



REQUEST FOR PROPOSAL

TEMPORARY STAFFING SERVICES

RFP 25-008

BIDS DUE THURSDAY 27, 2025
AT 2:00 PM

MHMR OF TARRANT COUNTY (“MHMR”)
PROCUREMENT SERVICES
3840 HULEN STREET
FORT WORTH, TEXAS 76107

PRE-PROPOSAL CONFERENCE DATE AND TIME

All vendors must attend the scheduled Pre-Proposal Conference in order to get a clear understanding of the requirements of this RFP:

DATE: February 12, 2025
TIME: 10:00 A. M.
LOCATION: 3840 Hulen St. Fort Worth, TX 76107

Send RSVP to Procurement Services Department fax at (817) 810-3100 or email mhmr.purchasing@mhmrte.org for schedule.

RSVP:

Company Name: _____

Contact Name _____

Planning to attend Pre-Bid Meeting: _____ YES _____ NO

If yes, number of representatives from your company: _____

Tel. No.: _____ Fax No.: _____

E-Mail Address: _____

Questions from vendors will be addressed at the pre-proposal conference. Such applicant who submits a bid and does not attend the scheduled pre-bid conference waives any right to assert claims due to undiscovered conditions.

INVITATION

MHMR of Tarrant County (“MHMR”) is accepting proposals from vendors for Temporary Staffing Services set forth in this Request for Proposal.

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MHMR invites all interested and qualified parties to submit proposals in response to this solicitation. In addition, the agency reserves the right to accept or reject any and all proposals submitted, waive any formalities and reasonable irregularities or other requirement(s) deemed in the best interest of the agency, and request additional information from any party that submits a response to this request. MHMR is not obligated to accept the lowest proposal but strives to find the best value for the agency.

Please note that on the specified closing date and time, MHMR will only release the names of those who submitted a proposal in response to this RFP. No additional information will be released until after MHMR has completed evaluations for the submitted proposals and an award has been made and approved by Executive staff and MHMR’s Board of Trustees, as applicable.

We greatly appreciate your efforts and look forward to reviewing your submission.

Jamie Brockway

Jamie Brockway
Director of Procurement
MHMR of Tarrant County

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1. COMPANY OVERVIEW

MHMR is a community center, a local mental health authority (“LMHA”), a local behavioral health authority (“LBHA”), a local intellectual and developmental disability authority (“LIDDA”), and a unit of local government as defined by chapters 533 and 534 of the Texas Health and Safety Code. MHMR has provided mental health and intellectual and development disability services in Tarrant County since its inception in 1969.

Initially operating as a small community center offering only mental health services, MHMR has expanded tremendously over the years both in growth and services, now providing services at 100 site locations and serving over 65,000 people annually throughout Tarrant and surrounding counties. Our staff of more than 2,000 employees include psychiatrists, nurses, social workers, therapists, teachers, case managers, dieticians, volunteers, and many others. All are committed to providing services in a way that respects the dignity and basic human rights of the people we serve. MHMR is the second largest community center in Texas, offering services in the following areas:

- Mental Health
- Intellectual and Developmental Disabilities
- Addition/Substance Use
- Child and Family Services
- Early Childhood Intervention (ECI)
- Criminal Justice Support
- Veterans
- Homelessness

MHMR is a Certified Community Behavioral Health Clinic (CCBHC). The CCBHC model is designed to deliver whole-person care through care coordination of integrated, evidence-based behavioral health services and primary care screenings.

As a result of MHMR’s commitment to improve our care quality, MHMR is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF). This accreditation formally recognizes that an organization is guided by internationally recognized service standards and best practices.

MHMR invites qualified vendors herein after referred to as “Vendor,” “Contractor,” or “Supplier” to submit a proposal for Temporary Staffing Services, to include RFP 25-008.

2. TIMELINE OF EVENTS AND DEADLINES

The proposed schedule below is tentative and is subject to change throughout the procurement process by MHMR.

Solicitation Packet Issue Date	Friday, February 7, 2025
Pre-proposal Conference date	Wednesday, February 12, 2025, at 10:00 A.M.
Deadline To Submit Questions	Monday, February 17, 2025, by Noon (12:00 P.M.)
Deadline to Respond to Questions	Thursday, February 20, 2025, at 4:00 P.M.
Deadline for Submission of RFP	Thursday, February 27, 2025, at 2:00 P.M.
Anticipated Award Date	Contingent upon Committee and/or Board Approval

NOTICE: THE ORIGINAL AND AN ELECTRONIC (FLASH DRIVE) COPY OF COMPLETED PROPOSAL MUST BE RECEIVED IN THE PURCHASING DEPARTMENT AT 3840 HULEN STREET, SUITE 538 FORT WORTH, TEXAS 76107 ON OR BEFORE 2:00 P.M., FEBRUARY 27, 2025.

3. GENERAL INSTRUCTIONS

3.1 Questions

All questions concerning the Proposal specifications must be submitted in writing and emailed to Randall Elder at mhmr.purchasing@mhmrhc.org. It is the contractors' sole responsibility to review MHMR's website (linked below) and retrieve all related documents prior to the RFP's due date. <https://www.mhmrtarrant.org/bids-and-rfps/>

3.2 Proposal Submission

All proposals are subject to the terms and conditions included in this RFP. All proposals must be signed **in ink** by a person or office or the company submitting the Proposal that is authorized to enter into contractual agreements on behalf of the company. ***Unsigned proposals will be deemed nonresponsive and will not be accepted.***

No proposal will be accepted after the stated deadline. Proposals may be mailed or personally delivered. MHMR will not be responsible from any Proposal that is lost in the mail or not delivered to the Purchasing Department by the stated deadline for any reason. All submissions must be delivered in a **sealed envelope** and addressed to the attention of:

**MHMR PROCUREMENT SERVICES
ATTN: RANDALL ELDER
3840 HULEN STREET, SUITE 538
FORT WORTH, TEXAS 76107**

Submissions must also state the following:

**RFP 25-008 TEMPORARY SERVICES
DO NOT OPEN UNTIL THURSDAY, FEBRUARY 27, 2025, AT 2:00 P.M.**