



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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DATE: 08/13/2019

SUBJECT: **RFQ NO. 2019-185 - INDEPENDENT VALIDATION AND VERIFICATION SERVICES - DOMESTIC RELATIONS OFFICE - VARIOUS VENDORS**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court grant approval to conduct negotiations for RFQ No. 2019-185, Independent Validation and Verification Services, for the Domestic Relations Office, with the following firms based upon each firm's high ranking in the evaluation procedure:

1. Underwood Software Association, Inc.
2. Weaver & Tidwell, L.L.P.

**BACKGROUND:**

Notice of the County's intent to request for qualifications 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 twenty-eight (1,228) vendors were contacted and requested to participate in this process. All documents pertaining to this RFQ were posted on the Tarrant County website and were downloaded by interested parties. A pre-qualification conference held on June 5, 2019 was attended by one (1) vendor as well as representatives from the Administrator's Office, Auditor's Office, Domestic Relations Office, Information Technology, and Purchasing. Two (2) responses were received.

An evaluation committee composed of representatives from the Administrator's Office, Auditor's Office, Domestic Relations Office, Information Technology, and Purchasing ranked the responses based upon the criteria and processes set forth in the RFQ specifications.

The responses from the firms listed above meet all specifications and are acceptable to the Evaluation Committee. A contract will be negotiated with the top ranking firm. If negotiations fail with the top firm, then Tarrant County will initiate negotiations with the next top ranked firm.

The term of the contract is twelve (12) months, with two (2) options for renewal periods of twelve (12) months each. The effective date of the contract will be determined after contract negotiations.

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



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Based upon each vendor's high ranking in the evaluation procedure, it is the joint recommendation of the Evaluation Committee and Purchasing that the Commissioners Court grant approval to engage in negotiations for RFQ No. 2019-185, Independent Validation and Verification Services, with the vendors listed above.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.