



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF 15

DATE: 10/01/2019

SUBJECT: **RFP NO. 2019-120 - RECORDS MANAGEMENT SYSTEM - COUNTY CLERK'S OFFICE - KOFILE TECHNOLOGIES, INC. - \$2,387,059.00**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No. 2019-120, Records Management System, for the County Clerk's Office, to Kofile Technologies, Inc. for \$2,387,059.00, and approve contract.

BACKGROUND:

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and 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 two hundred sixty-six (1,266) 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 March 21, 2019 was attended by fifteen (15) vendors as well as representatives from the County Clerk's Office, Information Technology, and Purchasing. Eight (8) proposals and one (1) no-bid 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. Manatron, Inc. a Thomas Reuters business was not considered because of past poor performance. Requordit was deemed non-responsive for failing to include Addendum 1 as required. Granicus, LLC was deemed non-responsive for submitting a price form variation including a revenue split model unsatisfactory to the County Clerk's Office. The response from Fidlar Technologies was withdrawn by the vendor.

The top three (3) vendors were invited to provide presentations on May 16, 29, and 31, 2019. The Evaluation Committee then re-scored the vendors based on the criteria and processes set forth in the RFP specifications. The proposal received from Kofile Technologies, Inc. meets all specifications and is acceptable to the County Clerk's Office and Information Technology.

The term of the contract is twelve (12) months, effective October 1, 2019, with three (3) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of the County Clerk's Office, Information Technology, and Purchasing that RFP No. 2019-120, Records Management System, be awarded to Kofile Technologies, Inc. for \$2,387,059.00.

SUBMITTED BY:	Purchasing	PREPARED BY:	Chris Lax, CPSM
		APPROVED BY:	



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 10/01/2019 PAGE 2 OF 15

The contract is attached for approval and signature. The Criminal District Attorney's Office reviewed this contract as to form

FISCAL IMPACT:

The total amount of the award is \$2,387,059.00. Funding in the amount of \$786,332.00 is available in account 54000/21100-2020/4820101000 for County Fusion Software, Conversion, Training, Implementation Services, and Maintenance. Funding in the amount of \$288,000.00 is available in account 54000/21300-2020/4820111000 for Vanguard Search License, Data Conversion, Implementation Fee, and Maintenance.

\$422,400.00 will be requested in Year 2 for CountyFusion and Vanguard Search Maintenance.
\$437,376.00 will be requested in Year 3 for CountyFusion and Vanguard Search Maintenance.
\$452,951.00 will be requested in Year 4 for CountyFusion and Vanguard Search Maintenance.