



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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DATE: 02/26/2019

**SUBJECT: RFP NO. 2019-070 - ANNUAL CONTRACT FOR ONBASE MAINTENANCE AND SUPPORT - INFORMATION TECHNOLOGY - REQUORDIT, INC. - PER CONTRACT TERMS**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award RFP No. 2019-070, Annual Contract for OnBase Maintenance and Support, for Information Technology, to Requordit, Inc. at the per contract terms 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 thirty-three (1,233) 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 8, 2019 was attended by representatives from Information Technology and Purchasing. No vendors were in attendance. One (1) proposal was received.

The proposal was evaluated by Information Technology and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP. The proposal received from Requordit, Inc. meets all specifications and is acceptable to Information Technology.

The term of the contract is twenty-four (24) months, effective March 1, 2019, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Information Technology and Purchasing that RFP No. 2019-070, Annual Contract for OnBase Maintenance and Support, be awarded to Requordit, Inc. at the per contract terms.

SUBMITTED BY: Purchasing

PREPARED BY: Christina Martinez

APPROVED BY:



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

**FISCAL IMPACT:**

Funding in the amount of \$103,751.50 is available in account 578025/10000-2019/1810260000. Funding will be requested for additional years. Professional services will be provided on an as-needed basis per hourly rate.