



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 04/14/2020

SUBJECT: **RFP NO. 2020-074 - IDENTIFICATION VERIFICATION SERVICE FOR ORDERING AND PROCESSING CERTIFIED COPIES - COUNTY CLERK'S OFFICE - LEXISNEXIS VITALCHEK NETWORK, INC. - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No. 2020-074, Identification Verification Service for Ordering and Processing Certified Copies, for the County Clerk's Office, to LexisNexis VitalChek Network, Inc. at the per contract terms.

BACKGROUND:

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. One thousand sixty-nine (1,069) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on January 31, 2020 was attended by one (1) vendor as well as representatives from the County Clerk's Office, Information Technology, and Purchasing. Two (2) proposals were received.

Proposals were evaluated by the County Clerk's Office, Information Technology, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

The top scoring vendor was requested to provide a Best and Final Offer and was re-scored by the evaluation committee. The proposal received from LexisNexis VitalChek Network, Inc. meets all specifications and is acceptable to the County Clerk's Office.

The term of the contract is twelve (12) months, effective May 1, 2020, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of the County Clerk's Office and Purchasing that RFP No. 2020-074, Identification Verification Service for Ordering and Processing Certified Copies, be awarded to LexisNexis VitalChek Network, Inc. at the per contract terms.

SUBMITTED BY:	Purchasing	PREPARED BY:	Eva Ferguson, CSCP
		APPROVED BY:	



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FISCAL IMPACT:

This generates income for Tarrant County.