

RFP Compliance Report

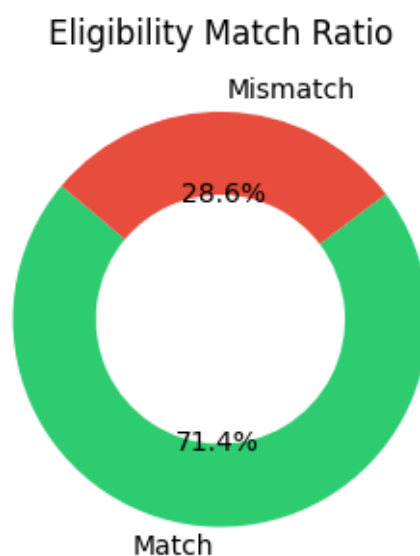
1. Eligibility Assessment

Criteria	Required	Current	Matches	Corrective Steps
Years of Experience in Temporary Staffing	Years of Experience in Temporary Staffing	7 years	✓	[]
Services Provided	Contractor(s) must be able to provide one, or a combination, of the general categories of temporary staffing positions, which include, Administrative, Medical, Caretaker, Finance, Accounting, Patient Financial Services, Credentialing, IT. and Legal Support Services.	Administrative, IT, Legal & Credentialing Staffing	✓	[]
Historically Underutilized Business/DBE Status	Historically Underutilized Business/DBE Status	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.']

Certificate of Insurance	Certificate of Insurance	Travelers Insurance, Policy #TX-884529-A; includes Workers' Comp, Liability, and Auto	x	['Review current insurance policies to determine if Professional Liability coverage exists and its limit.', 'If coverage is missing or below \$2M, 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 limit.', 'Update the Company Profile document to include details of all relevant insurance coverages and limits.']
Licenses	Licenses	Texas Employment Agency License #TXEA-34892	✓	[]
W-9 Form	W-9 Form	Attached (TIN: 47-6392011)	✓	[]
Company Length of Existence	Company Length of Existence	9 years	✓	[]

Summary: FirstStaff Workforce Solutions, LLC appears generally ineligible due to lack of HUB certification and unspecified details regarding Certificate of Insurance, although other criteria like experience and licenses are met.

Eligibility Match Overview



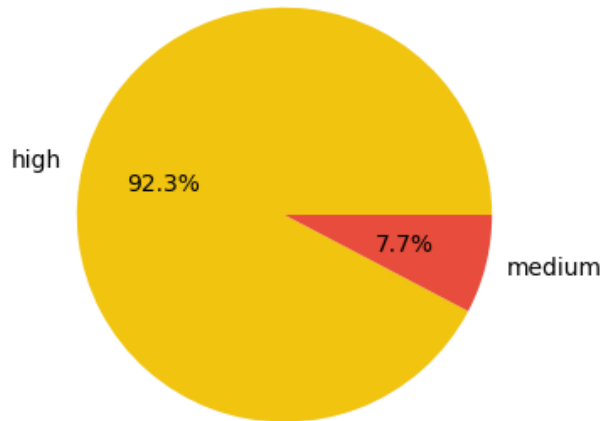
2. Submission Checklist

Task	Priority	Deadline
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Submit questions regarding the RFP by Noon (12:00 P.M.).	medium	2025-02-17
Ensure the proposal is signed in ink by an authorized person or office of the company submitting the Proposal	high	2025-02-27
Deliver the original and an electronic (flash drive) copy of the completed proposal to the Purchasing Department at 3840 Hulen Street, Suite 538 Fort Worth, Texas 76107 on or before 2:00 P.M..	high	2025-02-27
Deliver submissions in a sealed envelope addressed to MHMR Procurement Services, Attn: Randall Elder, 3840 Hulen Street, Suite 538, Fort Worth, Texas 76107	high	2025-02-27
State the following on the submission envelope: RFP 25-008 Temporary Services. Do Not Open Until Thursday, February 27, 2025, at 2:00 P.M.	high	2025-02-27
Format submittals on 8 ½ inch by 11 inches paper, bound, stapled, or in a binder, with a Table of Contents and all pages numbered. Each section shall be clearly identified and tabbed	high	2025-02-27
Include a Cover Letter (Tab 1): A brief introductory letter of representation	high	2025-02-27
Include an Executive Summary (Tab 2): A brief summary highlighting the most important points of the Proposal. The Summary should not exceed five (5) pages	high	2025-02-27
Include Company Background Information (Tab 3): Description of the company's experience with other services or products akin to those described herein, including principal place of business, length of existence, breadth of experience and expertise, management structure	high	2025-02-27
Include Project Manager OR Account Representative information (Tab 3): Identify the proposed Project Manager or Account Representative and include a resume. Include an organization chart of the proposed Management Team including key personnel and their specific roles	high	2025-02-27
Address any performance related litigation, arbitration, or mediation the company may be, or has been, involved in over the last five (5) years. Identify whether the company has had any contracts terminated due to non-performance over the last five (5) years. Identify adverse actions or sanctions by any regulatory authorities over the last five (5) years (Tab 3)	high	2025-02-27
Include Financial Consideration (Tab 4): Include a copy of the company's current annual report or other comparable documentation, W-9, Certificate of Insurance, and a formal letter from your CPA (if Non-Public) including a financial solvency statement	high	2025-02-27
Include References and Attachments A, C, D, E, and F (Tab 5): Include a list of at least three (3) references (within the last twelve (12) months) related to the type of services or products specified in this RFP	high	2025-02-27

Task Priority Distribution

Checklist Priorities

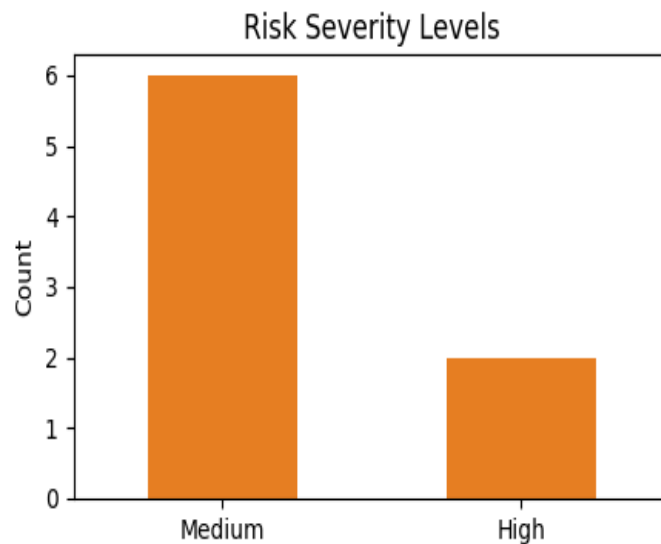


3. Risk Analysis

Description	Severity	Mitigation Strategy
The RFP requests a Bank Letter of Creditworthiness, which is not available according to the company profile.	High	Obtain a Bank Letter of Creditworthiness from their bank.
The RFP requires a copy of the company's current annual report or other comparable documentation, and a formal letter from their CPA is an acceptable alternative for Non-Public companies but must include a financial solvency statement confirming financial adequacy to meet expenditures for a minimum of one year. The company profile does not explicitly state that these documents are available.	Medium	Provide a formal letter from their CPA including a financial solvency statement.
The RFP requires at least three references from similarly situated governmental agencies with over 2,000 employees within the last twelve months. The company profile does not specify if they have these references.	Medium	Add at least three references from similarly situated governmental agencies with over 2,000 employees.
The RFP specifies a detailed proposal format with multiple tabs and attachments. Failure to comply could lead to rejection.	Medium	Ensure the proposal adheres to the specified format and includes all required sections and attachments.
The RFP requires disclosure of any performance-related litigation, arbitration, or mediation over the last five years. The company profile does not provide this information.	Medium	Clearly address any performance-related litigation, arbitration, or mediation in the proposal.

The RFP mandates a comprehensive training plan and a designated trainer for both management and non-managerial staff. The company profile does not explicitly mention this capability.	Medium	Include a comprehensive training plan and designated trainer in the proposal.
The RFP requires a clear definition of the company's role, participation, responsibility, plan design, and implementation strategy, including methodology and project management for all phases. The company profile does not provide this level of detail.	Medium	Ensure the proposal clearly defines the company's role, participation, responsibility, plan design, and implementation strategy, including methodology and project management for all phases.
The RFP includes a requirement to warrant that the company does not boycott Israel and will not do so during the contract term, in compliance with the Texas Government Code.	High	Confirm compliance with the Texas Government Code regarding boycotting Israel and include a statement in the proposal.

Risk Severity Overview



4. Relevant References

- https://vertexaisearch.cloud.google.com/grounding-api-redirect/AWQVqAKzSGWZNeSagni1LKwYDoGLCMGqBW2qoUhoHvleGq4uQqWqdMHB7BFkyth3wBfqQpvJlp_Mvp6EZle_L-vd4lucLromN13-ZLcRW6hur9CxxwkbAUdgmaSdU74SSETRRuvfDY7nfiVJJP3uEJphNgFcZrJqQR-nx1SrZ6XLLI88YpU3Nv9jry2hdoEgMQiw3BsAn5gOCVYrjc_pDsxG0CvuKj5zGnXDj4ZVNrK=
- https://vertexaisearch.cloud.google.com/grounding-api-redirect/AWQVqAJ0glKv0Bo5zv1KuTD3fjoRmXW0bwbPVZP3AQX01XYv-2j3Nnmi2nZm8LTXmpeGGEQOVQNRf3137XQJC7UGX1G9Jo19zced7gqg1RQAq6BI0X4dj8HGXrcAw1XyvO4efMiLIsZM47VZYjinSy8AI5_iHhOl_YndY5P_G8pD6tYClqCPROMP-_ccZUOHn6R-d_gGCaas_SCPNHEEGIWt936bmP0elfmUHIROg6af2O1bokHeKgZdXmRljNoKrSp_
- https://vertexaisearch.cloud.google.com/grounding-api-redirect/AWQVqAlckPdZUGTFOUTo9-PpFJf-vS-zuHJnISVxyTH6fG2SbPrEzxeUrMI7NqvxcESUEC8E7XCDI2VOvJ3uYeVehhfisTwLBoSvgyBIC4I-X21RTYUgSt_QJWWHYjoXGqWv0p_Ty9cKPiEnH7si2d3d8KU-sl37mL-26RXLakBpU37sNgnb3Jws0mtgrbdHjrwuH2vtK0Q7d1sBIPSpzA=
- https://vertexaisearch.cloud.google.com/grounding-api-redirect/AWQVqAKFLTKOGjxxeKQ9sSobHysSgwc9UsYB4slp62aeTJ5RoT4MmlRv3cdkXkThFuGnDMRK5duz_hrbCANmSanu41WieRypn-jguXYG1xP6U5OkxiJlePLR6rxTJY5d04jPeol3-5xiLss_ZStv5CBn0HruzDLaeJNa3h5H-8K3IEEeH3kfGl1rRT0zjGNwMDOASOMvI28WsJ-_zRmF4PPrgQlnVcjpgAt-BxqcHGOe4A==