEs.

1.	2.	3.
4.	5.	6.

6. Did you advertise in trade publications or with local advocacy organizations? The advertisement must identify and describe subcontracting opportunities in detail, including a contact person and deadlines. Please provide a copy.

Publication Name	Date of Publication

Prime Printed Name: _____

Title: _____

Signature: _____

Date: _____

Small Business Enterprise

[Records Building](#) - 500 Elm Street, Suite 0300, Dallas, TX 75202
Telephone: (214) 653-6021 | E-Mail: sbe@dallascounty.org



DALLAS COUNTY
SUBCONTRACTOR INTENT FORM

To: Dallas County - Small Business Enterprise Department

Date:

Project Name:

Solicitation #:

Subcontractor on the project will provide the following good(s)/service(s):

to Prime Contractor on the project

SBE subcontractor is certified by the following agency: DFW Minority Supplier Development Council NCTRCA Women's Business Council SW

SBE Certification #: (Certification must be kept current/valid for the entire duration of this contract. Failure to comply with this provision could be subject to removal from contract.)

For the purposes of SBE subcontracting participation, Dallas County does not include amounts paid to the prime by the sub-contractor.

Total Contract Amount for prime: \$ Estimated Work Start Date:

Sub Participation Amount: \$ % Estimated Work End Date:

The undersigned intends to enter into a formal agreement with the subcontractor listed, conditioned upon being awarded the Dallas County contract. The undersigned understands that, for the purpose of SBE subcontracting participation, any amounts paid to the prime from the sub-contractor should not be included in the above listed participation amount. Before any subcontractor/supplier substitutions are made, the prime contractor must submit an SBE Substitution Request Form to The SBE Department for approval. Failure to comply with these provisions could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future Dallas County contracts. The subcontractor's participation will be entered in B2GNow, Dallas County's compliance system, based upon this intent form.

Officer's Signature (Prime Contractor)

Officer's Signature (Subcontractor)

Printed Name (Prime Contractor)

Printed Name (Subcontractor)

Title (Prime Contractor)

Title (Subcontractor)

Date

Date

Please select or list all Chambers or Advocacy groups you are a member of:

Table with 2 columns: Chamber/Advocacy group, Prime, Sub. Rows include Greater Dallas Asian American Chamber of Commerce, Greater Dallas Black Chamber of Commerce, Greater Dallas Hispanic Chamber of Commerce, U.S. Pan Asian American Chamber of Commerce, Asian Contractors Association, Regional Black Contractors Association, and Regional Hispanic Contractors Association.

Questionnaire

1) Do you utilize a rules driven web-based platform for managing leave? When was this system implemented? Is this an upgrade to an existing system or a new system capability?

2) Describe your online, web-based capabilities and include information regarding employer access, form and reporting.

3) Describe the data and information that is available to the County's FMLA contract administrator.

4) Describe the data and information that is available to managers and supervisors.

5) Does your company have experience working with Kronos Workforce Version 8.1.6, and Oracle Fusion?

Will the Contractor provide a dedicated technology implementation specialist to coordinate initial implementation of the data feeds? Will the assigned designate processes and procedures to maintain the system interface?

6) Does your proposed system solution interface work with Kronos Workforce Version 8.1.6 and Oracle Fusion?

If not, what additional modules or setup requirements do you require to interface with Kronos Workforce and or Oracle?

If proposed system solution currently interfaces with Kronos Workforce and or Oracle, provide technical configuration needs, and system requirements for the module or interface.

7) Contractor shall provide all software and integration tools necessary to integrate information SEAMLESSLY with existing system(s) USED BY DALLAS COUNTY (ORACLE/KRONOS)". The Contractor must be able to provide interfaces with Kronos. The interface information required includes but is not limited to employee data, time keeping data, and time keeping element information such as vacation, sick, fmla, loa, etc.) as required and used by Dallas County. This information must be sent/received in real time or at least daily as a minimum. Data file format must be in the format required by the Kronos Application.

Describe the process to accomplish this task.

8) Do you perform any system or administrative tests to ensure data integrity and a successful conversion prior to go-live?

9) Does your system have the ability to accept feeds from the client's time and attendance system? If so, what is your recommended frequency (e.g., real-time, hourly, daily, weekly, etc.)?

Additionally, provide format requirements.

10) Do you have a fully integrated (web-based) system that allows self-service for employees, information technology staff, managers/supervisors and human resources? (i.e., secure log-in, support staff for help)

11) Explain the level of accessibility County staff will be granted, which, at a minimum, should include view access to the complete diary system, as well as at a minimum the ability to run ad-hoc reporting.

Additionally, describe how the County will be provided with accessibility to the third-party Contractor services system/database, which should include information to be interfaced with the County Kronos Workforce Timekeeping System.

12) Does the system allow for role-based access (i.e., employee, manager, claims manager, business unit point of contact who would be responsible for a subset of the company, etc.)?

13) Does the system allow for single-sign-on for an employee/manager from a client's PC System/Application? (i.e., work, mobile apps, home, but not limited to these accesses)

14) Does your staffing model support a single claim manager who handles a given employee's leave from end to end (i.e., manages leave from intake to return to work or transition too LTD)?

15) What are the County requirements (e.g., time, resources, and technology) for interfacing, testing, and deployment of the Third-Party Administrator (TPA) System?

16) Is your system able to automatically generate communications to Human Resources and Management?

Describe the typical method of communication including methods for intermittent or problematic cases.

17) Describe the length of time, in months, for which transactional level historical data will be available to the County at all times through the on-line web management system

18) What are your system's backup and disaster recovery process and procedures, including uptime availability of the system and technical support capabilities.

19) What technical support is available for any technology utilized? What are support hours? Describe the level of system support.

20) What physical and software security measures does your company take to protect the confidentiality of the company's transaction information (for data transfer as well as data storage)?

21) Describe the formats or methods offered for distribution of transaction data (hard copy, direct transmission to mainframe, PC-based direct transmission, email) and the frequency of distribution (e.g. daily, weekly, monthly)

22) How quickly after a transaction has been conducted is information available?

23) What "on demand" report(s) are available via the Contractor's secure employer management website? Is "real-time" drill-down available to determine utilization from a specific location, and is the particular reason for the leave recorded for non-concurrent claims? Does the Contractor provide trend analysis and alerts to inform County of developing issues?

What reporting enhancements or upgrades does the Contractor expect to complete within the next six (6) months?

24) Provide a general description of the reporting packages you offer. Is the information available through your reporting package accessible at any time? If not, what days and hours is it available?

25) Can reports be generated for various levels of our organization? List options for report distribution to managers, functional staff personnel, and other levels.

26) What are your inquiry and ad hoc reporting capabilities?

27) Please provide a complete list of tracking and monitoring reports.

28) Does your system have the ability to handle real-time data transfers to the client's Time and Attendance system?

29) Are disability and other leaves all on a single system platform to provide full integration of leave management and processes?

30) Does the system have the ability to track FMLA, update FMLA cases, and manage multiple FMLA cases and intermittent cases?

31) How do you distinguish claim management from absence management? Which more accurately describes the services you provide to most of your customers?

32) Are you able to provide end-to-end support for the entire FMLA leave process, including initiation, medical determinations/certification, tracking, return-to-work determination and coordination for employees, including but not limited to the following: employee eligibility

based on FMLA (1,250 hours in the past 12 months with one year employment within last X years (7 currently); number of available, used and remaining; the handling of multiple FMLA leaves for same employee; the handling of intermittent leave?

33) Please indicate which of the following claim intake methods are included in your proposed program for the County: Online via the Internet, Accessible to visually impaired, Printed copy, Telephonic with live representative

34) Describe your call center services and call-handling capabilities: language services, transfer process, escalation process. Do they align well with the work hours of site operations for the County (e.g., multiple shifts, 24/7, weekends)?

35) Please describe your intake process. Do you provide live intake? If so, what type of information is requested of or provided to the employee?

36) What are your hours for intake?

37) Are call center calls recorded for quality assurance and dispute resolution? If so, how long are the recordings saved? Also, what security is provided for these recordings?

38) What is the average wait time for call-pick-up? What percentage of wait times exceeds one (1) minute?

What is the average duration of each call?

39) Do you use a standard intake script? If so, is it configured for compliance with federal leave law?

40) Can you provide telephonic support to County employees for questions regarding completion of the FMLA forms?

41) Will you handle early submission leave requests? If so, what is the earliest you will accept and what is the process for managing early submissions?

42) How is the employee's supervisor or manager notified of the FMLA request?

What is the timeframe of this notification?

43) After intake, what happens to the claim? Is it reviewed by a specialist and if so, who? What is the timeframe for review?

44) Describe customer support available at any given time and how customer service intake is staffed and provision for high volume contacts are managed as the County is a 24/7 operation.

Provide average abandonment rate including an average length of time to answer incoming customer services lines and describe how volume and peak periods are managed.

45) How do you ensure that all leave is being administered appropriately? Additionally, how do you recommend and handle the administration of claims status (e.g., benefit usage, remaining benefits, availability of case/clinical, medical information, case notes, denials, appeals, return to work, but not limited to these items).

46) Does the Contractor have the ability to provide integrated intake with respect to the multiple leave types the County uses (public sector) with respect to FMLA leave? (e.g., including but not limited to Short Term Disability FMLA, Vacation FMLA, Sick FMLA, Wage Continuation FMLA, Paid Personal Leave FMLA, Comp-Time FMLA, etc.). Describe the process.

47) What is the smallest increment of intermittent leave the Contractor is capable of tracking? What are the Contractor's processes to notify supervisors of employees requesting FMLA leave? Does the Contractor have an auto-notification process so that site specific County contacts receive real-time notice of a new leave case request so that they can manage staffing needs effectively?

48) Is your organization able to work with the client's points of contact to support return to work efforts?

49) Describe how you would monitor and implement legislative changes and how your system would support requirements at both the federal, state and local level including changes in Dallas County's policies and procedures. (e.g. updates, forms. Notifications, etc.).

50) Will you take over currently open FMLA leave cases, or will your services be limited to new leaves? Provide a proposed transition approach and/or strategy for handling current cases or legal matters.

51) Does your organization have medical staff (e.g. nurses, etc.) review all medical related FMLA claims?

52) Given potential liability, what audits do you have in place for review of FMLA leave, guidelines, processes and procedures to lessen the potential liability to the County.

53) What training for the representatives is in place to ensure your administrators are knowledgeable concerning Dallas County's policies/procedures and preferences with respect to FMLA leave issues and Federal, State and Local laws, if applicable? (e.g., determination of serious health conditions).

Is the administrator sending the eligibility and rights and responsibilities notice within five (5) business days of receiving a request for FMLA leave?

Are they sending the designation notice within five (5) business days of receiving enough information to determine whether leave is being taken for a FMLA qualifying reason?

Reviewing medical certification closely to ensure that they are complete and sufficient?
Obtaining HIPAA compliant authorizations before communicating with a health provider concerning clarification of medical certification? Responsible for tracking FMLA hours available and used for each employee, is the administrator appropriately counting worked hours and other similar topics, as well as indemnity provision, to ensure unnecessary exposure.)

54) Does your organization have nurses on staff who serve as FMLA practice/consulting leaders? If "yes", are your clients able to access these resources?

55) Are you able to coordinate with our internal business area Human Resources FMLA Points of Contact to administer paid leaves appropriately? (e.g., meet deadlines for payroll processing or provide information for historical edits)

56) How do you handle notifications and deadlines? (including, but not limited to electronic notifications for all status changes, and employee absence)

57) Does the third-party administrator system provide any standard reporting or notifications (including, but not limited to: advice to pay, customer service statistics, utilization information)?

58) Do you support 24/7 claim intake via? Describe the methods for the FMLA claims intake process (i.e., telephone, fax, mail, e-mail, etc.) Provide any customization for these intake requests.

59) Are you able to provide a dedicated customer/claims service unit? Additionally, is this performed internally by company or outsourced?

60) Are you able to support a requirement that a customer service representative contact all employees five (5) days prior to their expected return-to-work date and confirm return-to-work plans? (i.e., what method, notification used)

61) Does your organization have a designated communication department who assists customers with drafting communications to employees, Human Resources and Managers/Supervisors and Directors?

62) Please describe the types of correspondence, reports, or communications sent to Human Resources, Managers, Supervisors and Directors regarding Family and Medical Leave Act status.

63) What is your definition of administrative services stand alone or integrated services?

64) Describe how problematic/abusive/patterned leave cases are identified and the manner of feedback provided to the County. Include intervention techniques available for these types of cases. The third-party Contractor should at a minimum identify the following recognizable patterns. (e.g., day of week, before/after holidays, before/after employee's scheduled days off, specific shift, specific time of day, type of leave taken, inclusive, but not limited to these examples)

65) How do you identify and communicate potential impediments, obstacles, or problems that could negatively impact work performance by employees, management, Human Resources, and other County resources (including Information Technology aspects of project)?

66) All of the services provided in this solicitation (i.e., inclusive, but not limited to COBRA/HIPPA/ACA compliance, case management, printing ID Cards, special delivery, etc.) shall be included in the plan administration of the Contractor. Include how you handle and ensure the confidentiality of information being held by third party administrator (TPA).

67) Provide milestones for customer assessment of readiness including best practices project management procedures, needing to be in place to ensure the successful project implementation of third-party administration of FMLA with the current Kronos and other County Technology (Oracle for example) as identified. (e.g., including but not limited to upgrades, system requirements, additional configuration, purchasing of additional licenses, etc.).

68) What initial and ongoing training do you provide for County personnel, administrators, and employees?

Please describe, including content of training and frequency of training.

69) Describe the training and documentation that will be available to the County either monthly, quarterly, annually, or on demand and include training locations.

70) Describe the minimum number of classroom training hours that will be provided annually to IT staff, and the County on all aspects of project, reporting, on-line management system and change management.

71) Describe how you will provide training to the County for use of web-based system. It should include examples of training curriculum and supporting materials, including manuals and training documents it expects to use in its training.

72) Transition of services from one Provider to another Provider is a critical component of this RFP as there cannot be a lapse in service. Provide a detailed description of their experience in transitioning large volume customers. Contractor should include details of the transitions completed, including the number of clients, number of accounts produced and within what timeframes, and the timeframe for the entire organizational transition.

73) Describe your customer services approach: Contractor shall provide Customer Service Representatives (CSR) to be responsible for responding to the County. The CSRs must be available twenty-four (24) hours, seven (7) days a week, including weekends and holidays. These staff will be available via a toll-free number and will return calls within thirty (30) minutes. Indicate if 24/7 toll-free line for automated account information and any customer service issues will be provided. Identify the location of its customer service centers that will support the Dallas County account.

74) Describe the resolution process and procedure for dealing with disputed transactions resulting from unauthorized errors, or problems with services that are not resolved between the County user and Contractor.

75) Describe your implementation plan: A comprehensive description of the proposed implementation methodology for the project. The description should include how the Contractor has developed this methodology to both incorporate lessons learned from past experiences. The implementation plan must include the information described below:

An overview of project management approach and services proposed

Description of the various implementation tasks for each participating party

A description of your methodology for implementation including timeframe/timeline, overview of deliverables, assumptions and assumed responsibilities include a testing phase.

Sample project plan should include the proposed project schedule including major milestones, activities, and timing of deliverables. Identify the dates associated with deliverables and milestones.

76) Please describe any additional value-added services you are offering as part of your proposal. Include any clarification or explanation of why any of the items outlined may either be provided or provided in a different manner than what has been requested.

77) Department-Specific Reporting & Dashboards

Does the Contractor provide department-level dashboards (Internal Departments)?

If yes, describe functionality, filtering capabilities, and whether dashboards can be customized by the County.

Can reports be generated and segmented by department, division, supervisor, job classification, and location?

Does the system allow the County to create and save custom dashboards and recurring reports without vendor assistance?

78) Quarterly & Historical Snapshot Reporting

Can the Contractor provide point-in-time (snapshot) reporting (e.g., active claims as of a specific date such as quarterly reporting)?

Describe the Contractor's ability to provide historical trend reporting over multiple years (minimum 5 years).

Can the system produce standardized quarterly reports reflecting:

- Active FMLA (continuous and intermittent)
- ADA accommodations
- LOA claims
- Department-level breakdowns

79) Real-Time Reporting & Notifications

Does the system provide real-time or near real-time reporting accessible to the County?

Can the system generate automated alerts for:

- New claims
- Status changes
- Pending deadlines
- Return-to-work dates

LITIGATION QUESTIONNAIRE

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Respondent. If any answer is yes, explain fully the following:

(a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Respondent, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Respondent.

Circle One: Yes No

If yes, describe them.

(b) whether Respondent was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Respondent from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

Circle One: Yes No

If yes, describe them.

(c) whether said Respondent's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said or Respondent, which directly arose from activities conducted by the business unit or corporate division of said Respondent which submitted a bid or proposal for the subject project.

Circle One: Yes No

If yes, describe them.

2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

Circle One: Yes No

If yes, describe them.

3. Have your firm had a contract for services similar those requested in this RFP terminated for any reason within the last 3 years?

Circle One: Yes No

If yes, provide full details regarding the termination

4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Dallas County or any other federal, state or local government, or private entity during the last five (5) years?

Circle One: Yes No

If yes, describe them.

5. Has any Respondent, member of Respondent's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One: Yes No

If yes, describe them.

6. Are there any current or pending litigation, administrative proceedings, actions or investigation against your firm within the last five (5) years?

Circle One: Yes No

If yes, describe them.

7. Have you or any member of your firm been a plaintiff or defendant in a legal action for deficient performance under a contract or violation of a statute or related to service reliability within the last five (5) years?

Circle One: Yes No

If yes, describe them.

Company Name	Legal Name	Owner Name	Last Name	Email Address	Email Address 2	Address	Address 2	City	State	Zip Code	Phone Number	Fax Number
541612												
163 Coaching LLC dba Bonafide Leaders		Tim Williams		twill@bonafideleaders.com		PO Box 260251		Plano	TX	75026	(214)238-5050	(214)238-5050
Absolute Consulting Group, LLC		Paula	Johnson	info@easysasag.com	info@easysasag.com	1116 Claremont Ln		Burleson	TX	76028	214-843-1621	
Adam Rose Human Resources Management, LLC	Adam Rose Talent Management	Kyle	McCoy	ty@adamrosehr.com	ty@adamrosehr.com	2591 Dallas Parkway	Suite 300	Frisco	TX	75034	512-806-0713	
Almont Legacy LLC dba Watch Me Excel		Lenetra King		lenetra@watchmeexcel.com		4500 Mercantile Plaza Dr	Site 300	Fort Worth	TX	76137	817-697-1413	913-904-4022
Anveta Health, Inc.		Renuka Samudra		renuka@anveta.com		1333 Corporate Dr	Suite 108	Irving	TX	75038	(214)552-8533	(214)529-5351
AVA Consulting Group, Inc.		Ash Bhargava		ash.bhargava@avaconsulting.com		1202 Richardson Dr	Suite 112	Richardson	TX	75080	214-575-8860	214-564-4242
BAR4 Ventures	Express Employment Professionals	Julie	Barrera	julie.barrera@expresspros.com		1350 E Arapaho Rd	#238	Richardson	TX	75081	972-777-6352	972-777-6355
Bracane Company		Pamela Nelson		pjnelson@bracaneco.com	chbarrett@bracaneco.com	1201 W 15th St.	Ste 330	Plano	TX	75075	888-568-4271	214-335-1234
BridgeWork Partners, LLC		Wanda Granier		wanda@bridgeworkpartners.com	samantha@bridgeworkpartners.com	4425 Plano Pkwy	Ste 1303	Carrollton	TX	75010	214-920-9910	972-814-5681
CCL Partners Group LLC		Cristina Lopez		cris@ccpartnersgroup.com	justin@ccpartnersgroup.com	Hickory Hill Ln		Colleyville	TX	76034	(817)680-5359	(214)226-9444
Cemetrics, LLC		Clifton Miller		cmiller@cemetrics.us	ccaldwell@cemetrics.us	2600 E Southlake Blvd	Ste 120	Southlake	TX	76092	214-448-5788	214-448-5788
Center Point Capital Partners LLC dba People Tech Consulting		Priya Ramesh Patel		priya@peopletechconsulting.com	contact@peopletechconsulting.com	14200 Midway Rd	Ste 115	Dallas	TX	75244	(866)540-0888	(866)540-0888
Cognitive BI, Inc		Samuel Mathew		smatthew@cognitive-bi.com		2884 Sicily Way		Lewisville	TX	75067	(972)974-7737	(972)974-7737
Dr. Christi E. Monk, LLC		Christi Monk Andrews		cmontk@christimonk.com		3550 S. Robinson Rd		Grand Prairie	TX	75062	(972)896-7874	(972)896-7874
E&G Professional Business		Elizabeth	George	professionalbuscons@gmail.com	professionalbuscons@gmail.com	1860 Cindy Lane		Lewisville	TX	75067	214-676-9274	972-315-3176
ETHIRE LLC		Kalrav Amin		kai@ethires.com		1702 Washington St.		Princeton	TX	75407	(217)699-0000	(440)390-2525
Excellian Inc. dba Excellian HR		Beverly Carroll-Wilson		beverly@excellian.com	tstencer@excellian.com	2301 Ohio Dr	Ste 285C	Plano	TX	75093	972-499-0525	214-755-0316
Growing Through Life International LLC		Aundrea	Harris	connect@growingthroughlife.net	connect@growingthroughlife.net	4914 Rolling Vista		Mesquite	TX	75150	972-244-3719	
Innoventric LLC		Parvathi Peruboyina		parvath@innoventric.com	vdevara@innoventric.com	311 S Jupiter Rd	Ste 205	Allen	TX	75002	(469)498-0498	(469)498-0498
INNOVENCENTRIC, LLC		PARVATHI	PERUBOYINA	pc@innoventric.com	pc@innoventric.com	311 S. JUPITER ROAD		ALLEN	TX	75002	862-279-9128	
Insight HR Partners, LLC		Cheryl Orr		cheryl@insighthrpartners.com	cheryl@insighthrpartners.com	7509 Garonne St.		Dallas	TX	75231	972-795-0981	757-621-9607
Joseph Development and Contracting		Kevin	Joseph	josephdevcont@gmail.com	josephdevcont@gmail.com	334 West Center Street		Duncanville	TX	75116	214-901-6744	884-888-4334
Jupiter Talent Services LLC dba Bright Connect		Sapna Ganeshan		sapna.ganeshan@gmail.com	jay@redconnect.org	13259 Tall Grass Trail		Frisco	TX	75035	972-365-0561	972-365-0561
JW Counseling, Coaching, and Consulting Services		Julie A	Williams	jayew@jawayconsulting.com	jayew@jawayconsulting.com	4025 Woodland Park Blvd Ste 102	Ste 102	Arlington	TX	76013	469-672-5472	469-242-0791
KALY SOLUTIONS, LLC	Paul Davis Restoration of Central DFW	Adriana	Young	adrianayoung@coutd.com	kendrick.young@pauldavis.com	2202 113th St	Ste 100	Grand Prairie	TX	75060	404-966-1101	
Kirton Consulting LLC	KKC	Kirton	Young	info@kirtonconsultinggroup.com	info@kirtonconsultinggroup.com	309 Pine Top Dr		Murphy	TX	75094	631-339-4291	
Lead Strong Inc		Reginald Camey		reggie@leadstronginc.com	whitney@leadstronginc.com	13155 Noel Rd	#900	Dallas	TX	75240	(469)693-1552	(469)693-1552
Legacy Resource Group		Huelon	Harrison	hugh@legacysourcegroup.net	hugh@legacysourcegroup.net	2560 CEDAR CREST BLVD.		DALLAS	TX	75203	214-941-6885	214-337-4256
LOCKE CONSTRUCTION SERVICES, LLC.		Angie	Harrison	angie.tolbert@yahoo.com		201 Main Street	Suite 600	Fort Worth	TX	76102	817-727-3799	
Management Recruiters of Fort Worth-SW, LP	Siter-Neubauer & Associates	Thavi	Louanlavong	careers@sncompanies.com	touanlavong@sncompanies.com	1017 N. Bowen Rd.	Suite D	Arlington	TX	76012	817-989-9700	817-569-1126
Mas Talent, LLC		Cynthia Ryan		cyndi@mastalenthr.com	tim@mastalenthr.com	3801 Island Ct		Carrollton	TX	75007	214-616-0885	972-841-3842
New Paradigms Consortium, Inc.		Olga S. Taylor		ostaylor@aol.com		P O. Box 260037		Plano	TX	75026	214-803-1005	214-803-1005
NIA Consulting, LLC		Kimberly Manns		kim@3diversity.com		539 W Commerce St.		Dallas	TX	75025	(410)908-0622	(410)908-0622
ProCorp Systems Inc		Padmaja	Chetty	sharath@procorpsystems.co	sharath@procorpsystems.co	2222 W Spring Creek Pkwy, #202		Plano	TX	75023	469-367-0669	
PZP BizConnect		Pamela Zeigler-Petty		pzzbizconnect@gmail.com	pamela@pzzbizconnect.com	PO Box 260758		Plano	TX	75026	214-471-3830	214-471-3830
Q Medstaff, LLC	Prana Talent	Bridget	Gibbs	bridget@qmedstaff.com	bridget@pranatalent.me	598 Temple Hall Hwy		Grandbury	TX	76049	817-773-7881	888-371-4285
Rachel Roberts Consulting, LLC		Rachel Roberts		rachel@rachelrobertsconsulting.com		8130 Tory Sound Dr		Dallas	TX	75231	(214)402-6449	(214)402-6449
RD Adams Enterprises, LLC	ONE Elite Staffing	Romona D	Adams	romona@rdadamsenterprises.com	romona@1elitestaff.com	13747 Montfort Drive	Ste 203	Dallas	TX	75240	214-817-0763	972-707-0553
ResearchFidelity, Inc.		Arun	Mamtani	admin@researchfidelity.com	admin@researchfidelity.com	5015 ADDISON Circle		Addison	TX	75001	972-612-9661	214-452-7861
RESOURCE PERSONNEL CONSULTANTS		Joe	Ergonis	jergonis@rppcompany.com	bkent@rppcompany.com	13346 Midway Rd	Suite 204	Farmers Branch	TX	75244	972-371-2920	972-371-2922
SSP Consulting, L.C.		Calvin	Stephens	sspc@msn.com	tsadler@sspsconsulting.com	2100 Valley View Ln	Suite 303	Farmers Branch	TX	75234	214-207-4185	
Strategic Focus, LLC	Strategic Focus Educational Services	Kristin	Battle	kbattle@stratfocusllc.com	kbattle@stratfocusllc.com	1808 S. Good Latimer Expy		Dallas	TX	75226	214-888-6776	
Techno Tasks, Inc.		Kartheek Alluri		kartheek@technotasks.com	ram@technotasks.com	12100 Ford Rd	Ste B352	Farmers Branch	TX	75234	469-444-9101	316-299-1726
TEZ JONES Training Solutions, LLC		Montez Jones		info@tjts14.com	jonestez@gmail.com	PO Box 174501		Arlington	TX	76003	972-863-2114	919-273-2213
TG8 LLC		Kendria Taylor		kendriat@tg8solutions.com	kendriat@outlook.com	500 E Front St.	Ste 160-92	Arlington	TX	76011	(214)240-5511	(214)240-5511
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Troy L. Coleman, Ph.D., Inc.	Coleman & Associates Consultants	Troy	Coleman	dtroy@tlccac.com	dtroycoleman@msn.com	2911 Turtle Creek Boulevard	Suite 300	Dallas	TX	75219	214-370-9933	972-525-0246
ULTRASOUND IMAGING CONCEPTS, LLC	ULTRASOUND STAFFING & SOLUTIONS, ULTRAVIEW IMAGING	Makeba	Waller	makeba0515@gmail.com	makeba0515@gmail.com	5860 S Cooper St	SUITE 101	Arlington	TX	76017	817-236-2234	
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Valdez Thompson Consulting, LLC		Helinda Valdez Thompson		hvaldezthompson@gmail.com		2828 Rockport Cove		Grapevine	TX	76051	817-817-5655	817-817-5655
WorldVision Technologies Inc		Suresh Chappidi		sureshchv@worldvisiontech.com		8951 Collin McKinney Pkwy	Ste 602	McKinney	TX	75070	(571)274-1591	(571)274-1591
YaggleIT Corp		Leslie Ortega Kravitz		leslie@yaggleit.com	hr@yaggleit.com	500 N Central Expy	Suite 500YT	Plano	TX	75074	(972)649-9910	(770)500-4686
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Trinity Review Services, Inc.		Johnny Lee	Rogers	johnnyr@trinityreviews.com	johnnyr@trinityreviews.com	610 Uptown Blvd., #2000		Cedar Hill	TX	75104	888-587-9062	888-314-0003
525120												
No SBEs Found												
541611												
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3 Star Solutions, Inc		Shelphine	Sanders	snsanders74@yahoo.com	snsanders74@yahoo.com	1075 Griffin St W		Dallas	TX	75215	214-530-9442	
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ABR Advisory Consultants, LLC		Angela Berry Roberson		angela@abradvisoryllc.com	aberryro@gmail.com	1427 Oxbow Dr			Cedar Hill	TX	75104	(469)494-4900	(469)494-4900
ABRAC, LLC		Carmen Garcia		cgarcia@abracllc.com		2500 McKinney Ave.			Dallas	TX	75201	214-755-6167	214-755-6167
Absolute Consulting Group, LLC		Paula	Johnson	info@easysaacg.com	info@easysaacg.com	1116 Claremont Ln			Burleson	TX	76028	214-843-1821	
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Adam Medrano Consulting LLC		Adam Medrano		adam@adammedrano.com		2338 Douglas Ave.			Dallas	TX	75219	(469)733-5549	(469)733-5549
Adam Rose Human Resources Management LLC dba Adam Rose Talent Management		Kyle McCoy		ty@adamrosehr.com		13355 Noel Rd		Ste 1100	Dallas	TX	75204	512-806-0713	202-658-9508
Admiral Communications, Inc.		Phyllis	Farragut	phyllisfarragut@admiralcom.com	phyllisfarragut@gmail.com	12344 Scottwood Rd			Frisco	TX	75035	214-882-1524	972-000-0000
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AGUIRRE PROJECT RESOURCES LLC		Charles	Aguirre	m.bd@apr3d.com	charles.a@apr3d.com	777 Main St		Suite 600	Fort Worth	TX	76102	301-200-9267	844-907-2896
Aquire Project Resources, LLC		Charles Aguirre		charles.a@apr3d.com	christine.a@apr3d.com	4425 W Airport Fwy		Ste 110	Irving	TX	75062	972-784-1277	214-552-5172
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Alinea Strategies and Partnerships Inc		Warren Jackson		warren@alineaap.com		1000 Ballpark Way		Suite 310	Arlington	TX	76011	(407)427-8929	(407)427-8929
ALIPRO LLC		Srini Rao Kolluri		skolluri@alipro.com	jhock@alipro.com	7736 La Haye Dr			Irving	TX	75063	309-689-9033	309-339-5004
Allied Supply Chain Support & Services, Inc. (Allied-SCSS)		Victoria	Stevenson	vstevenson@allied-scsc.com	vstevenson@allied-scsc.com	1402 Corinth St., Ste. 138		STE 143	Dallas	TX	75215	833-242-7277	999-999-9999
All-in-One Global Consulting, LLC		Olusegun	Alatise	allinoneglobalconsulting@gmail.com	allinoneglobalconsulting@gmail.com	340 Goodstone Lane			Prosper	TX	75078	469-859-4296	
AMP MATERIALS, LLC		Ana	Ambriz	ana@ampmaterials.com	ana@ampmaterials.com	2500 Las Brisas St			Fort Worth	TX	76119	214-489-2679	
Amtek Consulting, LLC		Satya Movva		smovva@amtekconsulting.com	vmovva@amtekconsulting.com	4100 Alpha Rd		Ste 458	Dallas	TX	75244	214-680-6111	214-680-6111
Amy Bittle Consulting, LLC		Amy	Bittle	abittle@amybittleconsulting.com	abittle@amybittleconsulting.com	2808 Yorkfield Ct			Arlington	TX	76001	214-609-5955	
Andrews Development & Holdings LLC		Quenetra	Andrews	quenetra@andrewsdevelopmentllc.com	quenetra@andrewsdevelopmentllc.com	337 Meadow Ln			Red Oak	TX	75154	972-784-6585	000-000-0000
Aperio Insights, LLC		Quyen Nguyen		quyen@aperioinsights.com	mike@aperioinsights.com	6057 Preston Haven Dr			Dallas	TX	75230	214-517-4359	214-517-4359
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Arcadian Pursuits LLC	Arcadian Tech	Duane	Henderson	duane@arcadianpursuits.com	duane@arcadianpursuits.com	8420 Kingston Lane			Frisco	TX	75036	469-487-0621	
Avante - Management Group		Samuel	Iniguez	sam@avante-manage.com	sam@avante-manage.com	1908 DROVER STREET			Argyle	TX	76247	972-816-6456	
Azvantage, LLC		Zain Ali		zain.ali@azvantage.com	farhana.ali@azvantage.com	106 N. Denton Tap		Ste 210-180	Coppell	TX	75019	214-264-4620	214-223-2720
B12 Consulting, LLC		Neena Biswas		neena@b12consulting.com	shouvik@b12consulting.com	5000 Quorum Dr		Ste 700	Dallas	TX	75254	972-361-8434	972-821-9970
Banyan Technologies Group, LLC		Tanvir Arfi		tanvir@banyantechgroup.com	tanvirarfi@gmail.com	4850 Beldon Trail			Colleyville	TX	76034	704-779-3242	704-779-3242
BarMa Consulting Group LLC		Gerardo Barrera		gera@barmaconsulting.com		S Marlborough Ave.			Dallas	TX	75208	972-522-8281	972-522-8281
Blackbridge Consulting, Inc		Ryan Hopkins		rhopkins@blackbridgeconsulting.com	ryanhopkins9@gmail.com	712 Snowy Orchid Ln			Desoto	TX	75115	(469)287-6824	(214)458-9052
Blue Moon Sportswear, Inc		Holly R.	Beadle	hollyb@bluemoonsportswear.com	hollyb@bluemoonsportswear.com	4760 US HIGHWAY 377 S			AUBREY	TX	76227	940-365-0060	940-365-0073
Blue Prairie Synergy Solutions, LLC		Christopher	Hunt	blueprairie@bpsynsolllc.com		1320 Camberley Court			Keller	TX	76248	682-351-2963	
Bowman Engineering & Consulting, Inc.		Shauna	Bowman	sebowman@bec-inc.com	sebowman@bec-inc.com	5646 Milton Street,		Ste. 640	Dallas	TX	75206	214-303-1744	214-382-9410
Bracane Company		Pamela Nelson		pnelson@bracaneco.com	cbarnett@bracaneco.com	1201 W 15th St.		Ste 330	Plano	TX	75075	888-568-4271	214-335-1234
BRIDGMAR CONSTRUCTION LLC		Jamar	Kiner	jkiner@bridgmar.com		2403 Farrington Street			Dallas	TX	75207	214-437-4639	
BUILDWISE GENERAL CONTRACTORS, LLC		Taylor	Hamm	info@buildwiseus.com	info@buildwiseus.com	7231 Mirada			Grand Prairie	TX	75054	817-405-9124	
Butterfly Investment LLC		Marcia	Hays	marcia.hays@pennglobalmarketing.com	marcia.hays@pennglobalmarketing.com	1600 W Plano Pkwy			Plano	TX	75075	601-405-7415	
BuzzClan LLC		Archana	Jain	sjain@buzzclan.com	g@buzzclan.com	5757 ALPHA RD		SUITE 340	DALLAS	TX	75240	469-251-2899	469-251-2899
BWI Contractors, LLC		Stacie	Stewart	ststewart@bwicontractors.com		10000 N. Central Expressway		Suite 400	Dallas	TX	75231	214-283-0237	
C R Johnson & Associates, Inc		Rose Johnson		rjohnson@crjohnson.net	carl.johnson@crjohnson.net	400 Bridgewater Pl			Flower Mound	TX	75028	(214)914-9505	(214)914-9505
Caliber Community Group LLC		Brichard	Humphrey	info@CaliberCommunityGroup.com	info@CaliberCommunityGroup.com	927 Thistle Green Ln			Duncanville	TX	75137	469-209-1758	
Care for the USA LLC		Sarah Hoos		sarah@carefortheusa.com		1001 E Hebron Pkwy		118-284	Carrollton	TX	75010	(312)972-3983	312-972-3983
Carlya Lawson Inc		Carlya	Lawson	carlya.lawson@gmail.com	carlya.lawson@gmail.com	2814 Burger Avenue		Unit 1403	Dallas	TX	75215	469-751-7310	
Catlia Investments LLC	Catlia Management	David	Noble	Dnoble@catliahq.com		350 Las Colinas Blvd E		Apt 1097	Irving	TX	75039	682-386-2457	(202)279-0779
Cemetrics, LLC		Clifton Miller		cmiller@cemetrics.us	ccaldwell@cemetrics.us	2600 E Southlake Blvd		Ste 120	Southlake	TX	76092	214-448-5788	214-448-5788
CESCO, INC. (IT Equipment, Software Solutions, Supplies, Sales, & Services)		Billie	Bryant Schultz	bbschultz@cesco-inc.com	bbryant@cesco-inc.com	11969 Plano Road		Suite 130	Dallas	TX	75243	214-824-8741	214-824-0490
Charles Bush Consulting, LLC		Charles M.	Bush	charlesbushgroup@aol.com		8615 Freepoint Parkway		Ste 195	Irving	TX	75063	972-929-1111	972-929-1101
Chef Cassandra Culinary Concepts, LLC		Cassandra	Armstrong	chefcga@aol.com	chefcga@chefcassandra.com	2156 W. Northwest Hwy, Suite 314			Dallas	TX	75220	972-904-3600	
CIMA 360 LLC		Olga	Lopez	Olga@CIMA-360.com		400 S Zang Blvd		Ste 717	Dallas	TX	75208	817-471-4999	
CitronIT, Inc.		Kavitha	Veparjeni	kavitha@citronit.net	hr@citronit.com	5150 Warren Pkwy, Ste 710			Frisco	TX	75034	972-479-5323	972-408-3403
cjenk the agency creative concierge, llc		Chasmin Jenkins		cj@cjenk.agency		4320 N Belt Line Rd		Ste A249	Irving	TX	75038	(817) 228-7860	(817) 228-7860
Clarke & Co., LLC		Stephen Clarke		stephen@goclarke.co		Durango Dr			Trophy Club	TX	76262	(202)279-0779	(202)279-0779
CLEARLINE INC		Iman	Sheikh	imansheikh@clearlinepro.com	imansheikh@clearlinepro.com	17760 Preston Rd		Ste 200	DALLAS	TX	75252	903-830-1062	
CMTS, LLC	Construction Management Services	K. HEZEKIAH	HARRIS	hharris@cmtsinc.com	hharris@cmtsllc.com	8500 N STEMMONS FREEWAY SUITE 6077		Suite 6077	DALLAS	TX	75247	214-637-6200	214-637-6226
Cognitive BI, Inc		Samuel Matthew		smatthew@cognitive-bi.com		2984 Sicily Way			Lewisville	TX	75067	(972)974-7737	(972)974-7737
Concessions Investment Group, LLC		Tekever	Kobiah	Hello@cgventure.com	Hello@cgventure.com	17250 Dallas Pkwy			Dallas	TX	75248	214-843-1729	
Connective Agency TX LLC	CONNECTIVE Agency	Jacqueline	Chen	jacq@connectiveagency.com		1356 Chemical St.			Dallas	TX	75207	214-296-9248	214-296-9248
Construction and General Contracting		Michael	Williams	p1services@icloud.com	michaelp@pearl1services.com	8035 E R L Thornton Fwy.		Suite 270	Dallas	TX	75228	469-583-0716	469-423-0220
Consumer and Market Insights LLC dba CMI		Royalyn Reid	theCMIteam	royalyn.reid@thecmi.com	madsen.reid@thecmi.com	6060 N Central Expressway		Suite 500	Dallas	TX	75206	972-939-9500	214-641-6247
Cook Consulting Services, LLC	Impact Advisory Group	Julianne	Cook	julie@impactadvisorygroup.co	info@cookconsultingservices.com	Londonidery Lane 8506			Dallas County	TX	75228	972-628-1957	
Core Change Management Consulting, Inc. dba Core CMCI		Julie Francesca Gutierrez		julie@corecmci.com	admin@corecmci.com	3300 Oak Lawn Ave.		Ste 403	Dallas	TX	75219	214-810-5532	214-298-2173
CORPORATE FINANCIAL CREDIT CONSULTING LLC		VALISSA	BRANDON	valissa.brandon@gmail.com	info@corporatefinancialcc.com	3426 TIOGA ST			DALLAS	TX	75241	800-768-2359	800-825-2613
COSMOS MEDICAL MANAGEMENT, LLC		RENU	LAKTANI	cosmosmedmgmt@gmail.com	cosmosmedmgmt@gmail.com	1405 Mill Place			Aubrey	TX	76227	918-398-9154	
Covenant Homes Construction and Renovation, LLC		Wendell	GOCHART	covenanthomescr@gmail.com		9141 Bluecrest		Suite 121	Dallas	TX	75232	214-817-1958	
Creative Bar Concepts, LLC	Fly Bar at Love Landing	Charles	Bush	charlesbushgroup@aol.com	creativebarconcepts@gmail.com	8615 Freepoint Parkway, Suite 195			Irving, Texas 75063	TX	75063	214-693-9428	972-929-1001
D. Bivens Consulting, LLC	db Consultants, LLC	Demetria	Bivens	demetria@consultantsdlb.com		1000 Ballpark Way Suite		Suite 310	Arlington	TX	76011	682-276-6474	682-276-6474
D. SMITH TECHNOLOGY & CONSULTING, LLC	DSTC, LLC	DIONNE	SMITH	DIONNE.SMITH@DSTCLLC.COM	DIONNE.SMITH@DSTCLLC.COM	643 Torey Pines Dr		#4262	Red Oak	TX	75154	214-216-2166	866-384-6459
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Delta Enterprise Texas, LLC		Brenda	McMillan	delta.enterprise.texas@gmail.com	delta.enterprise.texas@gmail.com	4252 Highgate Rd		Fort Worth	TX	76244	817-410-9483	
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Digital TaaS LLC		Sid	Nandi	transform@digitataas.com	transform@digitataas.com	14881 Quorum Dr	#360	Dallas	TX	75254	214-812-9525	
Dikita Enterprises Inc.		Lucious L	Williams	certifications@dikita.com	certification@dikita.com	901 Main Street Suite 3240		Dallas	TX	75202	214-634-8844	214-638-7406
DNL Collective Group LLC		DEREK	LOPEZ	info@dnlcgroup.com	info@dnlcgroup.com	409 S Brighton Ave		Dallas	TX	75208	214-735-3727	
DPA Acoustics, Inc.		D. P.	Ayyappan	dp@dpaacoustics.net	dp@dpaacoustics.net	12160 Abrams Rd, Suite 621		Dallas	TX	75243	972-644-2130	972-644-2130
DPTV TANGO, LLC	Business Operation Solutions & Call Center	Natalie	Trota	nataliatrota@tangobos.com	dptvtango@gmail.com	214 Main St		ROWLETT	TX	75116	469-772-0582	
Dr. Christi E. Monk, LLC		Christi Monk Andrews		cm Monk@christimonk.com	3550 S. Robinson Rd			Grand Prairie	TX	75052	(972)896-7874	(972)896-7874
Dream4self Business Services, LLC		Felicia	Streeter	felicia@feliciastreeter.com	felicia@feliciastreeter.com	1105 Marisa Lane		Desoto	TX	75115	214-997-1330	
E Computer Technologies, Inc.		Rama Devi Gadde		ravi@ecomputertech.com	ravi@ecomputertech.net	1101 W Renner Rd	Ste 250	Richardson	TX	75082	972-889-1818	214-425-5717
E&G Professional Business		Elizabeth	George	professionalbuscons@gmail.com	professionalbuscons@gmail.com	1860 Cindy Lane		Lewisville	TX	75067	214-674-9274	972-315-3176
EA Wealth Management, LLC	EA Wealth Management	Anyanful		eanyanful@eawealthmanagement.com	eanyanful@eawealthmanagement.com	5601 Bridge Street	Suite 300	Fort Worth	TX	76112	888-539-4470	888-908-5293
ECOM Consulting, Inc.		Baku Kshatriya		baku@ecomconsultinginc.com		2828 W Parker Rd	Suite 224	Plano	TX	75075	972-578-0191	972-742-6817
EG Fox & Fox, P.C.		Elbery Glenn Fox		elberyfoxcpa@egfox.com	kennyfoxcpa@egfox.com	1801 N Hampton Rd	Ste 424	DeSoto	TX	75115	972-224-8381	214-457-6886
EJ Smith Management Company, LLC		Eugene	Walker	ewalker@ejsmthind.com	tstalam@ejsmthind.com	1621 Falcon Drive		Desoto	TX	75115	469-206-7733	214-942-6741
EJAR STAR & Associates, Inc.		Elvonn	Richardson	ejar@ejarstar.com	ejar@ejarstar.com	2113 Shari Ln		Garland	TX	75043	214-282-8108	972-202-6577
E-Lane Freight Services LLC		Elizabeth	Bryant	liz@e-lanefreight.com	liz@e-lanefreight.com	3626 N HALL ST # 610-566		DALLAS	TX	75219	972-666-5047	972-215-7573
Elite Construction Management Services LLC	ECM Services	Stephen	Ross	Sross6446@gmail.com	Sross6446@gmail.com	2312 Castle Rock Drive		Arlington	TX	76006	404-805-3208	
Elliott Management, LLC		Alan Elliott		elliott@ellingmt.com	elliott@ellingmt.com	160 Uptown Blvd	Ste 2000	Cedar Hill	TX	75104	307-996-6144	307-996-6144
Emergency Management Resources, LLC		Sherrie	Wilson	president@emresources.net	a.moss@emrsfelyandhealth.com	9221 LBJ Freeway	Suite 109	Dallas	TX	75243	770-595-1926	972-235-8331
Entre Strategic Partners, LLC		Colette	Valot	colette@entresp.com	colette@entresp.com	4333 Gilbert Avenue	#321	Dallas	TX	75219	214-437-0699	
E-Procurement Consultants, LLC	Apphaus Technology	James	Thompson	james@eprocurementconsultants.com	james@eol16.com	3560 W CAMP WISDOM RD	STE 200	DALLAS	TX	75237	214-770-0801	972-230-3533
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EssenG Solutions LLC		Alberto Zavala		alberto.zavala@essengsolutions.com		103 Allenores Ln		Coppell	TX	75019	(214)642-0422	(214)642-0422
Ethan Solutions, Inc	Ethan Solution Technologies	James	Wilkinson	james@ethan-solutions.com	james@ethan-solutions.com	3583 Plum Vista PL		Arlington	TX	76005	682-323-0005	888-331-0344
Ethos Business Solutions LLC		Cedric Carter		cedric.carter@ethosbusinessolutions.com	mindy.carter@ethosbusinessolutions.com	8021 Central Pkwy E	Suite 110	Plano	TX	75074	(855)463-8467	(214)213-8322
Excellian Inc. dba Excellian HR		Beverly Carroll-Wilson		beverly@excellian.com	tsencer@excellian.com	2301 Ohio Dr	Ste 285C	Plano	TX	75093	972-499-0525	214-755-0316
Fernandez & Company, P.C.		Robert	Fernandez	robert@fernandezcpa.com	robert@fernandezcpa.com	306 W Seventh Street, Suite 600		Fort Worth	TX	76102	817-877-3911	817-877-3723
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Fouche's Portfolio Creations, Inc.		Thaddeus	Fouché	tfouche@fouchehomes.com	tfouche@fouchehomes.com	708 N EMMA DR		ARLINGTON	TX	76002	817-538-3695	
G3 Tech Consultants LLC		Gayathri Srinivasan		gayathri.srinivasan@g3techconsultants.com		204 Harbor Hills Dr		Flower Mound	TX	75028	(732)713-3765	(732)713-3765
G3MKT, LLC	Croda Consulting	Jorge	Croda	crodaconsulting@gmail.com	crodaconsulting@gmail.com	7053 Derbyshire Dr		Fort Worth	TX	76137	817-682-3427	
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GBF Commercial LLC.		Genesis	Requena	michellgg9@gmail.com	gbfcommercial.llc@gmail.com	3011 Grayson Dr		Dallas	TX	75224	512-581-5637	
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Golden Ratio Management Corporation		Paul Wiggins		paul@grtms.com	flor.agular@grtms.com	1341 W Mockingbird Ln	Ste 600W	Dallas	TX	75247	(800)478-6420	(469)881-9854
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LeVis Consulting Group, LLC		Monica Bailey Jackson		monica@leviscg.com	mjones@leviscg.com	600 Six Flags Dr	Ste 435 & 441	Arlington	TX	76017	817-862-2955	(817)946-7827
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Mahuya Industries LLC		Amanda	Smith	amanda@mahuyaindustries.com	amanda@mahuyaindustries.com	8804 Chaps Ave.		Fort Worth	TX	76244	817-917-4450	
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Q2 Marketing Group, LLC		Terrl Quinton		terri@q2marketinggroup.com		17250 Dallas Pkwy	Ste KK	Dallas	TX	75248	(214)316-6606	214-316-6606
QN Management Solutions, Inc.		Qui	Nguyen	marybridaltuxedo@yahoo.com	qnguyen@qn-solutions.com	6220 Campbell Road	suit 202	Dallas	TX	75248	469-223-1010	469-223-1010
Quality On Demand, LLC		Mathew Steve	Saldana	QualityOnDemand@yahoo.com	QualityOnDemand@yahoo.com	107 Wilkes Ct		Anna	TX	75409	972-768-6603	
R.D. Howard, LLC		Randle D. Howard		rhoward@thinkhoward.com	mksoshy@thinkhoward.com	3863 S Fay	Ste 102	Fort Worth	TX	76110	817-921-1401	817-228-6276
Rachel Roberts Consulting, LLC		Rachel Roberts		rachel@rachelrobertsconsulting.com		8130 Tony Sound Dr		Dallas	TX	75231	(214)402-6449	(214)402-6449
RBN Business Ventures LLC	Southlake Advisors	Renee	Nymeyer	info@southlakeadvisors.com	info@southlakeadvisors.com	1003 EDGEMEER CT, Suite 500	Suite 500	Southlake	TX	76082	817-400-4959	817-400-4959
Reliable Revisions LLC		Mahdi	Abeer	info-main@reliablerevisions.com	info-main@reliablerevisions.com	5228 Dunson Dr		Haltom City	TX	76148	682-291-7218	
ResearchFidelity, Inc.		Arun	Mamtani	admin@researchfidelity.com	admin@researchfidelity.com	5015 ADDISON Circle	426	Addison	TX	75001	972-612-9661	214-452-7861
Rhema Tech Group, LLC		Romey	Willis	rhematechgroup@gmail.com	rhematechgroup@gmail.com	304 Kennedy Dr		Crowley	TX	76036	682-367-9175	855-960-4944
RIGHTTOUCH SOLUTIONS		Willie	Sublet	Willie.sublet@righttouchsolutions.com	Willie.sublet@righttouchsolutions.com	10566 FORT GATES TRL		CROWLEY	TX	76036	817-300-0626	
Robinson Elite Enterprises LLC		Ceretha	Robinson	ceretha@robinsonentl.com	ceretha@robinsonentl.com	409 ThrockMorton St		McKinney	TX	75069	469-636-6736	972-457-1159
RPC REMODELING LLC	RPC SERVICES	Roseleane	Costa	rpcservices@gmail.com	rpcservices@gmail.com	814 Cordova st		DALLAS	TX	75223	214(222-6600	214-602-0030
Rudra Enterprise LLC	REETECH	Pankaj	Shama	rudraenterpriseusa@yahoo.com	rudraenterpriseusa@yahoo.com	7428 Reverchon Drive		Irving	TX	75063	469-418-9511	
RVD Enterprises, LLC		David R. Dixon		david@rventerprises.com	rventerprises1@gmail.com	6531 Brentfield Ct		Dallas	TX	75248	972-880-5674	972-931-2138

S.O.A.R. Sterling Outreach for Advanced Healthcare Renewal		Javoszia	Sterling-Lewis		sterlingsoar@gmail.com	7312 Laurie Drive		Fort Worth	TX	76112	936-245-3565	
SAM Consulting, Inc.	SAM Consulting	Angie	McHorse	angiemhorse@msn.com	angiemhorse@msn.com	2714 Hidden Lake Drive		Grapevine	TX	76051	214-914-1094	
San Ramon Valley Group LLC		Craig	Edwards	craigedwards@gmail.com	craigedwards@gmail.com	2107 Dover Drive		Carrollton	TX	75006	972-974-6699	
Socio Group, LLC		Johnni	Cody	johmi@sociogroup.net	johmi@sociogroup.net	548 HAWKEN DR		COPPELL	TX	75019	469-608-0605	
SECTOR CONSULTING GROUP, LLC	SECTOR	Tamara	Munson	thiggins@sector-team.com	thiggins@sector-team.com	1600 Norwood Street		Sherman	TX	75092	972-955-5187	
Selph Marketing		Reasa	Selph	reasa@selphmarketing.com	reasa@selphmarketing.com	104 Houston St	#103	Roanoke	TX	76262	682-502-4063	
SERVATIVITY LLC		Katrice	Tatum - Roberts	servativity@aol.com	servativity@aol.com	6810 DART AVE		DALLAS	TX	75217	972-885-0277	
SGS Consulting Inc		Stanley R	Smith	stanleys@sgscon.com	stanleys@sgscon.com	5485 Belt Line Road	Ste 100	Dallas	TX	75254	214-693-8326	972-948-1817
Shekar Consulting, LLC		Anupama Shekar		anupamashakar@shekarconsulting.com	dineshvajala@shekarconsulting.com	Suntree Ln		Plano	TX	75025	(608)770-4104	(608)770-4104
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SJS Consultants LLC		Robert Selby		rselby@hsfordocs.com	ejones@hsfordocs.com	7214 S State Hwy 78	Suite 28	Dallas	TX	75048	(469)389-0460	(215)300-8372
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Slate Advisors, LLC		Mash Braimah		mbraimah@slateadvisors.com	mbraimah@slateadvisors.com	10729 Lake Gardens Dr		Dallas	TX	75218	(202)400-0960	(202)400-0960
Spa for the Spirit Life Coaching		Donis	Netter	Spaforthespiritlifecoaching@yahoo.com	Spaforthespiritlifecoaching@yahoo.com	600 Six Flags Drive	Suite #433	Arlington	TX	76011	972-584-1666	214-235-0118
Spartan 3PL Solutions LLC		Carlos Llanes		cmllanes@spartan3plsolutions.com	pgarcia@Spartan3solutions.com	9800 Hillwood Pkwy	Suite 100	Fort Worth	TX	76177	(817)859-4835	(931)802-0412
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SuiteMate Staffing Solutions, Inc.		Eureka Pinkney		epinkney@suitematestaffingsolutions.com	bids@suitematestaffingsolutions.com	1701 E Lamar Blvd	Ste 210	Arlington	TX	76006	817-495-9226	817-637-7241
Sum Theory Inc.		Halisi Cail		hcail@sumtheory.com	kthomas@sumtheory.com	101 E Park Blvd	6th Fl	Plano	TX	75074	972-442-7222	214-566-7218
Syscontek Consulting, LLC		ALLAN	CALLO	allan.callo@syscontek.com	allan.callo@syscontek.com	3090 Nowitzki Way	Ste 300	Ft Worth	TX	75219	682-292-9288	830-688-4898
SZOEKE ENTERPRISES	VICKIE MORRIS	Vickie	Morris	vickieamorris@gmail.com	vickieamorris@gmail.com	6219 Fox Trail		Dallas	TX	75248	214-507-8568	
Team Phillips, Inc.		Nancy	Phillips	nancy@teamphillipsinc.com	nancy@teamphillipsinc.com	5204 Live Oak		Dallas	TX	75206	214-535-1758	972-385-0420
TEC Consulting, LLC		Jonathan	Tran	jtran@tecconsultingllc.com	jtran@tecconsultingllc.com	412 Snead Dr.		Wylie	TX	75098	972-415-7320	
Terrell Consulting LLC		Bitia	Terrell	axelcorporations@gmail.com	axelcorporations@gmail.com	18383 Preston Rd	ste 202	Dallas	TX	75252	214-769-5612	
TEZ JONES Training Solutions, LLC		Montez Jones		mfontez@tjts14.com	jonesitez@gmail.com	PO Box 174501		Arlington	TX	76003	972-863-2114	919-273-2213
TG8 LLC		Kendria Taylor		kendriat@tg8solutions.com	kendriat@outlook.com	500 E Front St.	Ste 160-92	Arlington	TX	76011	(214)240-5511	(214)240-5511
The Blueprint University, LLC		Kaila Wright		kaila@blueprintuniversity.com	maria@blueprintuniversity.com	2050 Irving Blvd		Dallas	TX	75207	(800)936-2793	(972)626-4346
The Burrell Group		Martin	Burrell	info@theburrellgroup.net	martin@theburrellgroup.net	8500 NORTH STEMMONS FREEWAY	Suite 2055	DALLAS	TX	75247	214-675-7335	214-575-7336
The Christopher Quinn Group, Inc.		Elizabeth	Moffitt	lizmoffitt@christopherquinn.com	lizmoffitt@christopherquinn.com	1519 Natalie Lane		DUNCANVILLE	TX	75137	214-233-5823	214-566-7218
The Confidence Group, Inc		Issac	Barnes	ibarnes@theconfidencegroup.com	ibarnes@theconfidencegroup.com	909 Lake Carolyn Pkwy	Suite #750	Irving	TX	75039	469-261-5328	
The I4 Group Consulting, LLC		Charles Maddox		charles@thei4group.com	charles.sr@thei4group.com	1206 Rio Grande Ct		Allen	TX	75013	254-531-0432	214-205-0846
The Learning Network LLC aka The Learning Bridge		Laura Hayes		lhayes@thelearningbridge.net	lhayes@thelearningbridge.net	1915 Natheez Trace		Allen	TX	75013	(214)250-9930	(214)250-9930
THE MARK IV Construction Group, LLC		Amy	Cope	acope@markivconstruction.net	acope@markivconstruction.net	5821 EGG FARM RD	SUITE 2920	FORT WORTH	TX	76244	817-337-3343	817-337-4484
The Perry Group Executive Consulting		Reginald Perry		reggie.perry@tpgc-us.com	reggie.perry@tpgc-us.com	5997 Shady Oaks		Frisco	TX	75034	(469)586-9956	(469)586-9956
The Purpose Built Group LLC		Brandon Rapp		brapp@allouve.com	hello@allouve.com	2550 Pacific Ave.	Ste 700	Dallas	TX	75226	(214)225-0480	(504)520-0896
The Rios Group, Inc.		Rosa Linda	Navejar	mavejar@rios-group.com	mavejar@rios-group.com	7400 Sand St.		Fort Worth	TX	76118	817-345-7500	817-345-7505
The Vigil Group LLC	Technology Construction Performance	YVONNE	LEMOINE	yvonne.lemoine@thevigilgroup.com	yvonne.lemoine@thevigilgroup.com	2730 Sunrise Dr		Arlington	TX	76006	682-777-3396	
The Ward Group, Inc.	NA	Shirley	Ward	sward@mediastewards.com	sward@mediastewards.com	7752 Silverbrook Ln		FRISCO	TX	75036	972-818-4050	972-818-4151
Thompson Consultant Group		Tracy	Thompson	tracy@tcig.net	tthompson@thompsonconsultantgroup.com	9720 Coit Road Suite 220-223		Plano	TX	75025	214-477-7867	432-271-4814
Tier One Construction Group LLC		Damar	Kiner	dmarkiner@gmail.com	dmarkiner@gmail.com	1601 Airport Freeway		Eulesss	TX	76040	219-898-5644	
TJC WORLDWIDE, LLC	TJC Products	George J	Rosado	george@tjcwllc.com	george@tjcwllc.com	845 Vest Lane		Pilot Point	TX	76258	972-473-2074	972-473-2074
TLS Global Learning Solutions, Inc		Bernardino	Sosa-Roldan	tsosa@tgsolutionsinc.com	tsosa@tgsolutionsinc.com	13588 Thunder Gulch Way		Frisco	TX	75035	972-333-0329	972-292-9303
TOLLPXPERT CONSULTING LLC		Fadi	Liddawi	liddawi@gmail.com	liddawi@gmail.com	3839 McKinney Ave	Suite 155-2110	Dallas	TX	75204	817-331-2819	
Tradeork International, Inc.		Ramesh Mahtani		rdmxt@aolmail.net	rdmxt@aolmail.net	16600 Dallas Pkwy		Dallas	TX	75248	(214)923-4833	214-923-4833
TransSolutions, LLC		Belinda G.	Hargrove	bhargrove@transolutions.com	bhargrove@transolutions.com	14600 Trinity Blvd	Suite 200	Fort Worth	TX	76155	817-359-2950	817-359-2959
TRC Sol LLC		Tyler	Terashima	trcsolutionsllc@gmail.com	trcsolutionsllc@gmail.com	3216 Sadie Trail		Fort Worth	TX	76137	817-879-3634	
TriAxis Limitless, Inc.	TTLimitless, Inc	Kena	Summerville	ksummerville@tlimitlessinc.com	ksummerville@tlimitlessinc.com	201 Executive Way		DeSoto	TX	75115	214-444-9491	214-594-3022
TriAxis Solution, LLC		Fola	Omojola	folamojola@kwcommercial.com	folamojola@TriAxis-Solutions.com	213 Darlington Trail		Fort Worth	TX	76131	630-780-9259	
Trivanta Solutions		Kayla	Odom	trivantasolutionsllc@gmail.com	trivantasolutionsllc@gmail.com	206 Hearlstone Dr		Sunnyvale	TX	75182	214-223-5055	214-774-9999
Troy L. Coleman, Ph.D., Inc.	Coleman & Associates Consultants	Troy	Coleman	dtroy@tllcoac.com	dtroy@tllcoac.com	2911 Turtle Creek Boulevard	Suite 300	Dallas	TX	75219	214-370-9933	972-525-0246
TSBAE ENTERPRISES LLC	Taylor Tucker Construction	Taylor	Tucker	tsbaeenterprises@gmail.com	tsbaeenterprises@gmail.com	2310 N Henderson Ave	ste 1656	Dallas	TX	75206	470-952-3964	
TTL Data LLC		Taylor	Infanzong	tim.le@ttlata.com	tim.le@ttlata.com	6412 Pintail Ct		Plano	TX	75024	214-476-3602	
Tucan Contracting LLC		Maria	Mendez	lucancontractingllc@gmail.com	maria.mendez@tucancontractingllc.com	407 Nimitz Dr		Dallas	TX	75224	850-512-5475	
TX Equipment & Supply LLC		Alexadria	Juarez	ali.juarez04@gmail.com	ali.juarez04@gmail.com	6153 Prospect Ave		Dallas	TX	75214	956-206-5172	
Underground Support Services, LLC	STEPHANIE	Stephanie	Steeles	steetes@undergroundsupportservices.com	steetes@undergroundsupportservices.com	7907 Roundrock Rd		Dallas	TX	75085	972-971-0875	000-000-0000
Valdez Thompson Consulting, LLC		Herlinda Valdez Thompson		hvaldezthompson@gmail.com	hvaldezthompson@gmail.com	2828 Rockport Cove		Grapevine	TX	76051	817-917-5655	817-917-5655
Van Lissick Enterprise LLC		Roderick	Nicholson	rodnicolson@att.net	rodnicolson@att.net	1208 Senegal Dr		Desoto	TX	75115	769-233-4421	
VANITY WELLNESS AND BODY, PLLC		Letitia	Smith	vanitywellnessandbodystudio@gmail.com	vanitywellnessandbodystudio@gmail.com	8330 Lyndon B Johnson Fwy	SUITE B375	Dallas	TX	75243	214-916-1215	
Vignon Corporation		Kathy	Hodgins Campbell	kathy.blanc@vignon.com	kathy.blanc@vignon.com	6864 Greenwich Lane		Dallas	TX	75230	214-336-6790	214-827-3317
Visintainer Engineering, PLLC		Ronda	Visintainer	ronda@visintainerengineering.com	ronda@visintainerengineering.com	501 Roland Drive		Keller	TX	76248	817-992-3214	
Vision Spark Management		Ghazel	Rashid	ghazel@visionsparkmgmt.com	ghazel@visionsparkmgmt.com	12852 Perrin Lane		Dallas	TX	75234	513-354-3448	
Vonda Walker LLC		Vonda	Walker	vonle200067@gmail.com	vondal@vwlhealthtech.net	1524 Dimmit Dr.		Carrollton	TX	75010	832-654-7699	
Wade and Wade Consulting, LLC		Darwin	Wade	dwade@wawconsultingllc.com	dwade@wawconsultingllc.com	6027 Pietro Dr		Grand Prairie	TX	75052	936-275-8023	
Walpark Associates, Inc		Olubukola	Adeyeoluwa	bukkyadey04@yahoo.com	bukkyadey04@yahoo.com	2420 Saddlehorn Dr		Mesquite	TX	75181	469-556-9962	972-222-3849
WayKamp		Perry Holloway		pikh@waykamp.com	fbn4@swbell.net	512 N Hampton Rd		Desoto	TX	75115	(214)906-2556	(214)906-2556
Wildwood Consulting Ventures, LLC		Sheri	Boyd	sheri.boyd@wildwood-vc.com	sheri.boyd@wildwood-vc.com	603 San Ysidro Trail		Mansfield	TX	76063	817-680-5510	
Winstanley Consultants, LLC	Winstanley Consultants, LLC					7401 Craigshire Avenue		Dallas	TX	75231	2146753313	
WorldVision Technologies Inc		Suresh Chappidi		sureshchv@worldvisiontech.com	sureshchv@worldvisiontech.com	8951 Collin McKinney Pkwy	Ste 602	McKinney	TX	75070	(571)274-1591	(571)274-1591
Xceede Solutions Inc		Sanjiv Teelock		sanjiv.teelock@xceedesolutions.com	asha.teelock@xceedesolutions.com	15305 Dallas Pkwy	12th Fl	Dallas	TX	75001	(844)923-3331	(202)899-6399
Xpyles, LLC		Tochuku	Okonkwo	tokonkwo@xpyles.com	tokonkwo@xpyles.com	1341 W Mockingbird Ln, Suite 600W		Dallas	TX	75247	404-488-8811	202-455-6952
Zylic LLC		Thomas	Bell	tbell@zylic.com	tbell@zylic.com	2805 Cabernet Ln		Arlington	TX	76001	972-768-7235	

RFP 2026-038-7123 Third-Party Administration c

Cost and Other Fees Price Sc

Cost Proposal shall contain an all-inclusive, itemized, total cost (including all project transportation, travel, lodging, meals, insurance, etc. in prices). All pricing shall com costs, including all labor and materials to deliver the Services as specified in this RFI proposed, applicable taxes, duties, licensing fees incurred to provide the Services. T assumes all liability for any omissions.

Description	Estimated Quantity
Section 1: Cost per Claim	
Year 1	2,100
Year 2	2,100
Year 3	2,100
Year 4	2,100
Year 5	2,100
Section 2: One-Time Charges	
Training Cost: Initial Training	1
Training Cost: On-Going Training	1
Implementation Cost	1
Integration Cost- Develop and Build: Kronos Workforce Central	1
Integration Cost- Develop and Build: Oracle Fusion and Kronos Workforce Central (WFC) version 8.1.6. This application will be replaced by Kronos Workforce Management (WFM) in May 2026.	1

Transition Cost to New Provider after the End of Contract Period or Contract Termination	1
Estimated 5 Year Total	

of Family Leave Act (FMLA)

Schedule

**expenses,
include all necessary
P and as otherwise
the Respondent**

Unit of Measure	Price	Extended Total
Case	\$0.00	\$0.00
Case	\$0.00	\$0.00
Case	\$0.00	\$0.00
Case	\$0.00	\$0.00
Case	\$0.00	\$0.00
Each	\$0.00	\$0.00
Each	\$0.00	\$0.00
Each	\$0.00	\$0.00
Each	\$0.00	\$0.00
Each	\$0.00	\$0.00

Each	\$0.00	\$0.00
		\$0.00

Solicitation Number No: 2026-038-7123

Pre-Proposal Meeting Date: 06/23/2026

Project Title: 2026-038-7123 RFP Third-Party Administration of Family Medical Leave Act (FMLA)

Proposal Due Date: 07/23/2026



REQUEST FOR PROPOSAL

2026-038-7123 RFP Third-Party Administration of Family Medical Leave Act (FMLA)

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Solicitation Number No: 2026-038-7123

Pre-Proposal Meeting Date: 06/23/2026

Project Title: 2026-038-7123 RFP Third-Party Administration of Family Medical Leave Act (FMLA)

Proposal Due Date: 07/23/2026

I. Introduction

This request for proposal is to retain services for Family Medical Leave Act (FMLA), Leave of Absence (LOA), and Care Giver Administration Services for the employees of Dallas County.

Dallas County administers a significant volume of FMLA, Leave of Absence (LOA), and Caregiver-related claims annually under the current contract. These claims include both continuous and intermittent leave across a diverse workforce, including high-volume and operationally sensitive departments.

Over the past five (5) years (2021–2025), Dallas County has averaged approximately:

- 2,034 FMLA claims annually
- 182 unpaid leave claims annually
- 71 accommodation requests annually

Vendors should anticipate a high-volume, compliance-driven environment requiring robust case management, reporting capabilities, and coordination with multiple stakeholders.

II. Scope of Services

The selected firm will work with Dallas County Human Resources Department and other user departments. Dallas County is seeking a highly experienced partner with proven experience in providing external FMLA Administration Services and other related Leave of Absences Services. Dallas County is looking for a partner who can develop a comprehensive solution and implement a program that complies with Federal, State, and Dallas County policies and procedures.

This RFP provides sufficient information for interested parties to prepare and submit proposals for consideration by Dallas County.

By submitting a proposal, Respondent certifies that it understands this RFP and has full knowledge of the scope, nature, quality, and quantity of the services to be performed, the detailed requirements of the services to be provided, and the conditions under which such services are to be performed.

This Request for Proposal (RFP) solicitation is being conducted pursuant to Texas Government Code Chapter §262.030.

There is no guarantee of any dollar amount or quantity of eligible employees under the resulting contract.

III. Specifications

Minimum Requirements

The following proposal requirements are minimum requirements; Respondent proposal must meet all of the minimum requirements to be eligible for the contract or it will not be considered, reviewed or evaluated. Please include the information in your proposal response.

- Respondent must possess and maintain a valid Third-Party Administration Party (TPA) license in the State of Texas.
- Respondent must be regular and have at least five (5) continuous years' experience implementing and administering a comprehensive solution for Family Medical Leave Act (FMLA) and Non-FMLA (Leave of Absence (LOA), Disabilities Act Amendments Act (ADAAA) and Care Giver), Administrative Leave (Admin Leave) and Fitness for Duty (FFT) Administration Services as described in this RFP.

Solicitation Number No: 2026-038-7123

Pre-Proposal Meeting Date: 06/23/2026

Project Title: 2026-038-7123 RFP Third-Party Administration of Family Medical Leave Act (FMLA)

Proposal Due Date: 07/23/2026

- Respondent must have experience administering FMLA and Other Related Leave Management Services for at least ten (10) different large business employers and/or governmental entities. "Large" is defined as businesses or entities with five hundred (500) or more active users.
- Must provide two (2) active clients who are provided FMLA and Other Related Leave Administration Services by the Respondent (include contact names, addresses, phone numbers, number of years served, the number of employees the contract managed and similarities to the Dallas County contract as described in this RFP) and three (3) former clients as references for whom the firm has performed or provided similar services and volume as those included in this RFP.
- Respondents must have experience integrating their system solution with Kronos Workforce Central (WFC) Version 8.1.6. The system must be compatible with Kronos WFC Version 8.1.6 or easily integrated as determined by Dallas County IT Services Department. This application will be replaced by Kronos Workforce Management (WFM) in May 2026. Respondents must have experience integrating their system with Oracle Fusion, Kronos WFC and Kronos WFM.
- Respondents who do not meet a minimum qualifications (pass/fail) submission requirement as specified above, or has not included minimum qualifications information, their Proposal will be deemed non-responsive after which no further evaluation will occur.

Proposal submissions must, at minimum, be able to provide the services and deliverables states below:

1. Contractor shall provide Dallas County with a full range of FMLA and Non-FMLA Leave of Absence Administration Services and Support.
2. Contractor will work with Dallas County to review and make recommendations to improve current FMLA and Non-FMLA Leave of Absence policies and procedures.
3. Contractor will coordinate, manage and track employees out on leave of absence for FMLA and Non-FMLA activities.
4. Provide a timely and efficient means for Dallas County employees to report FMLA claims. The process shall include a customer service center, call center, and/or help desk. Bilingual support is preferred.
5. Collect and process all necessary medical certification forms, verify documentation, and determine if the event falls under qualifying FMLA criteria. Contractor shall communicate to the employee whether or not the event qualifies under FMLA.
6. Contractor will provide the following services: which may include but not limited to:
 - Intake.
 - Claim Administration (Eligibility, Claim Management, Claim Processing, Intermittent Leave, Recertification, Handling, Escalation, Communication, Tracking, Return to Work, Compliance)
 - Contractor shall have the capability to administer workability and/or independent medical evaluations and/or a release to return to work, as appropriate.
 - Provide Dallas County Human Resource staff access to its data in order to track FMLA leave and Non-FMLA Leave. Tracking shall include, but not be limited to: absences, recertification, continuous, and intermittent leave.
 - Contractor shall have the ability to track FMLA leave concurrently with disability claims.
 - Account Management and Customer Services.
 - Training.
 - Implementation and Transition Services.

- Records Management.
 - Contractor shall provide complete documentation for each FMLA claim including documentation of communication with employees.
 - Documentation and Reports.
 - Assist with County in preparing for administrative hearings
7. **FMLA Leave Policy Development:** Contractor will be required to work with the County to review and advise on current FMLA policies and procedures related to Federal, State, and or Local Law, including Dallas County's Policies and Procedures. The County is restricted by law but any available improvements to the process, policy or procedure should be recommended including flexibility and customization of the FMLA leave program. Contractor agrees to cooperate with Dallas County to timely respond to any requests for information and documents to facilitate the Counties' evaluation of legal risk in specific cases or in defending claims, charges of discrimination or failure to accommodate, and/or litigation. Contractor agrees to meet with Dallas County quarterly or more frequently as Dallas County requires in order to discuss corrective plans of action with at a minimum one annual site visit by the Contractor.
8. **FMLA Leave Request Processing:** Contractor will receive all requests for FMLA leave and contact the employee and department within the required time frames (preferably within 48 hours) stipulated in the FMLA regulations or County policy regarding proper notification for leave request, approval and denial notifications, submission/return of forms and other data relevant to the claim. This includes the type of leave requested and the qualifying event to determine eligibility based on but not limited to: diagnosis, appropriate medical findings supporting diagnosis, prognosis, treatment plan, and expected return to work date. FMLA leave will run concurrently with workers compensation, if applicable as well as processed through benefits for applicable benefit premium determination and COBRA administration if needed.
9. **FMLA Leave Medical Certification:** Contractor will collect all necessary medical certification and Dallas County required forms to determine if the event meets FMLA leave criteria and submit these forms to all applicable parties (employee, department, Human Resources, and/or County Auditor) indicating approved or denial of FMLA leave. Provide an appropriate FMLA certification and leave notification(s) letter or electronic notification to Dallas County for a specific leave program, as appropriate, up to a Covered Employee's Exhaustion of benefits, or Ineligibility of benefits. The contractor will provide access to all correspondence and documentation regarding any FMLA Leave when requested by Dallas County.

Note: The County and Contractor agree that the County will rely on the Contractor's expertise in making recommendations to Dallas County regarding FMLA leave eligibility of a covered employee but that the final determination as to FMLA leave eligibility remains vested in Dallas County. In the event a certification or recertification determination cannot be determined, the Contractor will request clarification with the treating physician through the employee or if law and policy permits, a second or third (opinion) certification determination via another physician at Dallas County's expense.

10. **FMLA Leave Tracking:** Contractor will provide a means of facilitating leave tracking. The decentralized nature of County payroll reporting requires that multiple staff in multiple locations have access to the SAME system used to track FMLA leave. As primary, this system should be able to easily integrate with Oracle Fusion and Kronos Workforce Central (WFC) version 8.1.6 to upload and download FMLA leave information. This application will be replaced by Kronos Workforce Management (WFM) in May 2026. Respondents must have experience integrating their system with Oracle Fusion, Kronos WFC and Kronos WFM. As a primary means, Oracle Fusion provides API's for integration or a flat file as a secondary.

11. **FMLA Leave Re-certification:** Contractor will notify the employee, department and the Human Resources department when recertification of FMLA leave is required by the employees.

12. **FMLA Leave Return to Work:** Contractor will notify employees and Human Resources Department on FMLA leave concerning the amount of leave used and available, their return or estimated return to work date, and options available to them in accordance with federal, state, local law and/or Dallas County policies and procedures if the employee is not able to return to work once FMLA leave has ended. Employees will be notified at a minimum every 30 days of their FMLA leave for leave granted in excess of 30 days until available leave balance reaches 30 days or less at which time the employee will be notified every two weeks and when leave has expired.

13. **FMLA Leave Reporting and Communication:**
 - Provide detailed reports on employee FMLA and Non-FMLA usage.
 - Provide real-time FMLA and Non-FMLA status report to Human Resources, Department Heads, Managers and Supervisors.
 - View a wide range of standard reports or generate custom reports, that are able to be sorted by departments.
 - Provide repository for continuous, intermittent and reduced schedule FMLA activity.
 - Provide the capability to create reports that contain the FMLA data "on demand" that can be accessed by and exported to county personnel, staff and others.
 - Provide periodic reports to demonstrate program results, including Dallas County's return on investment.
 - Contractor shall provide the following standard FMLA Services reports and standard communication letters (but are not limited to the list below):
 - a. FMLA Services report on demand via web access. This report shall list active FMLA cases with the most recent administrative activity.
 - b. FMLA Services report on a monthly basis. This report indicates the number of FMLA claims/cases that have been administered and finalized, the number of active Covered Employees, the number of Covered Employees that have returned to work, the length of FMLA leave time and demographics.
 - c. Notice of eligibility - FMLA Leave
 - d. Approval - FMLA Leave
 - e. Denial (insufficient length of service) FMLA Leave
 - f. Denial (insufficient hours worked) FMLA Leave
 - g. Request for Missing Medical Information - FMLA Leave
 - h. Continuous Leave Designation
 - i. Intermittent Leave Designation
 - j. Intermittent Absence Notification
 - k. Denial - Recertification Notice
 - l. Denial - FMLA Time Exhaust
 - m. Closed - Time Exhaust
 - n. Closed - Return to Work
 - o. FMLA Leave -- Military Leave approval / USERRA
 - p. FMLA Leave Exhaust Leave at 10 weeks
 - q. First year leave exhaust letter

Note: Contractor will provide real time notification to inform Dallas County when any change in status occurs to or from leave of absence. The Contractor must transmit intermittent leave to Dallas County on a daily basis through an approved Final Transfer Process (FTP). Certified FMLA leave notifications shall

be sent via e-mail using the Contractor's platform.

14. FMLA Intermittent Leave: Contractor will manage intermittent leaves as follows:

- Communications will be provided using Contractor's web platform for Participants and Contractor web platform for Customer.
- The Contractor will monitor all for patterns indicating potential abuse and investigate such potential patterns of abuse.
- The Contractor will conduct investigative activities such as surveillance of suspected fraudulent leaves; however, prior to conducting such surveillance, approval must be granted by the HR department in consultation with the Civil District Attorney's Office.
- The Contractor will ensure recertification of chronic conditions as appropriate.
- The Contractor will review all absences that exceed frequency or duration and review for appropriateness and where not appropriate, request recertification.
- Contractor will agree that all records, data, files, input materials, reports, forms and other data received, computed or developed, used and/or stored exclusively for Dallas County pursuant to their agreement with Dallas County are property of Dallas County.
- Immediately upon termination of the agreement, all such records and other data shall be furnished without additional charge to Dallas County using Contractor's standard software format to the extent practicable.
- All historical data related to FMLA Leave is to be stored by contractor in their system and accessible to Dallas County Human Resources, County Auditors and applicable department of the employee.

15. FMLA and Non-FMLA Leave Training:

- Contractor will provide in-house training to County personnel and other authorized staff on the Contractor's processes, procedures and capabilities including proposed system and codes.
- Contractor will provide on-site and web-based training to County personnel and other authorized staff on FMLA, State and Local laws, County's policies and procedures as it relates to FMLA and other leave of absence request.
- Customize and develop a program roll-out for education and training program. Training should include customized reporting materials such as ID Cards provided to employees. Assist with initial roll out on-site training for supervisors and employees.
- In person and online training materials provided for separate levels of usage, i.e., employee, supervisors, manager system user.
- Provide employees, managers, and supervisors communication tools training.

16. FMLA System Requirements including Technology Solutions:

- The Contractor shall provide all software, including integration tools, necessary to integrate information with existing systems. Software shall interface with current programs used by the County.
- A computer system that is able to integrate with the County ERP (Oracle) and Timekeeping (Kronos) System is required in order to access the information needed to make the appropriate FMLA decision, and update employee record.
- Software will need to capture basic employee demographic, compensation, leave eligibility information and absence information from the County ERP and Timekeeping Systems.
- Web-based technology (preferred).
- Historical data integration/migration.
- Contractor shall provide the file layout requirements.
- Standardized interface and compatible with the following systems:
 - a. Kronos Workforce Central (WFC) Version 8.1.6
 - b. Kronos Workforce Management (WFM)

- c. Oracle Fusion

17. IT Standards:

- **General IT Requirements**
 - a. Align with Dallas County's IT strategic direction.
 - b. Support interoperability with existing systems.
 - c. Are scalable and future-proof to accommodate growth.
 - d. Have robust security and compliance measures.
 - e. Provide clear licensing, maintenance, and support models.
- **Security & Compliance**
 - a. Must adhere to NIST 800-53, CJIS, HIPAA, PCI, and other applicable regulatory requirements.
 - b. Supports Single Sign-On (SSO).
 - Protocols: SAML, OIDC, OAuth 2.0
 - c. Multi-factor authentication (MFA) must be supported.
 - d. Encryption requirements:
 - Data in Transit: TLS 1.2+ with Strong Ciphers.
 - Data at Rest: AES-256 encryption.
 - e. Must support Role-Based Access Control (RBAC) with least privilege principles.
 - f. Logging & auditing capabilities must meet compliance standards and be retained for at least 1 year.
 - g. Vendor must provide a Disaster Recovery Plan (DRP) and Business Continuity Plan (BCP).
 - h. Vendor must provide data breach and security incident management and notification policy.
 - i. Hardware and Software solutions must be tamper-resistant to prevent unauthorized modifications.
- **Infrastructure & Hosting Requirements**
 - a. On-Premise Solutions:
 - Must be compatible with VMware-based virtualization.
 - Server OS: Windows Server 2022 and newer
 - b. Cloud-Based Solutions:
 - Must be hosted on Azure (preferred), AWS, or other FedRAMP-certified platforms.
 - Data must be hosted within the United States.
 - Vendor must provide a detailed Service Level Agreement (SLA).
- **Data Management & Integration**
 - a. All data must be exportable in standard formats (CSV, JSON, XML, or SQL).
 - b. Must support integration via RESTful APIs, SOAP, or other industry-standard protocols.
 - c. Adherence to Dallas County's Data Retention Policy is required.
 - Additional adherence is required to each Data Owner's Retention Policy
 - Any destruction of data past the retention period will need to be reviewed by appropriate County personnel

- **Software Development & Customization**
 - a. Preferred COTS (Commercial Off-The-Shelf) solutions over custom development.
 - b. Any customization must follow agile development methodologies.
 - c. Must provide versioning control mechanisms.
 - d. Must support automated deployments (CI/CD pipelines preferred).
 - e. API first development using Microservices Architecture (REST or GraphQL).
 - f. Data Integration using Event-Driven Architecture.
 - g. Automation first development (TDD/BDD architecture)
 - h. Cloud-native architecture supports auto scaling environments.
 - i. System must have observability and telemetry built in.
- **Networking & Connectivity**
 - a. Must support IPv6 and IPv4.
 - b. All network traffic must be secured via VPN, IPsec, or TLS 1.2+.
 - c. Solution must integrate with Dallas County’s Active Directory (AD) or Single Sign-On (SSO) solution.

Requirement	Compliant (Y/N, or N/A)	Explanation/Alternative Solution (if No)
Supports TLS 1.2+ encryption		
Adheres to HIPAA, CJIS, PCI, NIST 800-53		
Hosted in a FedRAMP-certified cloud		
Hosted in a CJIS-certified cloud for CJIS scoped services		
Supports RESTful APIs for integration		
Supports Single Sign-On (SSO)		
Provides a detailed Disaster Recovery Plan		
Ensures 99.9% uptime for cloud solutions		
Provides automated software updates		
Provide Solution Architecture Diagram		
Provide Network Diagram		
Describe Data Security and Encryption		
Describe Support and Maintenance process		
Describe Release Management and Patch Management Process		
Describe Monitor and Alerts process		
Describe security breach escalation and notification process		
Provide API Documentation		

Provide Licensing Model		
Provide Product Roadmap		
Provide active SOC 2 Type II Report		

- d. Must support IEEE 802.1x for devices that connect to the County network.
- e. Must support WPA3 Enterprise for Wireless Authentication.

- **End-User Requirements**

- a. Must be accessible via modern web browsers (Chrome, Edge, Firefox, Safari).
- b. Client OS: Windows 11 and above.
- c. Must be ADA-compliant (WCAG 2.1 AA or higher).
- d. Provide training materials and user documentation.
- e. Offer at least 99.9% uptime for hosted solutions.

- **Support & Maintenance**

- a. Must provide 24/7 support options unless specified otherwise.
- b. Response times must be defined in the SLA.
- c. Vendor must provide regular patches and updates.
- d. Clearly define incident response and escalation procedures.

- **Vendor Compliance & Acknowledgment**

Vendors must submit a completed IT Standards Compliance Checklist (Appendix A) confirming adherence to these requirements. Non-compliance must be justified with alternative solutions.

18. Account Management and Customers Services:

- Contractor shall provide a dedicated and responsive account management and customer service team for responding to inquiries and resolving employee issues.
- The Contractor shall assign a designated Account Manager with responsibility and authority to take all necessary steps to ensure that County expectations are met and to solve all professional performance, handling questions and resolve problems that arise, addressing issues related to the implementation and operation invoicing and other conflicts that may arise. The designated Account Manager must have at least three (3) years of experience in managing a Leave of Absence/FMLA Program with a client similar in size to Dallas County. The Account Manager is responsible for the day-to-day management of the County FMLA and Non-FLMA Leave of Absence Administration Services contract.
- The Account Manager shall be trained in FMLA and County leave.
- Account Manager will meet with County staff at least quarterly (as determined by Dallas County) to review and resolve open items and to review all invoices prior to County approval of such invoices for payment. All meetings will on-site at Dallas County Human Resources Office and at no cost to Dallas County.
- Contractor will assign an implementation leader to manage the implementation process and to coordinate member communications with County personnel.
- Contractor will provide the County with the appropriate member communication materials to ensure a successful communications campaign.
- Contractor shall provide the County with communication tools and other materials to promote and advertise the service including posters, business cards and brochures customized to the County for employees of the County.
- Contractor will provide a process for billing administration that is flexible, simple and cost effective such that it meets Dallas County's needs.
- Meet and maintain federal and state compliance regulations in all handled cases.
- Timely response to employees and/or department personnel as defined by federal regulations, State and Local law and Dallas County Policies and Procedures.
- Contractor shall provide Customer Service Representatives (CSR) to be responsible for

responding to the County. The CSRs must be available twenty-four (24) hours, seven (7) days a week, including weekends and holidays. CSR must be available via a toll-free number and will return all calls within thirty (30) minutes.

19. FMLA Compliance:

- Compliance with Federal and State of Texas FMLA laws including, but not limited to, the Americans with Disabilities Act (ADA).
- Investigate internal complaints filed by employees alleging violation of and/or interference with FMLA rights.
- Compliance with HIPAA privacy requirements.
- Security measures in place to ensure all data is protected during transmission and data storage.

20. ADA Compliance:

- Advise the County when employees returning to work may have restrictions or medical conditions that necessitate reasonable accommodation.
- Ability to track and report on leaves that result in accommodation.
- Interactive Process Support: Provide specialized ADA staff to support and facilitate the interactive process between the County, departments, and employees to identify reasonable accommodations.
- ADA/ADAAA Compliance Expertise: Provide guidance and support consistent with the Americans with Disabilities Act, the ADA Amendments Act, FMLA, PWFA, and other applicable federal, state, and local leave/accommodation requirements.
- Accommodation Review and Alternative Options: When an employee's requested accommodation may not be feasible or may create an undue hardship, provide recommendations for alternative reasonable accommodation for County review and consideration.
- End-to-End ADA Coordination: Coordinate employee-requested ADA accommodations with the employee, department, Human Resources, and other appropriate County representatives from intake through resolution.

21. Performance Objectives:

- Positively affect employee productivity and morale by fairly and consistently applying FMLA requirements.
- Reduce absence-related expenses through efficient administration and close communication with interested parties.
- Recommend best practices for absence management.

22. Transition Services: Upon termination of the contract, the Contractor shall work with any new service provider and the County on transferring all open claims via electronic transmission.

23. Project Deliverables:

- Contractor will communicate, on a regular basis, the status of claims and employees on FMLA leave to the Human Resources Department. Online access to reporting and information is required.
- Customer service - Call center tracking, call center abandonment rate, call center average speed of answer, call resolution and customer satisfaction levels.
- Case processing - Accurate, timely and thorough case processing including tracking, collection of date, communication and coordination of cases.
- Reporting - accurate and timely reporting.
- Technology - reliable and sustainable technology.
- Transition Services - To new service provider.

- Account Management Team - responsive and dedicated team.
- Regulatory and Compliance Upkeep - Contractor operates within all laws and regulations, keeping Dallas County informed of changes and updates.
- Billing - timely and accurate billing.
- Dallas County expects the selected Contractor to provide FMLA claim administration support to employees pursuant to the following timelines:
 - a. Send initial notice of FMLA Eligibility status to employee within two days of claim notice/filing;
 - b. Send formal FMLA approval/denial letter,
 - c. If applicable within five business days from receipt of complete physician certification;
- Follow up with appropriate FMLA letters to employee during duration of leave.
- Communicate with the Human Resources Department and other County staff the status of all FMLA leaves;
- Notify claimant and the Human Resources Department when FMLA leave is exhausted.
- Coordinate return to work dates with employee and the Human Resources Department five business days prior to scheduled return and on the date of return.
- Manage data/database in accordance with FMLA regulations.
- Provide detailed FMLA claim reporting on a weekly basis, and/or greater depending on unanticipated claim issues.
- Send initial notice of FMLA Eligibility status to employee within two days of claim notice/filing.
- Send formal FMLA approval/denial letter, if applicable within five business days from receipt of complete physician certification.
- Follow up with appropriate FMLA letters to employee during duration of leave.
- Communicate to Human Resources Department and other County staff the status of all FMLA leaves.
- Notify claimant and the Human Resources Department and other County staff when FMLA leave is exhausted.
- Coordinate return to work dates with employee and the Human Resources Department five business days prior to scheduled return and on the date of return.
- Manage data/database in accordance with FMLA regulations.
- Provide detailed FMLA claim reporting on a weekly basis, and/or greater depending on unanticipated claim issues.
- Contractor shall have the ability to provide training to Dallas County Human Resources Department staff and County Supervisors/managers on FMLA, policies and procedures. The Contractor shall be required to work with Dallas County to review and, as necessary, revise current FMLA policies and procedures.
- The review and any revisions to the current FMLA policies and procedures shall be made prior to the administration of any Dallas County employee FMLA claims. Any changes to Dallas County policies and procedures will be adopted and implemented at Dallas County's sole option.
- Contractor shall provide a timely and efficient means for Dallas County employees to report FMLA claims. This process shall include an online, telephonic, customer service center, call center, and/or help desk. Bilingual support is preferred.
- Contractor shall collect and process all necessary medical certification forms, verify documentation, and determine if the event falls within qualifying FMLA criteria. The Contractor shall then communicate to the employee whether or not the event qualifies under FMLA. The Contractor must provide complete documentation for each FMLA claim including documentation of communication with employees.

- Contractor shall be responsible for case management and communication with the employee, including return to work processes.
- Contractor shall provide Dallas County personnel staff access to its data in order to track FMLA leave. Tracking shall include, but not be limited to: absences, recertification, continuous and intermittent leave.
- Contractor shall provide the capability to create reports that contain FMLA data "on demand" that can be accessed by and exported to the Dallas County Human Resources Department staff

IV. Evaluation Criteria

Proposals shall be evaluated by an evaluation committee and award consideration shall be given to the highest ranked proposer(s). Award is subject to Dallas County Commissioners Court approval.

Criteria	Points
Profile, Experience and References	20
Qualifications of Firm Key Personnel	15
Technical Approach and Project Plan	20
Litigation	5
Cost and Other Fees Price Schedule	25
Small Business Enterprise (SBE)	15
Total Points	100

V. Proposal Format

The proposal shall be divided into tabbed, marked sections and shall include but not limited to information in the format as described in this section.

1. The proposal should be specific and complete in every detail. It should be practical and should be prepared simply and economically, providing a straightforward, concise delineation of capabilities to satisfactorily perform the Contract being sought. Respondents are advised to organize their submissions to be as brief and succinct as possible while providing relevant information. The submission of irrelevant and superfluous information is discouraged. Emphasis should be placed on conformity to the RFP's instructions and requirements, and completeness and clarity of content.
2. Respondent must submit its Proposal in strict accordance with all requirements of this RFP, and an agreement to fully comply with the requirements must be stated in the Proposal. Deviations, clarifications and/or exceptions must be clearly identified and listed separately as alternative items for County's consideration.
3. The original proposal shall be prepared on standard 8-1/2" x 11" paper; each page shall be consecutively numbered and identified sequentially by section.
4. In order to expedite the evaluation and comparison process, County requests that proposals be organized in accordance with the format outlined below. Proposals that do not follow the specified format outlined below, or fail to provide the required documentation, may receive lower scores. A table of contents shall be provided that identifies the consecutive page numbers where to find the various sections included in the proposal.
5. Each proposal shall be organized in that manner describe below:
 - Cover Letter:
 - a. Identify the submitting organization and legal entity;

- b. Identify the name, title, telephone and fax numbers, and e-mail address of the person authorized by the organization to contractually obligate the organization;
 - c. Identify the name, title, telephone and fax numbers, and e-mail address of the person authorized to negotiate the contract on behalf of the organization;
 - d. Identify the names, titles, telephone and fax numbers, and e-mail addresses of persons to be contacted for clarification;
 - e. Should state in writing that all furnished information, including prices, will remain valid for a period of not less than one hundred and eighty (180) days from the date set for the opening thereof and will remain the property of Dallas County;
 - f. Acknowledgement of all addendums to this RFP; and
 - g. Be signed by the person authorized to contractually obligate the organization.
- Claim of Confidentially: All documents that are submitted to the County will be subject to disclosure after the award and execution contract, if requested by a member of the public in accordance with the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.). Therefore, any proposal which includes confidential, trade secret or proprietary information the Respondent wishes to except from public disclosure must be clearly stamped, marked and identified on each page by the Respondent. The entire Proposal should not be given a blanket confidentiality designation and pricing is not considered to be confidential, trade secret or proprietary information.
 - Executive Summary: This section should be a brief (limited to three (3) page) summary of the key aspects of the Respondent's Proposal.

The executive summary should include an overview of the Respondent statement of qualifications, approach to deliver the services described in the Request for Proposals (RFP), understanding of project's goals and objectives and demonstrated understanding of the project's potential problems and concerns. The summary should also indicate the respondent's commitment to accept the terms and conditions in the RFP and the value of outsourcing the FMLA and Non-FMLA leave of absences function to your organizations.

- Minimum Qualifications Requirements (Pass/Fail)

Note: Provide all of the support documents to verify the information.

- Profile Experience and References of Firm
 - a. Provide a brief history of the firm to include nature of business, year established, principal place of business; current size and number of employees, management structure, licenses, certifications, accreditation, and any other information that demonstrates relative qualifications and experience;
 - b. Regarding your book of business, please complete the table below for each of the market segments. Please include only clients for whom you provide services similar to those requested in this RFP.

Segment (by client employee size)	Number of Total Clients
< than 15,000	
15,000 - 25,000	
25,000 - 35,000	
35,000 - 50,000	
> 50,000	

- c. Describe your firm's FMLA expertise, including the number of years of continuous business operation performing FMLA services;
 - d. Include information on past experience with similar projects and/or services;
 - e. The number of clients/customers and geographic locations that are currently serves;
 - f. The names and titles of headquarters or regional management personnel who may be involved with supervising the services to be performed under this Contract;
 - g. Describe experience providing these services to public entities of similar size and scope as Dallas County and any current projects;
 - h. Describe experience providing these services to large commercial business clients similar in size and scope as Dallas County and any current on-going projects;
 - i. Briefly summarize the value of outsourcing the FMLA function to your organization; and
 - j. State whether any contracts to which the Respondent was a party has ever been terminated early. If so, identify which ones and provide details.
- **Qualifications of Key Personnel:** The Respondent should state in detail its qualifications and experience, and how its services and/or products are unique and best suited to meet the requirements and intent of the RFP. The Respondent may include as much information as needed to differentiate its services and product(s) from other Respondents. At a minimum, The Respondent shall:
 - a. Describe the experience and qualifications of all key personnel, Account Manager, Project Manager including sub-contractor/consultant that will be assigned to this project. Include detailed resumes for each Key Personnel, Account Manager and Project Manager, including description of training relating to compliance with the FMLA.
 - b. Provide credentials for the staff that will review FMLA certifications.
 - c. Identify all key personnel and their positions and technical experience of the company representatives that will be involved in the installation, training and implementation of this contract.
 - d. Provide an organizational chart of the proposed Management Team including key personnel and their specific roles.
 - **Technical Approach and Project Plan:** The Respondent shall describe in detail how its management and operating plan for delivery of the services will achieve the intent and goal(s) of the RFP. At a minimum, the Respondent shall:
 - a. **Technical Approach:** Provide a narrative of how your firm will approach/provide the requested services as described in the Section II, Scope of Services of this solicitation. The Respondent shall provide a comprehensive description of the range of FMLA Administration Services offered and shall be able to clearly demonstrate how these services are described in Section III of this solicitation;
 - b. Describe in detail how the Respondent and its team will approach the project.

- c. Provide a statement of understanding of this project. Submit a detailed work plan that discusses the nature of services the Respondent are proposing for the contract and any problems that are anticipated.
- d. Submit a detailed work plan for accomplishing the Scope of Services described in this RFP, including a step-by-step explanation of how a Dallas County employee would apply for FMLA leave and how that leave request would be administered and managed in its entirety. The Respondent shall submit a separate work plan for a full-time and intermittent FMLA and Other Related Leave request.
- e. Describe how the Respondent intends to evaluate FMLA eligibility, Serious Health Condition, and Recertification requirements.
- f. Describe how the Respondent will address absence management, including suspected abuses of FMLA intermittent leave.
- g. Describe how the Respondent will provide information to supervisors regarding subordinate's FMLA leave and what information will be provided.
- h. Describe how the Respondent will maintain confidentiality.
- i. Describe how the Respondent will relay determinations to Dallas County Human Resources staff regarding leave eligibility, determination and return to work.
- j. Describe how the Respondent will ensure all employees have reliable access to request Family Medical Leave.
- k. Describe how the Respondent will provide access to employees who have questions about FMLA leave, either prior to or after approval/denial of said leave.
- l. Describe how the Respondent will provide access to supervisors who have questions about an employee's FMLA or other leave after approval.
- m. Describe how the Respondent will provide information and updates to Dallas County Human Resources regarding FMLA leaves from request to either denial or expiration of leave.
- n. Describe how the Respondent will coordinate FMLA leaves with other Dallas County leaves and/or leave benefits, including worker compensation, long term disability, and discretionary leaves (typically a continuance of the FMLA leave) where all other benefits are administered in-house.
- o. Describe how the Respondent will ensure compliance with the Americans with Disabilities Act.
- p. Describe how the Respondent will communicate FMLA determinations with Dallas County Human Resources Department (HR) staff, the applicable supervisor and the employee.
- q. Provide a sample of all forms/notices that the Respondent intends to use to administer the Project.
- r. Provide a sample of customizable reports that will be available to Dallas County.
- s. Provide an organizational chart specific for the Dallas County project.
- t. Training: Provide a detailed description of any training to be provided to Dallas County personnel and supervisory staff.
- u. Quality Service Assurance: Outline the methodologies/procedures or set of procedures utilized by your firm to optimize performance and to reduce errors, e.g. Response time to client/employee claims/questions, troubleshooting, follow-up protocols, recognizing exhausted leave, professional performance issues, issuing initial application packets and necessary forms, timely and accurate reporting (leave status, data, etc.)
- v. Implementation: Respondent shall provide a complete description of your implementation process including a detailed implementation and ongoing communication plan, including a detailed timeline and responsibilities for each task (Dallas County Staff and IT Services, your company, etc.) and narratives or flow charts to describe the primary processes, activities or functions required to support the program

after implementation. Provide a description of the project management tools to be used during implementation.

- w. Project Schedule: Based on the contract term, provide a schedule that includes major tasks/milestones with time duration for each task/milestone which outlines the total project time.
- x. Seamless Transition Plan: The Respondent shall provide a detailed plan on how it will process and transfer all data, files, and records necessary to administer FMLA to Dallas County and new Provider in the event of termination or at the end of the Contract.
- y. Auditing: The Respondent shall detail its processes for performing audits and the frequency in which they are performed.
- z. Miscellaneous: The Respondent should address any topics not covered in the Request for Proposals that the Respondent would like to bring to Dallas County's attention in this section of the proposal.
- aa. Response to Questionnaire

- Litigation
- Sample Reports
- Proposal Exceptions: Respondent shall identify and list all exceptions taken to any part or sections of the RFP. An "exception" is defined as the Respondent's inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the RFP. All exceptions taken must be identified and explained in writing in your Proposal and must specifically reference the relevant section(s) of this RFP. Other than exceptions that are stated in compliance with this Section, each Proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this RFP. If the Respondent provides an alternate solution when taking an exception to a requirement, the benefits of this alternative solution and impact, if any, on any part of the remainder of the Respondent's solution, must be described in detail.
- Cost and Other Fees Price Schedule
- Small Business Enterprise Participation Forms

A list of SBE vendors may be obtained by contacting the SBE Department.
- Title VI Assurances/Compliance Form
- HIPAA Business Associate Agreement: Contractor agrees to satisfy the standards for personal health information contained in federal and state statutes and regulations, including without limitation, any regulations promulgated under the Health Insurance Portability and Accountability Act of 1996 "HIPAA". Proposer agrees that it will enter into an appropriate Business Associate Agreement, Chain of Trust Agreement, or other agreements as may be required by law.
- Voluntary Moratorium on Campaign Contributions Form
- Conflict of Interest (CIQ) Form: Chapter 176 of the Texas Local Government Code requires that any Respondent or person considering doing business with a local government entity

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disclose in the Questionnaire Form CIQ, the Respondent or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed as defined in Section 178.006 of the Texas Local Government Code. A person commits an offense if the person violates Section 178.006 of the Texas Local Government Code. An offense under this section is a Class C misdemeanor. A copy of the law is available at: <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.178.html>.

By submitting a response to this request, the Respondent represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

- Certificate of Interested Parties Form 1295: In 2015, the Texas Legislature adopted House Bill 1295. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

Effective January 1, 2016, Dallas County, must comply with the "Disclosure of Interest Parties, mandated by Texas HB 1295, as implemented by the Texas Ethics Commission. Briefly stated, all contracts requiring an action or vote by the governing body of the entity or agency before the contract may be signed (regardless of the dollar amount) or has a value of at least \$1 million will require the on-line completion of Form 1295 "Certificate of Interested Parties", per Texas Government Code Statute §2252.908. Form 1295 is also required for any and all contract amendments, extensions or renewals. A sample copy (for illustration purpose only) of a completed electronic form is provided with this solicitation.

To obtain additional information on HB 1295 and to learn more about Texas Ethics Commission process to create a new account or to complete an electronic version of Form1295 for submission with a signed contract, please go to the following website: <https://www.ethics.state.tx.us/tec/1295-Info.html>

Instructional Videos for Business Entities on how to file online can be found at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.html

By submitting a response to this RFP, the Respondent represents that it is in compliance with the requirements of Texas House Bill 1295 filing requirements with the Texas Ethics Commission using the online filing application and has submit a signed and notarized 1295 form.

- Insurance Affidavit

Note: All forms must be completed in their entirety and submitted as part of a Respondent's Proposal

VI. Documents Submitted with Proposal or Upon Request

1. Attachment S - Small Business Enterprise (SBE) Forms (mandatory must be submitted with proposal.

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VII. Pre-Proposal Meeting

During the solicitation process proposers are required to limit their communication regarding this project to the Buyer referenced herein. A pre-proposal meeting will be held by the County whereby the respondents will have an opportunity to ask the requesting department(s) questions and/or obtain clarification. The pre-proposal meeting will be the only time when respondent and requesting department(s) will communicate directly, thereafter, all communication associated with this project shall be address through the County's purchasing platform, (<https://www.bidnetdirect.com/texas/dallas-county>), to the assigned Buyer. The County will respond to all questions by way of addendum which will be posted as part of the solicitation. The County, its agents, and employees shall not be responsible for any information given by way of verbal communication.

Pre-proposal conference **06/23/2026 at 10:00 a.m. CST**, the pre-proposal meeting will be conducted through a conference call.

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/279565168947436?p=eDBJKI9SPITPeclWS2>

Meeting ID: 279 565 168 947 436

Passcode: B6UN3ZP9

[Need help?](#) | [System reference](#)

Dial in by phone

[+1 469-208-1731,926688232#](tel:+14692081731926688232) United States, Carrollton

[Find a local number](#)

Phone conference ID: 926 688 232#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

The deadline for the submission of questions is on **06/30/2026 at 12:00 p.m. (CST)** through Bidnet.

VIII. Term and Commencement Date

This will be a **five-year** term contract with **no renewal options** commencing upon award by Commissioners Court, upon meeting any insurance and/or bonding requirements (if applicable) and/or fully executing the contract (if applicable).

IX. Award Method

The County's intent is to award this solicitation in its **entirety**, but the County reserves the right to award in the method that is most advantageous to the County.

The County reserves the sole discretion to determine whether a solicitation response is responsive. County reserves the right to reject any or all proposals and to waive minor irregularities or discrepancies in any solicitation response as may be in the best interest of County. Late proposals will not be considered for award.

Upon expiration of the Contract, the Supplier agrees to hold over under the terms and conditions of this contract for such a period of time as is reasonably necessary to re-solicit (not to exceed 90 calendar days unless mutually agreed on in writing).

X. Opening of Proposals

Proposal reading shall be conducted: **07/23/2026 at 2:30pm (CST)** on the day the proposals are due. The reading will be conducted via a live meeting online at <https://teams.microsoft.com/l/meetup->

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[join/19%3ameeting_NTRjNGMxMjMtMGQyZi00OGM0LWEwY2ItNGJjMTI4YWYyNGNj%40thread.v2/0?context=%7b%22Tid%22%3a%2251adcfad-72f1-479c-b28f-52412e04014b%22%2c%22Oid%22%3a%22d34267e4-617b-4d0c-9984-9ac6edcecb57%22%7d](https://www.bidnetdirect.com/texas/dallas-county/join/19%3ameeting_NTRjNGMxMjMtMGQyZi00OGM0LWEwY2ItNGJjMTI4YWYyNGNj%40thread.v2/0?context=%7b%22Tid%22%3a%2251adcfad-72f1-479c-b28f-52412e04014b%22%2c%22Oid%22%3a%22d34267e4-617b-4d0c-9984-9ac6edcecb57%22%7d). Proposals will be publicly opened in compliance with public proposal opening statutory requirements.

Proposer names will be publicly read aloud. It is the responsibility of the proposer to clearly mark and identify all portions of the proposal, which, in the proposer's opinion, contain trade secrets, confidential information and other proprietary information. All proposals are subject to the Texas Open Records Act process.

XI. Additional Questions and Answers During and/or After the Pre-Proposal Conference

Firms will be required to submit any additional questions presented at the pre-proposal and/or after the conference. All additional questions must be received by **06/30/2026 at 12:00 pm CST**

All questions and responses will be posted to the County's website in the manner as previously stated herein. Dallas County reserves the right to reject/not respond to any questions received after the deadline date.

XII. Proposal Submittal and Exception Requirements

To be considered for award, the proposal response must be submitted by **07/23/2026 at 2:00 p.m. (CST)**. Responses shall be submitted electronically through Bidnet, the County's online public solicitation platform <https://www.bidnetdirect.com/texas/dallas-county>. Although the County prefers submissions in electronic form, a respondent may elect to submit their proposal in hard copy. To submit in hard copy, the vendor may deliver or ship to: Dallas County Purchasing Department, Records Building 500 Elm Street, Suite 5500, Dallas, Texas 75202. When submitting a response in hard copy, the County requires two (2) duplicate hardcopies (one original and one copy) to be submitted.

Any exceptions to the specifications/scope of work and/or terms and conditions shall be included in the solicitation response and shall appear in its own tab. Exception shall reference the page number, section and language for which exception is taken. The County reserves the right to reject any exception not in the best interest to the County or may lead the response to be considered nonresponsive and not considered for award.

Note: On December 19, 2024, Dallas County implemented a new public solicitation platform and will be posting all solicitations for goods, services, and construction through Bidnet. Vendors seeking to do business with Dallas County will be required to register, (<https://www.bidnetdirect.com/texas/dallas-county>). By registering, vendors will be able to receive solicitation notices, view open solicitations, and submit their response online to desired business opportunities.

XIII. Location and Invoicing

The County shall pay invoices in 30 days. In order for the County to pay invoices in 30 days, the vendor's invoice must be correct, and reflect the work or goods delivered to the County. The 30 days begin when the County has received a correct invoice reflecting the work or goods delivered. If the County receives an invoice that is not correct and/or reflective of work or goods that have been delivered, the County will request a corrected invoice and the 30-day period will begin once the correct invoice has been received. All work described in the vendor invoice must have been delivered in compliance with the terms of the contract.

Invoices shall be submitted monthly to the County for payment, unless both parties agree to alternative arrangement based on project milestones. Each invoice submitted for payment shall include, at a minimum, the following information:

- Name and address of the department for which services were provided

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- Purchase order number
- Contact information of County staff who placed order (name, phone number, department)
- Date of order or Service
- Detailed description of each service
- Price good or services (charges for all services covered by this contract are to be separately stated and explained)
- Unit pricing
- Total cost of goods/services

Submitting invoices without the above information may cause delays in payment processing. Incorrect invoices or invoices sent to the wrong address will delay payment. Vendors who fail to follow these instructions risk having the contract with the County cancelled. Invoices must be submitted via email to: DC-Invoices@dallascounty.org

XIV. Communication

Upon release of the solicitation and during the process, vendors /firms and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact in relation to this solicitation with Dallas County employees, department heads and/or elected officials. Such contact may result in the vendor being disqualified. All questions and request for information related to this solicitation must be coordinated through **Stacey Duffey**.

All questions regarding this solicitation are to be submitted in writing to **Stacey Duffey**, Dallas County Purchasing Department via Bidnet (<https://www.bidnetdirect.com/texas/dallas-county>), the County's procurement platform. If the respondent does not have access to the County's solicitation platform, the respondent may submit their questions in writing via email to stacey.duffey@dallascounty.org. Please reference the Solicitation number in the subject of the email.

All questions, comments and requests for clarification must reference the solicitation number on all correspondence to Dallas County. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the County. The County reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

NOTE: All addendums and/or any other correspondence (general information, question and responses) to this solicitation will be made available exclusively through the Dallas County website for retrieval. Respondents are solely responsible for frequently checking this website for updates to this solicitation Addendums to this solicitation can be located at the following web address: <http://www.dallascounty.org/department/purchasing/currentbids.php> (go to the appropriate solicitation #, click on the appropriate hyperlink for viewing and/or downloading.)

XV. Review of Proposals

All proposals will be examined by an evaluation committee consisting of various Dallas County personnel, Dallas County Purchasing, and representatives selected by the County of Dallas in proportion to contribution sizes.

Proposals that do not conform to the instructions or which do not address all the services as specified may be eliminated from consideration. However, Dallas County reserves the right to accept such a proposal if it is determined to be in the best interest of Dallas County.

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Evaluations are based on the information provided. Accuracy and completeness are essential. Omissions, ambiguous and equivocal statements may be construed against the proposer. The proposal response may be incorporated into any contract which results from this RFP, and proposers are cautioned not to make claims or statements it is not prepared to commit to contractually. Failure of the proposer to meet such claims will result in a requirement that the proposer provide resources necessary to meet submitted claims.

Dallas County Purchasing may initiate discussions with selected proposers; however, discussions may not be initiated by proposers. Dallas County Purchasing expects to conduct discussions with vendor’s representatives authorized to contractually obligate the vendor with an offer. Proposers shall not contact any Dallas County personnel during the RFP process without the express permission from the Office of the Dallas County Purchasing Agent. Dallas County Purchasing may disqualify any vendor who has made site visits, contacted Dallas County personnel or distributed any literature without authorization from Dallas County Purchasing.

All correspondence relating to this RFP, from advertisement to award shall be sent to Dallas County Purchasing. All presentations and/or meetings between Dallas County and the vendor relating to this RFP shall be coordinated by Dallas County Purchasing.

Selected proposers may be expected to make a presentation/product demonstration to an evaluation committee. Proposals, presentations and product/service evaluations may develop into negotiating sessions with the proposer(s) as selected by the Evaluation Committee. Dallas County expects to conduct negotiations with proposer’s representatives authorized to contractually obligate with an offer. If proposer is unable to agree to contract terms and conditions, Dallas County reserves the right to terminate contract negotiations with that proposer and initiate negotiations with another proposer. In addition to a presentation, visits by the Evaluation Committee to representative proposer’s client sites may be conducted where the proposed solution can be demonstrated in a production environment.

XVI. Proposal Pricing

Proposed pricing shall be firm for the first 12 months of the contract unless otherwise stated herein. Costs not included or calculated in the applicable unit prices as proposed will not be paid by the County, regardless of the intentions of the respondent when the response was submitted and regardless that those costs were actually incurred. Price increase(s) shall not be automatic, the respondent shall request on an annual bases a price increase which shall not exceed 5% annually as warranted. Respondent shall submit, for the County's consideration, supporting documentation that substantiates the requested price increase. Cumulative change orders and/or price increases shall not exceed 25% of the original amount awarded during contract term. A price increase shall be mutually agreed upon by the County and Contractor. Request for price increases and change orders shall be reviewed and considered at the County's sole discretion.

XVII. Cost and other Fees Schedule

Cost Proposal shall contain an all-inclusive, itemized, total cost (including all project expenses, transportation, travel, lodging, meals, insurance, etc. in prices). All pricing shall comprise all necessary costs, including all labor and materials to deliver the Services as specified in this RFP and as otherwise proposed, applicable taxes, duties, licensing fees incurred to provide the Services. The Respondent assumes all liability for any omissions.

Description	Estimated Quantity	Unit of Measure	Price	Extended Total
Section 1: Cost per Claim				
Year 1	FMLA: 2,098 Unpaid Company: 144	Case	\$	\$

	Accommodation: 22			
Year 2	FMLA: 2,143 Unpaid Company: 195 Accommodation: 41	Case	\$	\$
Year 3	FMLA: 1,986 Unpaid Company: 197 Accommodation: 89	Case	\$	\$
Year 4	FMLA: 1,930 Unpaid Company: 162 Accommodation: 125	Case	\$	\$
Year 5	FMLA: 2,014 Unpaid Company: 211 Accommodation: 77	Case	\$	\$
Section 2: One-Time Charges				
Training Cost: Initial Training	1	Each	\$	\$
Training Cost: On-Going Training	1	Each	\$	\$
Implementation Cost	1	Each	\$	\$
Integration Cost- Develop and Build: Kronos Workforce	1	Each	\$	\$
Integration Cost- Develop and Build: Oracle (Fusion)	1	Each	\$	\$
Transition Cost to New Provider after the End of Contract Period or Contract Termination	1	Each	\$	\$

XVIII. Questionnaire

1. Do you utilize a rules driven web-based platform for managing leave? When was this system implemented? Is this an upgrade to an existing system or a new system capability?
2. Describe your online, web-based capabilities and include information regarding employer access, form and reporting.
3. Describe the data and information that is available to the County's FMLA contract administrator.

4. Describe the data and information that is available to managers and supervisors.

5. Does your company have experience working with Kronos Workforce Version 8.1.6, and Oracle Fusion?

Will the Contractor provide a dedicated technology implementation specialist to coordinate initial implementation of the data feeds? Will the assigned designate processes and procedures to maintain the system interface?

6. Does your proposed system solution interface work with Kronos Workforce Version 8.1.6 and Oracle Fusion? If not, what additional modules or setup requirements do you require to interface with Kronos Workforce and or Oracle?

If proposed system solution currently interfaces with Kronos Workforce and or Oracle, provide technical configuration needs, and system requirements for the module or interface.

7) Contractor shall provide all software and integration tools necessary to integrate information SEAMLESSLY with existing system(s) USED BY DALLAS COUNTY (ORACLE/KRONOS)". The Contractor must be able to provide interfaces with Kronos. The interface information required includes but is not limited to employee data, time keeping data, and time keeping element information such as vacation, sick, FMLA, LOA, etc.) as required and used by Dallas County. This information must be sent/received in real time or at least daily as a minimum. Data file format must be in the format required by the Kronos Application.

Describe the process to accomplish this task.

8) Do you perform any system or administrative tests to ensure data integrity and a successful conversion prior to go-live?

9) Does your system have the ability to accept feeds from the client's time and attendance system? If so, what is your recommended frequency (e.g., real-time, hourly, daily, weekly, etc.)? Additionally, provide format requirements.

10) Do you have a fully integrated (web-based) system that allows self-service for employees, information technology staff, managers/supervisors and human resources? (i.e., secure log-in, support staff for help)

11) Explain the level of accessibility County staff will be granted, which, at a minimum, should include view access to the complete diary system, as well as at a minimum the ability to run ad-hoc reporting.

Additionally, describe how the County will be provided with accessibility to the third-party Contractor services system/database, which should include information to be interfaced with the County Kronos Workforce Timekeeping System.

12) Does the system allow for role-based access (i.e., employee, manager, claims manager, business unit point of contact who would be responsible for a subset of the company, etc.)?

13) Does the system allow for single-sign-on for an employee/manager from a client's PC System/Application? (i.e., work, mobile apps, home, but not limited to these accesses)

14) Does your staffing model support a single claim manager who handles a given employee's leave from end to end (i.e., manages leave from intake to return to work or transition too LTD)?

15) What are the County requirements (e.g., time, resources, and technology) for interfacing, testing, and deployment of the Third-Party Administrator (TPA) System?

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16) Is your system able to automatically generate communications to Human Resources and Management? Describe the typical method of communication including methods for intermittent or problematic cases.

17) Describe the length of time, in months, for which transactional level historical data will be available to the County at all times through the on-line web management system

18) What are your system's backup and disaster recovery process and procedures, including uptime availability of the system and technical support capabilities.

19) What technical support is available for any technology utilized? What are support hours? Describe the level of system support.

20) What physical and software security measures does your company take to protect the confidentiality of the company's transaction information (for data transfer as well as data storage)?

21) Describe the formats or methods offered for distribution of transaction data (hard copy, direct transmission to mainframe, PC-based direct transmission, email) and the frequency of distribution (e.g. daily, weekly, monthly)

22) How quickly after a transaction has been conducted is information available?

23) What "on demand" report(s) are available via the Contractor's secure employer management website? Is "real-time" drill-down available to determine utilization from a specific location, and is the particular reason for the leave recorded for non-concurrent claims? Does the Contractor provide trend analysis and alerts to inform County of developing issues?

What reporting enhancements or upgrades does the Contractor expect to complete within the next six (6) months?

24) Provide a general description of the reporting packages you offer. Is the information available through your reporting package accessible at any time? If not, what days and hours is it available?

25) Can reports be generated for various levels of our organization? List options for report distribution to managers, functional staff personnel, and other levels.

26) What are your inquiry and ad hoc reporting capabilities?

27) Please provide a complete list of tracking and monitoring reports.

28) Does your system have the ability to handle real-time data transfers to the client's Time and Attendance system?

29) Are disability and other leaves all on a single system platform to provide full integration of leave management and processes?

30) Does the system have the ability to track FMLA, update FMLA cases, and manage multiple FMLA cases and intermittent cases?

31) How do you distinguish claim management from absence management? Which more accurately describes the services you provide to most of your customers?

32) Are you able to provide end-to-end support for the entire FMLA leave process, including initiation, medical determinations/certification, tracking, return-to-work determination and coordination for employees, including but not limited to the following: employee eligibility based on FMLA (1,250 hours in the past 12 months with one year

employment within last X years (7 currently); number of available, used and remaining; the handling of multiple FMLA leaves for same employee; the handling of intermittent leave?

33) Please indicate which of the following claim intake methods are included in your proposed program for the County: Online via the Internet, Accessible to visually impaired, Printed copy, Telephonic with live representative

34) Describe your call center services and call-handling capabilities: language services, transfer process, escalation process. Do they align well with the work hours of site operations for the County (e.g., multiple shifts, 24/7, weekends)?

35) Please describe your intake process. Do you provide live intake? If so, what type of information is requested of or provided to the employee?

36) What are your hours for intake?

37) Are call center calls recorded for quality assurance and dispute resolution? If so, how long are the recordings saved? Also, what security is provided for these recordings?

38) What is the average wait time for call-pick-up? What percentage of wait times exceeds one (1) minute?

What is the average duration of each call?

39) Do you use a standard intake script? Is so, is it configured for compliance with federal leave law?

40) Can you provide telephonic support to County employees for questions regarding completion of the FMLA forms?

41) Will you handle early submission leave requests? If so, what is the earliest you will accept and what is the process for managing early submissions?

42) How is the employee's supervisor or manager notified of the FMLA request?

What is the timeframe of this notification?

43) After intake, what happens to the claim? Is it reviewed by a specialist and if so, who? What is the timeframe for review?

44) Describe customer support available at any given time and how customer service intake is staffed and provision for high volume contacts are managed as the County is a 24/7 operation.

Provide average abandonment rate including an average length of time to answer incoming customer services lines and describe how volume and peak periods are managed.

45) How do you ensure that all leave is being administered appropriately? Additionally, how do you recommend and handle the administration of claims status (e.g., benefit usage, remaining benefits, availability of case/clinical, medical information, case notes, denials, appeals, return to work, but not limited to these items).

46) Does the Contractor have the ability to provide integrated intake with respect to the multiple leave types the County uses (public sector) with respect to FMLA leave? (e.g., including but not limited to Short Term Disability FMLA, Vacation FMLA, Sick FMLA, Wage Continuation FMLA, Paid Personal Leave FMLA, Comp-Time FMLA, etc.). Describe the process.

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47) What is the smallest increment of intermittent leave the Contractor is capable of tracking? What are the Contractor's processes to notify supervisors of employees requesting FMLA leave? Does the Contractor have an auto-notification process so that site specific County contacts receive real-time notice of a new leave case request so that they can manage staffing needs effectively?

48) Is your organization able to work with the client's points of contact to support return to work efforts?

49) Describe how you would monitor and implement legislative changes and how your system would support requirements at both the federal, state and local level including changes in Dallas County's policies and procedures. (e.g. updates, forms. Notifications, etc.).

50) Will you take over currently open FMLA leave cases, or will your services be limited to new leaves? Provide a proposed transition approach and/or strategy for handling current cases or legal matters.

51) Does your organization have medical staff (e.g. nurses, etc.) review all medical related FMLA claims?

52) Given potential liability, what audits do you have in place for review of FMLA leave, guidelines, processes and procedures to lessen the potential liability to the County.

53) What training for the representatives is in place to ensure your administrators are knowledgeable concerning Dallas County's policies/procedures and preferences with respect to FMLA leave issues and Federal, State and Local laws, if applicable? (e.g., determination of serious health conditions).

Is the administrator sending the eligibility and rights and responsibilities notice within five (5) business days of receiving a request for FMLA leave?

Are they sending the designation notice within five (5) business days of receiving enough information to determine whether leave is being taken for a FMLA qualifying reason?

Reviewing medical certification closely to ensure that they are complete and sufficient? Obtaining HIPAA compliant authorizations before communicating with a health provider concerning clarification of medical certification? Responsible for tracking FMLA hours available and used for each employee, is the administrator appropriately counting worked hours and other similar topics, as well as indemnity provision, to ensure unnecessary exposure.)

54) Does your organization have nurses on staff who serve as FMLA practice/consulting leaders? If "yes", are your clients able to access these resources?

55) Are you able to coordinate with our internal business area Human Resources FMLA Points of Contact to administer paid leaves appropriately? (e.g., meet deadlines for payroll processing or provide information for historical edits)

56) How do you handle notifications and deadlines? (including, but not limited to electronic notifications for all status changes, and employee absence)

57) Does the third-party administrator system provide any standard reporting or notifications (including, but not limited to: advice to pay, customer service statistics, utilization information)?

58) Do you support 24/7 claim intake via? Describe the methods for the FMLA claims intake process (i.e., telephone, fax, mail, e-mail, etc.) Provide any customization for these intake requests.

59) Are you able to provide a dedicated customer/claims service unit? Additionally, is this performed internally by company or outsourced?

60) Are you able to support a requirement that a customer service representative contact all employees five (5) days prior to their expected return-to-work date and confirm return-to-work plans? (i.e., what method, notification used)

61) Does your organization have a designated communication department who assists customers with drafting communications to employees, Human Resources and Managers/Supervisors and Directors?

62) Please describe the types of correspondence, reports, or communications sent to Human Resources, Managers, Supervisors and Directors regarding Family and Medical Leave Act status.

63) What is your definition of administrative services stand alone or integrated services?

64) Describe how problematic/abusive/patterned leave cases are identified and the manner of feedback provided to the County. Include intervention techniques available for these types of cases. The third-party Contractor should at a minimum identify the following recognizable patters. (e.g., day of week, before/after holidays, before/after employee's scheduled days off, specific shift, specific time of day, type of leave taken, inclusive, but not limited to these examples)

65) How do you identify and communicate potential impediments, obstacles, or problems that could negatively impact work performance by employees, management, Human Resources, and other County resources (including Information Technology aspects of project)?

66) All of the services provided in this solicitation (i.e., inclusive, but not limited to COBRA/HIPPA/ACA compliance, case management, printing ID Cards, special delivery, etc.) shall be included in the plan administration of the Contractor. Include how you handle and ensure the confidentiality of information being held by third party administrator (TPA).

67) Provide milestones for customer assessment of readiness including best practices project management procedures, needing to be in place to ensure the successful project implementation of third-party administration of FMLA with the current Kronos and other County Technology (Oracle for example) as identified. (e.g., including but not limited to upgrades, system requirements, additional configuration, purchasing of additional licenses, etc.).

68) What initial and ongoing training do you provide for County personnel, administrators, and employees? Please describe, including content of training and frequency of training.

69) Describe the training and documentation that will be available to the County either monthly, quarterly, annually, or on demand and include training locations.

70) Describe the minimum number of classroom training hours that will be provided annually to IT staff, and the County on all aspects of project, reporting, on-line management system and change management.

71) Describe how you will provide training to the County for use of web-based system. It should include examples of training curriculum and supporting materials, including manuals and training documents it expects to use in its training.

72) Transition of services from one Provider to another Provider is a critical component of this RFP as there cannot be a lapse in service. Provide a detailed description of their experience in transitioning large volume customers. Contractor should include details of the transitions completed, including the number of clients, number of accounts produced and within what timeframes, and the timeframe for the entire organizational transition.

73) Describe your customer services approach: Contractor shall provide Customer Service Representatives (CSR) to be responsible for responding to the County. The CSRs must be available twenty-four (24) hours, seven (7) days a week, including weekends and holidays. These staff will be available via a toll-free number and will return calls within thirty (30) minutes. Indicate if 24/7 toll-free line for automated account information and any customer service issues will be provided. Identify the location of its customer service centers that will support the Dallas County account.

74) Describe the resolution process and procedure for dealing with disputed transactions resulting from unauthorized errors, or problems with services that are not resolved between the County user and Contractor.

75) Describe your implementation plan: A comprehensive description of the proposed implementation methodology for the project. The description should include how the Contractor has developed this methodology to both incorporate lessons learned from past experiences. The implementation plan must include the information described below:

An overview of project management approach and services proposed

Description of the various implementation tasks for each participating party

A description of your methodology for implementation including timeframe/timeline, overview of deliverables, assumptions and assumed responsibilities include a testing phase.

Sample project plan should include the proposed project schedule including major milestones, activities, and timing of deliverables. Identify the dates associated with deliverables and milestones.

76) Please describe any additional value-added services you are offering as part of your proposal. Include any clarification or explanation of why any of the items outlined may either be provided or provided in a different manner than what has been requested.

77) Department-Specific Reporting & Dashboards

Does the Contractor provide department-level dashboards (Internal Departments)?

If yes, describe functionality, filtering capabilities, and whether dashboards can be customized by the County.

Can reports be generated and segmented by department, division, supervisor, job classification, and location?

Does the system allow the County to create and save custom dashboards and recurring reports without vendor assistance?

78) Quarterly & Historical Snapshot Reporting

Can the Contractor provide point-in-time (snapshot) reporting (e.g., active claims as of a specific date such as quarterly reporting)?

Describe the Contractor's ability to provide historical trend reporting over multiple years (minimum 5 years).

Can the system produce standardized quarterly reports reflecting:

- Active FMLA (continuous and intermittent)
- ADA accommodations
- LOA claims
- Department-level breakdowns

79) Real-Time Reporting & Notifications

Does the system provide real-time or near real-time reporting accessible to the County?

Can the system generate automated alerts for:

- New claims
- Status changes

- Pending deadlines
- Return-to-work dates

XIX. Litigation Questionnaire

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Respondent. If any answer is yes, explain fully the following:

(a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Respondent, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Respondent.

Circle One: Yes No

If yes, describe them.

(b) whether Respondent was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Respondent from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

Circle One: Yes No

If yes, describe them.

(c) whether said Respondent's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said or Respondent, which directly arose from activities conducted by the business unit or corporate division of said Respondent which submitted a bid or proposal for the subject project.

Circle One: Yes No

If yes, describe them.

2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

Circle One: Yes No

If yes, describe them

3. Have your firm had a contract for services similar those requested in this RFP terminated for any reason within the last 3 years?

Circle One: Yes No

If yes, provide full details regarding the termination

4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Dallas County or any other federal, state or local government, or private entity during the last five (5) years?

Circle One: Yes No

If yes, describe them.

5. Has any Respondent, member of Respondent's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One: Yes No

If yes, describe them.

6. Are there any current or pending litigation, administrative proceedings, actions or investigation against your firm within the last five (5) years?

Circle One: Yes No

If yes, describe them.

7. Have you or any member of your firm been a plaintiff or defendant in a legal action for deficient performance under a contract or violation of a statute or related to service reliability within the last five (5) years?

Circle One: Yes No

If yes, describe them.

XX. Insurance

Any Contractor or Vendor that conducts business with Dallas County, whether it is for goods and/or services, must maintain lawful worker's compensation/self-insured employee coverage requirements and adequate liability limitations

Within ten (10) days after contract award or prior to the commencement of any work or delivery, the Purchasing Agent requires the successful Contractor(s)/Vendor(s) to submit verification of the following coverage. The insurance coverages, except Workers Compensation and Professional Liability, required by this Contract, shall name Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers, as additional insured(s) (as the interest of each insured may appear).

Contractor at its own expense, consistent with its status as an independent contractor will carry, purchase and maintain insurance coverage, the minimum insurance coverage set forth immediately below, with companies authorized to do insurance business in the State of Texas or eligible surplus lines insurers operating in accordance with the *Texas Insurance Code*, having an A.M. Best Rating of "A" or better, and in amounts not less than the following minimum limits of coverage:

The policies may provide coverage, which contains deductibles or self-insured retention. Such deductibles and/or self-insured retention shall not be applicable with respect to the coverage provided to Dallas County under such policies. The Contractor shall be solely responsible for all deductibles and/or self-insured retention.

All insurance required herein shall be maintained in full force and effect throughout the term of this contract, including all extensions or renewals.

- 1.1. Workers Compensations and Employer's Liability Insurance or self-insured employee in the amount and in compliance with the provisions as provided for by Texas Law as established by the Texas Workers Compensation Act, Title 5, Subtitle A, Texas Labor Code for all his

employees assigned to operate or work under this Contract. In the event the Contractor elects to sublet any work, Contractor shall require Sub-Contractors to provide Workers’ Compensation Insurance for all of the latter’s employees unless the Contractor affords such employees protection. Contractors shall be responsible for workers’ compensation insurance for subcontractors or sub-lessees who directly or indirectly provide service under Dallas County contract.

Workers’ Compensation Insurance with statutory limits, and Employer’s Liability Insurance with limits of not less than \$500,000:

Employers Liability - Each Accident	\$500,000
Employers Liability - Each Employee	\$500,000
Employers Liability - Policy Limit	\$500,000

Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Dallas County:

- a. Waiver of Subrogation
- b. Thirty (30) day Notice of Cancellation

1.2. Commercial General Liability: Contract shall maintain Commercial General Liability Insurance coverage must include the following: (a) Premises; (b) Operations; (c) Independent Contractor’s Protective Liability; (d) Products and Completed Operations; (e) Medical Expense; (f) Personal and Advertising Injury; (g) Contractual Liability; (h) Broad form property damage, to include fire legal liability. Such insurance shall carry in an amount not less than One Million and 00/100 (\$1,000,000.00) for bodily injury (including death), property damage, and blanket contractual coverage per occurrence with a general aggregate of Two Million and 00/100 (\$2,000,000.00) and products and completed operations aggregate of Two Million and 00/100 (\$2,000,000.00).

Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Dallas County:

- a. Waiver of Subrogation
- b. Thirty (30) day Notice of Cancellation
- c. Additional Insureds: Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers.

1.3. Automobile Liability Insurance: Contractor shall maintain Automobile Liability Insurance covering all owned, hired and non-owned automobiles used in connection with work with limits not less than Five Hundred Thousand 00/100 (\$500,000.00) Combined Single Limit of Liability for Bodily Injury and Property Damage. Such insurance is to include coverage for loading and unloading hazards.

Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Dallas County:

- a. Waiver of Subrogation
- b. Thirty (30) day Notice of Cancellation
- c. Additional Insureds: Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers.

Contractor agrees that, with respect to the above-referenced insurance, all insurance contracts/policies will contain the following required provisions:

- a. Endorsement: Except Workers Compensation and Professional Liability, name Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers as additional insured(s) (as the interest of each insured may appear) as to all applicable coverage;
- b. Endorsement: Provide for thirty (30) days prior written notice will be given to the County for cancellation, non-renewal or material reduction/change in coverage provided under all policies, except in cases of cancellation for non-payment, in the event of which notice shall be provided as required by state law to Dallas County;
- c. Endorsement: Contractor agrees to waive subrogation against Dallas County, its officers and employees for injuries, including death, property damage or any other loss;
- d. Provide for endorsement that the "other insurance" clause shall not apply to County where County is the additional insured on the policy;
- e. All insurance required herein shall be maintained in full force and effect until all work or services required to be performed under the terms of the contract is satisfactorily completed and formally accepted;
- f. All insurance coverage shall be on a per occurrence basis, if coverage is written on a claims-made basis, the retroactive date shall be prior to or coincide with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. The coverage shall be continuous for the duration of the contract agreement and for not less than two (2) years following the end of the contract agreement. Coverage, including renewals, shall have the same retroactive date as the original policy applicable to the contract agreement;
- g. Contractor shall be solely responsible for the deductible and/or self-insured retention for any loss;
- h. Contractor insurance policies coverage shall be written on a primary basis and non-contributory with any other insurance coverages and/or self-insurance carried by Dallas County;
- i. Default/Cumulative Rights/Mitigation. It is not a waiver of default if the non-defaulting party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this contract agreement are cumulative, and either Party's use of any right or remedy will not preclude or waive its right to use any other remedy. These rights and remedies are in addition to any other rights the Parties may have by law, statute, ordinance or otherwise. Contractor has a duty to mitigate damages.
- j. Approval and acceptance of Contractor's services and work by County shall not constitute nor be deemed a release of the responsibility and liability of Contractor for the accuracy and competency of Contractor's services or work; nor shall such approval and acceptance be deemed to be an assumption of such responsibility by the County for any defect, error or omission in the services performed by Contractor in this regard;
- k. Contractor shall provide that all provisions of this contract agreement concerning liability, duty and standard of care, shall be underwritten by contractual liability coverage sufficient to include obligation within applicable policies;
- l. Contractor and their freight contractors must be prepared to show coverage verification prior to entering upon County premises;
- m. Failure to comply with lawful requirements or adequate liability requirements may result in delay of payments, subject to the orders of the Commissioners Court, not to exceed a period of up to two years from the termination of this contract agreement, or cancellation of this contract agreement or both (Dallas County Commissioners Court Order 2003-1792, September 30, 2003);
- n. Insurance Certificates: The certificates of insurance shall list County as the certificate holder. Any and all copies of Certificates of Insurance shall reference any applicable (Solicitation Number, Commissioners Court Order Number, or contract number for which the insurance is being

supplied). All insurance policies or duly executed certificates for the same required to be carried by Contractor under this contract agreement, together with satisfactory evidence of the payment of the premium thereof, shall be delivered to the: Dallas County Purchasing Agent located at 500 Elm Street, Suite 5500, Dallas, Texas 75202; and

- o. All insurance required to be carried by Contractor or subcontractors under this contract agreement shall be acceptable to the County in form and content, in its sole discretion. All policies shall be issued by an insurance company acceptable and satisfactory to County and authorized to do business in the State of Texas. Acceptance of or the verification of insurance by County shall not relieve or decrease the liability of Contractor.

2. Insurance Lapse

In the event successful firm fails to maintain insurance as required by this contract, successful firm shall immediately cure such lapse in insurance coverage at successful firm's sole expense and pay County in full for all costs and expenses incurred by County under this contract as a result of such failure to maintain insurance by successful firm, including costs and reasonable attorney's fees relating to County's attempt to cure such lapse in insurance coverage. Such costs and attorney's fees, not to exceed fifteen hundred and 00/100 dollars (\$1,500.00), shall be automatically deducted from monies or payments owed to successful firm by County. Moreover, the County shall retain five percent (5%) of the value of the Contract that shall be placed into an account from monies or payments owed to Contractor by County to cover County's potential exposure to liability during the period of such lapse. The five percent (5%) retainage shall be held by County until six (6) months after the date lapse in coverage is cured or Term of the Contract has ended or has otherwise been terminated, canceled or expired and shall be released if no claims are received or lawsuits filed against County for any matter that should have been covered by the required insurance. The County shall retain the funds if a claim is received or lawsuit and use the funds to defend, pay costs of defense or settle the claim.

XXI. Discussion With Reasonably Qualified Proposals

The County reserves the right to engage in discussions or conduct interviews, either oral or written, with the proposers determined by the evaluation criteria to be reasonably viable to being selected for award. If discussions or interviews are held, the Contract Specialist may request best and final offers. The request for best and final offers may include:

- Notice that this is the opportunity to submit written best and final offers
- Notice of the date and time for submission of the best and final offer
- Notice that if any modification is submitted, it shall be received by the date and time specified or it will not be considered
- Notice of any changes in the Proposal requirements

Following evaluation of the best and final offers, purchasing may select for negotiations the offer that is most advantageous to the County, considering price or cost and the evaluation factors in the RFP.

After the most advantageous proposer(s) has been identified, Contract negotiations may commence. If at any time Contract negotiation activities are judged to be ineffective, Office of Procurement Services will cease all activities with the proposer and begin Contract negotiations with the next highest ranked proposer. This process may continue until either both the proposer and Commissioner's Court executes a completed Contract or the Procurement Department determines that no acceptable alternative proposal exists.

The County reserves the right to reject any or all proposals received or to award, without discussions or clarifications, a Contract based on initial proposals received. Therefore, each proposal should contain the Proposer's

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best terms from a price and technical standpoint. Also, only proposers submitting a proposal will be notified of any communications after the RFP closing.

XXII. Rejection or Acceptance of Proposals

The County reserves the right to accept or reject in part or in whole any proposal submitted. The Purchasing Agent will recommend to Commissioners Court award to the highest ranked responsive and responsible respondent as determined by the Purchasing Agent.

XXIII. Late and Withdrawn Proposals

All proposals must be submitted no later than the proposal due date and time established by this solicitation. Proposals arriving after the due date and time will not be accepted. Late proposals delivered by carrier will be return to the respondent unopened.

A respondent has the right to withdraw their proposal prior to the proposal due date and time, thereafter, the respondent shall submit a formal request to the Dallas County Purchasing Agent requesting to withdraw their proposal.

XXIV. Confidentiality

Any information deemed confidential, shall be clearly noted as such on each page of the solicitation response by the respondent. County cannot guarantee it will not be compelled to disclose all or part of any public record under the Texas Open Record Act. Respondents who include information in a proposal that is legally protected as trade secret or confidential shall clearly indicate the information which constitutes a trade secret or confidential information by marking that part of the proposal “trade secret” or “confidential” at the appropriate place. If a request is made under the Texas Open Records Act to inspect information designated as trade secret or confidential in a proposal, the respondent shall, upon request, immediately furnish sufficient written reasons and information as to why the information designated as a trade secret or confidential should be protected from disclosure to Attorney General of Texas for final determination.

XXV. Disqualification Of Proposers

Proposers may be disqualified for, but not limited to, the following reasons:

- Reason to believe collusion exists among the proposers
- The proposer is involved in any litigation against the County of Dallas
- The proposer is in arrears on an existing contract or has failed to perform on a previous contract with the County of Dallas

XXVI. Permits Required by Law

Proposer shall comply with all requirements of federal, state, and local statutory requirements and regulations pertinent to or affecting any phase of this contract.

XXVII. Records and Audit

The Proposer shall keep accurate records of all components of invoices to the County, including but not limited to times and payroll receipts for hourly personnel utilized by this Contract. These records shall be retained for a minimum of two years after the conclusion of the Contract. The County reserves the right to audit any records it deems necessary for the execution of this Contract.

XXVIII. Assignment of Contract

The Proposer shall not assign, transfer, sublet, convey or otherwise dispose of the Contract of any part therein or its right, title or interest therein or its power to execute the same to any other persons, firm, partnership, company or

corporation without the prior written consent of the County. Should the Proposer assign, transfer, sublet, convey or otherwise dispose of its right, title or interest or any part thereof in violation of this section, the County may, at its discretion, cancel the Contract and all rights, title and interest of the Proposer shall therein cease and terminate, and the Proposer shall be declared in default.

XXIX. Default by Proposer

The following shall be deemed as events of default by Proposer under the Contract:

- Proposer shall become insolvent, or shall make a transfer in fraud of creditors, or shall make an assignment for the benefit of creditors;
- Proposer attempts to assign the Contract without the prior written consent of the County;
- Proposer shall fail to perform, keep or observe any term, provision or covenant of the Contract; or
- Proposer fails to properly and timely pay Proposer personnel, suppliers or other Proposers and the failure impacts the County or its Facility in any manner.

In the event a default occurs, the Director shall give the Proposer written notice of the default. If the default is not corrected to the satisfaction and approval of the Director within the time specified in such notice, the County may immediately cancel the Contract. At the direction of the Director, the Proposer shall vacate the facility, if applicable, and shall have no right to further operate under the Contract.

The Proposer, in accepting the Contract, agrees that the County shall not be liable to prosecution for damages or lost anticipated profits if the County cancels or terminates the Contract.

No Waiver: No waiver by the County of any default or breach of any covenant, condition, or stipulation shall be treated as a waiver of any subsequent default or breach of the same or any other covenant, condition, or stipulation.

XXX. Termination

The County may terminate this agreement in whole or in part by giving thirty days written notice thereof to Proposer. The County will compensate Proposer in accordance with the terms of the agreement for all goods and services delivered and accepted prior to the effective date of such termination notice.

XXXI. Miscellaneous

1. After executing the Contract, no consideration will be given to any claim of misunderstanding.
2. Proposers shall submit with the Proposal, the required Proposer’s qualification statement with supporting information as stated herein along with all other supporting documentation requested.
3. Proposers shall thoroughly familiarize themselves with the provisions of the Scope of Work and the Facilities.
4. The County reserves the right to reject all Proposals and to waive any minor irregularities.
5. A Proposal may be disqualified if the corporation or individual Proposer is in arrears or in default to the County for delinquent taxes or assessments or on any debt or Contract, whether as defaulter or bondsman; or who has defaulted upon any obligation to the County by failing to perform satisfactorily any previous agreement or Contract within the past seven years. Also, Proposers may be disqualified for poor prior performance on similar Contracts with other entities.
6. The Contract with the Proposer will be drawn by the County and may contain such other provisions as are deemed necessary to protect the interests of the County.

7. The Proposer agrees to abide by the rules and regulations as prescribed herein. The Proposer will, in all solicitations or advertisements for personnel to perform services under the Contract, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, or national origin.
8. If either party hereto is prevented from completing its obligations under the Contract by act of God, strike, lockout, material or labor restrictions by any governmental authority, civil riot, flood, or any other cause beyond the control of the parties hereto, then such party shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.
9. The section headings in these Specifications are for convenience in reference and are not intended to define or limit the scope of any of the conditions, terms or provisions of these specifications.
10. Should any question arise as to the proper interpretation of the terms and conditions of these specifications, the decision of the County Attorney or his authorized representative shall be final.

XXXII. Indemnity

The selected proposer agrees to defend, indemnify and hold the County, its officers, agents and employees, harmless against any and all claims, lawsuits, judgments, costs, and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by the selected respondent's breach of any of the terms or provisions of the contract, or by any other negligent or strictly liable act or omission of the selected respondent its officers, agents, employees, or subcontractors, in the performance of the contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the County, its officers, agents, or employees and in the event of joint and concurrent negligence or fault of the selected proposal(s) and County, responsibility, and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the County under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

XXXIII. Selection Process

The internal team will evaluate all proposals received in response to this RFP. After reviewing the proposal submissions, consultants may be selected for in-person interviews/oral presentations. From those presentations and possible interviews, the proposals will be re-evaluated, and final determination will be made. The County will pursue negotiations with the top ranked respondent with the goal of entering into a contract.

XXXIV. Development Costs

Neither Dallas County nor its representatives shall be liable for any expenses incurred in connection with preparing a response to this RFP. Proposers are encouraged to prepare their proposals simply and economically, providing a straightforward and concise description of your firm's ability to meet the requirements of the RFP.

XXXV. Contract Award

Upon selection of a successful Proposer, the County and the Proposer will negotiate a final contract, based on the terms outlined in this RFP. A sample agreement, with the general terms for the final contract, is attached as Sample Contract for Services. By submitting a proposal, the Proposer agrees to be bound by these terms and conditions unless otherwise noted in the Submittal. The final contract is subject to Commissioners Court approval.

XXXVI. Certificate of Interested Parties (Form 1295)

Section 2252.908 of the Texas Government Code: An Act Addressing Disclosure of Interested Parties.

Solicitation Number No: 2026-038-7123

Pre-Proposal Meeting Date: 06/23/2026

Project Title: 2026-038-7123 RFP Third-Party Administration of Family Medical Leave Act

(FMLA) Proposal Due Date: 07/23/2026

Effective January 1, 2016, Dallas County, must comply with the “Disclosure of Interest Parties, requirements established under Section 2252.908 of the Texas Government Code as implemented by the Texas Ethics Commission. Briefly stated, all contracts requiring an action or vote by the governing body of the entity or agency before the contract may be signed (regardless of the dollar amount) or that has a value of at least \$1 million will require the on-line completion of Form 1295 "Certificate of Interested Parties", in accordance with Texas Government Code Statute §2252.908. Form 1295 is also required for any and all contract amendments, extensions or renewals. All business entities are required to complete and file electronically with the Texas Ethics Commission using the online filing application.

Step 1: Business Entity completes Form 1295 in electronic format on the Texas Ethics Commission website: (https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

Step 2: Upon receipt of a completed Interested Parties Disclosure Form, Texas Ethics Commission issues a Certification of Filing to the Business Entity and the Business Entity download(s), print, sign(s) and notarize(s) Form 1295. An authorized agent of the business entity will need to sign the printed copy of the form and have the form notarized.

Step 3: At the time of submission of the solicitation to Dallas County the Business Entity must submit the completed notarized Form 1295 with the Certification of Filing with their contract (i.e.: bid, rfp, rfq, soq, etc.) to Dallas County. Upon receipt, Dallas County may proceed with the award and/or execution of the contract.

Step 4: Not later than the 30th day after the date the contract has been signed by all parties, Dallas County must notify the Texas Ethics Commission (in electronic format) of the receipt of (1) Form 1295, and (2) the Certification of Filing.

Step 5: Not later than the 7th business day after receipt of the above notice, Texas Ethics Commission makes the disclosure available to the public by posting the disclosure on its website.

County Offices and Departments submitting contracts to Commissioners Court for award/execution are responsible for acknowledging and filing the Form 1295.

Definitions:

(a) “Contract” includes an amended, extended, or renewed contract.

(b) “Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

(c) “Controlling interest” In accordance with the Texas Ethics Commission, Chapter 46.3(c) and applicable to Texas Government Code §2252.908 - (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

(d) “Interested party” (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

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(e)“Intermediary” for purposes of this rule, means, a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

(1) receives compensation from the business entity for the person’s participation;

(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and

(3) is not an employee of the business entity.

To obtain additional information on Section 2252 and to learn more about the Texas Ethics Commission process to create a new account or to complete an electronic version of Form 1295 for submission with a signed contract, please go to the following website:

<https://www.ethics.state.tx.us/tec/1295-Info.htm>

Instructional Videos for Business Entities on how to file online can be found at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm, and submit a copy to the buyer before the contract information will be sent to the County Attorney’s Office to draft the contract. Once the terms of the contract are fully negotiated; the recommended vendor has signed the contract indicating agreement with the terms of the contract; and the Form 1295 is on file at the Texas Ethics Commission website with a copy provided to the buyer; the staff recommendation will be placed on a Commissioners Court agenda to award the contract.

XXXVII. Conflict of Interest

No County elected or appointed official or representative, or any employees shall have any financial interest, direct or indirect, in any contract with the County or be financially interested, directly or indirectly, in the sale to the County of any land, materials, supplies, goods or services, except on behalf of the County as an official or employee. Any violation of this Section, with knowledge, expresses or implied, of the person or corporation contracting with the County shall render this Agreement involved voidable by the Commissioners Court of Dallas County. It is the responsibility of Contractor during all phases of this Agreement to notify the County in writing of any potential conflict of interest. Contractor covenants that neither it nor any member of its corporation presently has any interest or shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this Agreement. Contractor further covenants that in the performance of this Agreement no person having such interest shall be employed or appointed by Contractor.

XXXVIII. Contract Provisions for Non-Federal Entity Contracts Under Federal Awards Contract Provisions

The following provisions apply to Federally funded procurement:

Clean Air Act

The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

The contractor agrees to report each violation to the (insert name of non-federal entity entering into the contract) and understands and agrees that the (insert name of the non-federal entity entering into the contract) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office.

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The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA.

Federal Water Pollution Act

The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq.

The contractor agrees to report each violation to the (insert name of the non-federal entity entering into the contract) and understands and agrees that the (insert name of the non-federal entity entering into the contract) will, in turn, report each violation as required to assure notification to the (insert name of the pass-through entity, if applicable), Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office.

The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA.”

Suspension and Debarment

This contract is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, the contractor is required to verify that none of the contractor’s principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by (insert name of recipient/subrecipient/applicant). If it is later determined that the contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to (insert name of recipient/subrecipient/applicant), the federal government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.”

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of more than \$100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the federal awarding agency.”

Prohibition on Contracting for Covered Telecommunications Equipment or Services

(a) Definitions. As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause—

(b) Prohibitions.

(1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019,

Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.

(2) Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:

(i) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;

(ii) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;

(iii) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or

(iv) Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c) Exceptions.

(1) This clause does not prohibit contractors from providing—

(i) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

By necessary implication and regulation, the prohibitions also do not apply to:

(ii) Covered telecommunications equipment or services that:

a. Are *not used* as a substantial or essential component of any system; *and*

b. Are *not used* as critical technology of any system.

(ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

(d) Reporting requirement.

(1) In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:

(i) Within one business day from the date of such identification or notification: The contract

number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.”

“Domestic Preference for Procurements

As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products.

For purposes of this clause:

Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.”

The following pertains to projects that include Construction:

The regulation at 41 C.F.R. § 60-1.4(b) requires, except as otherwise provided or exempted in 41 C.F.R. Part 60, the insertion of the following contract clause: “During the performance of this contract, the contractor agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or

termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Solicitation Number No: 2026-038-7123

Pre-Proposal Meeting Date: 06/23/2026

Project Title: 2026-038-7123 RFP Third-Party Administration of Family Medical Leave Act (FMLA)

Proposal Due Date: 07/23/2026

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.”

If applicable per the standard described above, the NFE must include the provisions at 29 C.F.R. § 5.5(a)(1)-(10) in full into all applicable contracts, and all applicable contractors must include these provisions in full in any subcontracts.

“Compliance with the Copeland “Anti-Kickback” Act.

Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. Part 3 as may be applicable, which are incorporated by reference into this contract.

Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.”

“Compliance with the Contract Work Hours and Safety Standards Act.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work

which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The (insert name of grant recipient or subrecipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.”