

Texas Conference of Urban Counties



Request for Qualifications IT Staffing Services

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Document Version:	20130619.1
Date:	June 19, 2013

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1 TEXAS CONFERENCE OF URBAN COUNTIES OVERVIEW

The Texas Conference of Urban Counties (Urban Counties) is a non-profit organization composed of 37 member counties. Member counties represent nearly 80% of the population of Texas. Urban Counties supports and coordinates communications among member counties, studies policies and programs of the State of Texas that affect urban counties, advocates county issues, primarily at the state level, and provides training and education programs appropriate for urban county officials. All services and activities are pursued for the benefit of the people of Texas.

Urban Counties provides analysis to urban county officials of legislation, state agency rulemaking, and attorney general opinions. Urban Counties represents the collective interests of Texas urban counties in working with state agencies and the legislature. Additionally, Urban Counties provides opportunities for counties to collaborate on technology projects and to share information technology resources through a program called TechShare.

The current members of the Urban Counties are:

Bell County	Ector County	Hunt County	San Patricio County
Bexar County	El Paso County	Jefferson County	Smith County
Brazoria County	Fort Bend County	Johnson County	Tarrant County
Brazos County	Galveston County	Kaufman County	Travis County
Cameron County	Grayson County	Lubbock County	Webb County
Chambers County	Gregg County	McLennan County	Williamson County
Collin County	Guadalupe County	Midland County	Wise County
Comal County	Harris County	Nueces County	
Dallas County	Hays County	Randall County	
Denton County	Hidalgo County	Rockwall County	

2 TECHSHARE OVERVIEW

TechShare is a program of Urban Counties created in 2004. Through TechShare, counties can collaborate on technology projects and share costly information technology resources. Counties can pool their efforts to obtain higher quality information technology resources at a lower cost.

The TechShare program includes collaborative projects and shared resources. Resources can be shared assets, expertise or services. TechShare projects are collaborative efforts where participants save money by sharing the cost of a project. Throughout this document, the term "project" refers to an organized effort with a fixed budget, duration and deliverables that provides value to participating urban counties. The project may involve system design, application development or acquisition, asset enhancement, services, and other collaborative efforts under the TechShare program. Projects produce deliverables that are defined, accepted, and shared among the participating members. When a project produces a software deliverable, it is the property of Urban Counties and can be shared by local governments and other eligible public-sector entities. By sharing information technology resources, urban counties will have access to higher quality systems built to Texas county requirements at a lower cost than if the counties each pursued their own individual information technology initiatives.

3 TECHSHARE PROJECTS AND RESOURCES OVERVIEW

Below is a list and brief description of active TechShare projects and resources.

Juvenile Case Management System (JCMS)

The Juvenile Case Management System project resulted in two software resources that are now available through the TechShare program. JCMS.Basic is owned by the State of Texas and replaces Caseworker, Version 5. JCMS.Basic is available through the Texas Juvenile Justice Department (TJJD), and offers functions and features designed for managing the juvenile justice process across county departments and local jurisdictions. TechShare.Juvenile is owned by the Urban Counties and offers features not available in JCMS.Basic, such as an institution module to manage juvenile detention facilities.

Common Integrated Justice System (CIJS)

The Common Integrated Justice System is a set of functional applications that will enable the effective and efficient administration of justice for the Urban Counties' membership. It is based on a common architecture that will provide rapid sharing of justice information across county lines while providing each participating county with advanced justice management capabilities.

TechShare.Prosecutor

The TechShare.Prosecutor Development Project is defining, designing and building a software module that will be based on initial work completed by Tarrant County as part of its integrated criminal justice project. The software is being developed in distinct releases that can be implemented in participating counties early in the project to provide benefits from the use of the new module.

TechShare.Court

The TechShare.Court module was identified as a high-priority component of the Common Integrated Justice System (CIJS) Roadmap updated in 2010. Through the project a statewide license will be acquired for a court management product that will be further developed by participating counties. TechShare.Court will be available to any jurisdiction operating a trial court in Texas. Additionally, an advanced business analysis and reporting software product will be available for use in any area of county operations.

4 TECHSHARE STAFFING NEEDS

Currently, TechShare has 34 staff members, of which 20 are contract employees.

By the end of Fiscal Year 2014, it is expected that TechShare will add roughly 10 new contract employees. Four of those positions will be filled once the vendors have been selected.

The open positions typically staffed by TechShare include the following:

- Business Analyst
- Project Manager
- Administrative Assistant
- Quality Assurance Tester
- .NET Software Developer
- Database Administrator
- System Administrator
- IT Helpdesk

5 TECHSHARE IT STAFFING REQUISITION PROCESS

The TechShare staffing model requires that a minimum of three staffing agencies be utilized during the staffing requisition process.

A Job Posting describing the specific requirements for an individual position will be published to all current staffing agencies under contract with the Urban Counties. Each agency will be asked to provide no more than 3 resumes for consideration by the TechShare hiring manager(s).

Job postings will be distributed to staffing agencies by the TechShare Program Administrator.

Candidate resumes for each open position must be sent to both the applicable hiring manager and the TechShare Program Administrator.

Hiring managers will be responsible for setting up interviews directly with the staffing agencies.

Once a candidate is chosen to fill an open position, the staffing agency will be notified by the hiring manager, and the TechShare Program Administrator will work with the hiring manager and the staffing agency to draft, finalize, and execute any related contract documentation.

Staffing agencies will confirm the acceptance of the position with their contract employee, and proceed with any required background check or relocation assistance, if applicable.

The TechShare Program Administrator will complete the contract execution process, and the contract employee will be authorized to begin work on the contract start date.

Open positions are filled by one of the following:

- o 6 Month Contract to Hire
 - Approximately 85% of positions
- o Contract
 - Approximately 5% of positions
- o Direct Hire
 - Approximately 10% of positions

6 TECHSHARE IT STAFFING RFQ PROCESS

The purpose of this RFQ process is to identify a minimum of three firms that will be used to obtain staffing services for the TechShare program.

Urban Counties will conduct a TechShare IT Staffing Services Vendor Forum, in order to provide interested staffing agencies with basic contract information and information regarding the TechShare projects. TechShare management staff will be on site to provide a brief overview of the different projects and to discuss the information requested in the RFQ.

At the conclusion of the Vendor Forum, staffing agencies will have until the date indicated in Section 6.1, below to review the RFQ and deliver written questions or requests for clarification to TechShare. Written responses will be sent to all agencies that received the RFQ by the date indicated in Section 6.1. Verbal statements made regarding this RFQ shall not be binding on Urban Counties, including statements made at the Vendor Forum. Therefore, staffing agencies are encouraged to submit written questions or requests for clarification in the event there exists uncertainty as to any part of this RFQ and desired responses.

Responses to the RFQ are due no later than July 16, 2013 at 5:00 p.m. Responses are to be sent in electronic form to techshare@cuc.org.

Selected staffing agencies will be notified and will then begin receiving job posting notifications.

6.1 RFQ SCHEDULE

RFQ key dates are the following:

Date	Event
June 19, 2013	RFQ made available to the staffing agencies
July 2, 2013 at 10:00am CDT	TechShare Staffing Services Vendor Forum
July 8, 2013 at 5:00pm CDT	Deadline for submitting questions
July 10, 2013 at 5:00pm CDT	Response to all questions
July 16, 2013 at 5:00 pm CDT	Deadline for submitting RFQ responses
August 16, 2013	Complete internal process to review responses, select finalists and conduct finalist interviews
August 19, 2013	Staffing Agencies Selected and Notified

6.2 RFQ RELATED QUESTIONS / CLARIFICATIONS / SUBMISSION

All questions related to this RFQ should be in writing and directed to:

Katie Hooks
TechShare Program Administrator
Katie.hooks@cuc.org
512.833.1205

Staffing agencies must ensure that qualifications in the format set forth in Section 7 are delivered electronically and received at the following address no later than 5:00 pm, CDT, on the due date indicated in Section 6.1, above.

Any notices with respect to this RFQ should also be delivered to the following email address:

techshare@cuc.org

6.2.1 Contracting

This RFQ is only a request for qualifications about potential services and no contractual obligation on behalf of Texas Conference of Urban Counties whatsoever shall arise unless and until a separate written agreement is executed by Urban Counties.

This RFQ does not commit Texas Conference of Urban Counties to pay any cost incurred in the preparation or submission of any response to the RFQ.

6.2.2 Rights Reserved

Urban Counties reserves the right to make decisions regarding this RFQ, the procedures for evaluating responses, the waiver of any requirement, and the award of contracts that are in the best interest of Urban Counties, at its sole discretion. Urban Counties may withdraw this RFQ without prior notice to any person or entity. In the event Urban Counties amends any term of this RFQ, Urban Counties will make reasonable efforts to notify all agencies that received a copy of the RFQ from Urban Counties of such amendment, but it is solely the responsibility of respondents to verify that they are responding to the most current version of the RFQ when submitting qualifications.

7 STAFFING AGENCY QUESTIONS

Please complete an electronic version of the questions below. Please return responses to the contact defined in section 6.2.

	Question	Response
	Company Information	
1	Company name	
2	Name of person responsible for the information contained in the response to the RFQ	
3	Company Initial Year of Operation	
4	Is your company a certified Historically Underutilized Business in the state of Texas? Is your company certified as a Women or Minority Owned Business by some other certification entity?	
5	Total company number of employees	
6	Total company number of actively placed contractors	
	Office Information for the location that will be working with the Urban Counties	
7	Physical Address	
8	Initial Year of Operation	
9	Number of Firm Employees	
10	Internal work experience, i.e. firm employees who worked in the Information Services businesses sector	
11	Number of Actively Placed Contractors	
12	Number of Actively Placed Contractors in the Information Services businesses sector	
13	How long the firm has been providing services to the Information Services business sector	
14	Any additional relevant information regarding your firms experience and services to the Information Services business sector	
	Processes	
15	What is your process for recruiting?	
16	Do you have recruiters specializing in positions/skill sets or do your recruiters work on all positions/skill sets?	

	Question	Response
17	How do you work with your customers to understand the requisition request?	
18	How do you prefer to communicate with your customers about ongoing job postings?	

	Question	Tick as Appropriate
19	What Positions do you provide staffing services for? Business Analyst Project Manager .NET Software Developer Quality Assurance Tester Database Administrator System Administrator IT Helpdesk Administrative Assistant	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
20	What business sectors does your company service? Construction/Manufacturing Education Financial Services Government – Federal Government – State Government – County/Local Health Care Information Services	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
21	What types of staffing engagements do you offer? Contract Contract To Hire Permanent	☐ ☐ ☐

8 CUSTOMER REFERENCES

Please supply 3 references of customers, preferably in the Information Services business sector.