

RFP Compliance Report

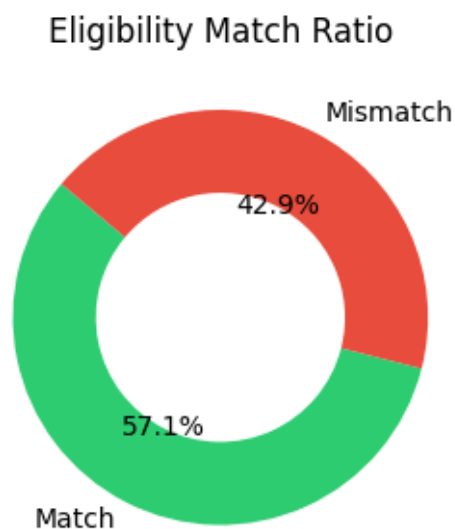
1. Eligibility Assessment

| Criteria | Required | Current | Matches | Corrective Steps |
|-----------------------------|---|--------------------------|---------|---|
| Minimum Years of Experience | minimum of three (3) years of business in Temporary Staffing Services | 7 years | ✓ | [] |
| HUB Certification | Please submit proof of Historically Underutilized Business "HUB" state certificate | Not certified. | x | ['Research HUB certification requirements and eligibility criteria on the official website of the relevant state certifying agency (e.g., Texas Comptroller of Public Accounts).', 'If eligible, gather necessary documentation and submit the HUB certification application.', 'Alternatively, if subcontracting is permitted and intended, identify potential HUB-certified subcontractors and complete Attachment A as specified in the RFP.'] |
| Insurance Requirements | Proof of insurance MUST be submitted with the proposal; failure to do so will lead to disqualification. Upon award of the contract, MHMR must receive a Certificate of Insurance naming MHMR as an insured party. | (INFORMATION NOT FOUND!) | x | ['Review current insurance policies to determine adequate coverage and limits.', 'If coverage is missing or below required limits, contact your insurance broker to obtain or increase the coverage to meet the RFP requirement.', 'Obtain an updated Certificate of Insurance reflecting the required coverage and limits.', 'Update the Company Profile document to include details of all relevant insurance coverages and limits.'] |

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|---------------------------------|---|--|---|--|
| Service Scope Match | temporary staffing agencies to provide temporary employees of indefinite quantities on an as-needed, non-exclusive basis. All proposals submitted must specifically address each element and requirements listed throughout this RFP. | Administrative, IT, Legal & Credentialing Staffing | ✓ | ☐ |
| W-9 Form | Contractors are to complete Form W-9 and submit with Proposal Documents. | Attached (TIN: 47-6392011) | ✓ | ☐ |
| Texas Employment Agency License | Proposals must include a copy of any license(s), certification(s), registration(s), permit(s), etc. as required by authorities having jurisdiction | Texas Employment Agency License #TXEA-34892 | ✓ | ☐ |
| Financial Stability | Include a copy of the company's current annual report or other comparable documentation. As evidenced by the financial information requested of each contractor, indication that the contractor, or contractors, are financially stable and able to provide related services in its entirety. | Not Available. | x | ['Provide a formal letter from your CPA including a financial solvency statement confirming financial adequacy to meet expenditures for a minimum of one year.'] |

Summary: FirstStaff Workforce Solutions, LLC appears generally ineligible due to lack of HUB certification, missing insurance information, and missing financial documentation, although other criteria like experience and licenses are met. Further investigation is needed to determine full eligibility.

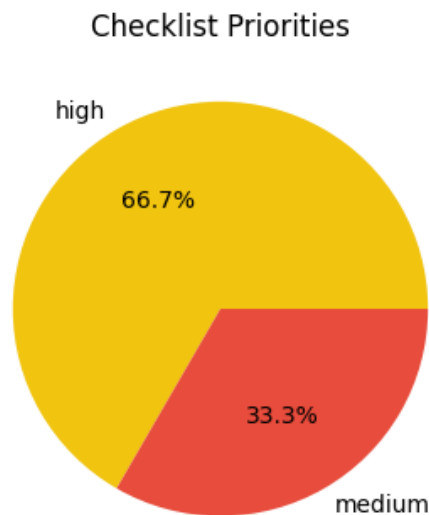
Eligibility Match Overview



2. Submission Checklist

| Task | Priority | Deadline |
|---|----------|-------------------|
| Attend the scheduled Pre-Proposal Conference | medium | February 12, 2025 |
| Submit questions concerning the Proposal specifications in writing and emailed to Randall Elder at mhmrc.purchasing@mhmrtc.org | high | February 17, 2025 |
| Submit the original and an electronic (flash drive) copy of completed proposal to the Purchasing Department at 3840 Hulen Street, Suite 538 Fort Worth, Texas 76107 | high | February 27, 2025 |

Task Priority Distribution

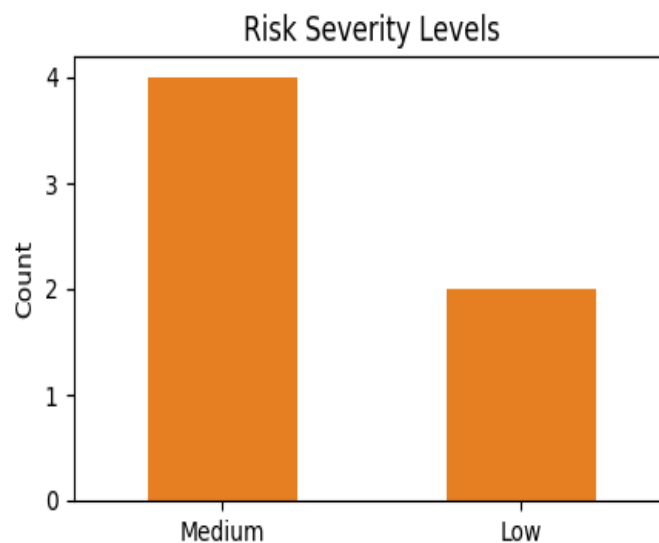


3. Risk Analysis

| Description | Severity | Mitigation Strategy |
|--|----------|--|
| The RFP strongly encourages, if not requires, DBE/MBE certification, which the company does not possess. | Medium | Obtain the required DBE/MBE certifications before bid submission. If this is not possible, clearly state this limitation in the proposal and highlight the company's commitment to diversity and inclusion through other means. |
| While the company has experience in temporary staffing, the RFP's requirements may necessitate expertise in specific areas (e.g., healthcare, mental health) not explicitly mentioned in the company profile. A potential gap in specialized knowledge exists. | Medium | Provide a detailed explanation in the proposal of how the company's existing experience in administrative, IT, legal, and credentialing staffing translates to the specific needs of MHMR. Highlight the skills and experience of key personnel. |
| The RFP mandates background checks for temporary employees, but the details of the company's background check process are not specified in the profile. There's a risk of non-compliance if the company's process is insufficient. | Medium | Confirm with MHMR the specific requirements for background checks and ensure the company's procedures meet or exceed these standards. Clearly outline the company's background check process in the proposal. |

| | | |
|---|--------|---|
| The RFP specifies detailed insurance requirements (Workers' Compensation, General Liability, Auto Liability, Contractual Liability) with specific coverage amounts. While the company mentions having insurance, it's unclear if it meets the RFP's exact requirements. | Medium | Carefully review the RFP's insurance requirements and ensure the company's existing policy (Travelers Insurance, Policy #TX-884529-A) meets all specifications. If not, obtain necessary supplemental coverage before bid submission. |
| The RFP contains several sections with potentially ambiguous or complex requirements (e.g., temporary-to-hire policy, payment terms, insurance requirements). Misinterpretations could lead to non-compliance or disputes. | Low | Attend the pre-proposal conference to clarify any ambiguities and ensure a complete understanding of the RFP requirements. Submit any questions in writing before the deadline. |
| The RFP's detailed requirements and evaluation criteria (responsiveness, qualifications, compatibility, price, equipment) necessitate a thorough and well-structured proposal. Failure to meet these requirements could negatively impact the evaluation score. | Low | Prepare a comprehensive proposal that meticulously addresses all RFP requirements, including providing detailed pricing for each position and clearly outlining the company's approach to meeting MHMR's needs. |

Risk Severity Overview



4. Relevant References

- https://vertexaisearch.cloud.google.com/grounding-api-redirect/AWQVqALiw0plpljUp57HNzNJxBOONRUjvwdpIYW93HRNEI8xNqS8zS8WlpqB__I7GDf_mvOIDOBfq08VfrStQC8gBqYuTqmmSi_Z8NbPjdCLdXVOXj4b4vdrpDoNL3xdG2djtBjBzNLgnpF3FzkV7300qctvdCYEMFqZ4j2UZH8pNzT7sx7VJ-AjfwlTldMxw65oqHauWOxX1Vfo27gG1L8OuFO6GCBmw6P7mnUAtk=
- https://vertexaisearch.cloud.google.com/grounding-api-redirect/AWQVqAI75ilXXpc8ofHj1C9GcyD48GCRh-qgYWnrcEAcnpxds7hp9RQuCGlghtSIW1yVUaSM4rZsIerzTuUUi1Q3FovYUfLXSIM1Ux7EZ_Rz1XxqsRVXhWIGD-d0xLhalQPSHAFN_p7diAhZ_TvKDeHXCmbBSBkYQeGGK4Yz67BgfKU9fzAoKBuSpZvUVN_aSf7gCGt4FdjcwVjv8AS4qQgFHN9_OUqsKcvmEjZ4aqCC45H7gVGWx2aRZ57YXSKP-Gad
- https://vertexaisearch.cloud.google.com/grounding-api-redirect/AWQVqAJtwPeh3xyOeXt6u-EqV-Gz7Fc_KdowW8gduq34YMnjeok_9yilWLUFNijBfR7z2YPwbcX-28R1HTAOQx-7v7AqjU-MvKesPcMGtZNDwnGxzuWgl3TP-tymamgjpW0hwtrZ9YAAICmP9dzPOax-xvaJI_SwRyoB5w8j16jKwvoaKvShK4ycddWBP4NihsPE5_YnOWlv7b9krLudknGCX11fTy8tb6esDWEqTneXCpgy7K4jk5h5uks=

- https://vertexaisearch.cloud.google.com/grounding-api-redirect/AWQVqAI9QqS0PdgueH8JUz4syqyW3iVlpmNHfeTHWSufTCQiyx89ozXrAgUtl11Rfz38RW17kSFhBNlIbx5NTk6NfCHRWJbPFCf54dSrXIFOtphTRsLzvb994j1F1Pup-G8Kt6tiX0CRsmkSa5hm_HiVw18rGO6NpDnXM6DF_MDcwsBOYI2K8GKg_2-H1kXo2qniQfh5Nk_oC-CHu3EEBr iuA7-ewq7yijlCf2noE
- https://vertexaisearch.cloud.google.com/grounding-api-redirect/AWQVqAJJt6Wanuc2uDrMBq-QxucsMKeJVTjhTv6ikuVeIGFsuWnIJaE1GPb917cy7_wLdGPmLMYBHz-6gAOD6ukvaeY6JCq0V70yvNdz_Kuv7FXGt42w-JEuMQIYqZnUgPS1TjSyCpjJCDkT3TSunPmMgjLFawsVMKgkJU43wyemDc54WCpy3AT-hxG3BJghk4bzh06A-lvAAPKBTKNyFSqs9OcXqA==