

# **Executive Summary: Harris County RFP Special Requirements Document**

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## **Executive Summary: Harris County RFP Special Requirements Document**

### **Overview**

This executive summary analyzes the "14-Special Requirements.pdf" document from the Harris County RFP folder, which outlines key vendor requirements and evaluation criteria for IT consulting services. The document provides comprehensive guidelines for proposal formatting, submission requirements, and vendor qualifications essential for decision-makers evaluating participation in this opportunity.

### **Key Requirements**

#### ***Proposal Structure and Content***

- **\*\*Eight Required Sections\*\***: Proposals must include Transmittal Letter, Scope of Services, Pricing Information, Sample SOW, Qualifications, Capacity and Resources, Legal Documents, and Miscellaneous information.
- **\*\*Format Requirements\*\***: All proposals must be typed, single-spaced, on 8½ x 11 paper with each section starting on a new page with tabbed dividers.
- **\*\*Bonfire Submission\*\***: All sections must be uploaded to the Bonfire platform in specified formats.

### ***Vendor Qualifications***

- **\*\*Experience Requirements\*\***: Vendors must have an established business for at least 5 years with minimum 5 years of experience in:
  - Performing similar scope work and project management
  - Providing end-to-end solutions to government entities
  - Implementing and supporting solutions for organizations comparable to Harris County
- **\*\*Service Categories\*\***: Vendors must demonstrate capability in at least two service categories (specific IT consulting services).
- **\*\*Financial Capacity\*\***: Must establish sufficient financial strength and operational capability.

### ***Compliance Requirements***

- **\*\*Background Checks\*\***: Vendor must conduct background checks on all contract employees.
- **\*\*Immigration Compliance\*\***: Must comply with federal immigration laws including E-Verify system requirements.
- **\*\*CJIS Access Policy\*\***: Compliance with Texas Criminal Justice Information Systems requirements when applicable.
- **\*\*Security Breach Notification\*\***: Must maintain information security protocols and notify the County within 24 hours of any security incidents.
- **\*\*Insurance\*\***: Comprehensive insurance coverage required with Harris County as additional insured.

### **Evaluation Process and Criteria**

- **\*\*Evaluation Committee\*\***: Composed of Harris County personnel and Purchasing department.
- **\*\*Weighted Criteria\*\***:
  - Scope of Service Methodology and Approach: 35%
  - Qualifications and Experience: 25%
  - Capacity and Resources: 20%
  - Pricing: 15%
  - References: 5%
  - Cybersecurity and IT Controls: Pass/Fail

## **Award Process**

- **Multiple Vendor Award**: Harris County anticipates awarding to multiple vendors.
- **Two-Phase Process**:
  1. Initial phase: Establish a pool of qualified vendors through Master Service Agreements
  2. Second phase: As needs arise, "Invite Only" mini-RFQs will be sent to contracted vendors

## **Contract and Payment Terms**

- **Payment Terms**: Net 30 from date of approved invoice
- **Subcontractor Requirements**: Payment bond required if subcontractors are used and contract exceeds \$25,000
- **Purchase Orders**: Services cannot be provided without a purchase order signed by Harris County Purchasing Agent

## **Strategic Considerations for Decision-Makers**

### ***Opportunity Assessment***

- This RFP establishes a vendor pool for ongoing IT consulting needs, providing longer-term revenue potential.
- Multiple-award structure means competition continues at the project level through mini-RFQs.
- Evaluation heavily weights methodology/approach (35%) and qualifications (25%), suggesting technical expertise is valued over price (15%).

### ***Risk Factors***

- Stringent compliance requirements including background checks, E-Verify, and security breach notification.
- Two-phase structure means initial selection doesn't guarantee project awards.
- No guarantee of quantities or usage of the resulting contracts.

### ***Competitive Positioning***

- Demonstrating expertise in multiple service categories improves competitive positioning.
- Strong references and documented 5+ years of relevant experience are critical.
- Cybersecurity capabilities are mandatory (pass/fail requirement).

## **Recommendation**

Organizations with established IT consulting experience should consider this opportunity, emphasizing methodology, qualifications, and capacity in their proposals. The weighted evaluation criteria suggest that demonstrating deep expertise and solid approach will be more valuable than competing primarily on price. Organizations should carefully review compliance requirements to ensure they can meet all stipulations before proceeding.