



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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DATE: 02/06/2018

SUBJECT: **RFP NO. 2018-041 - ANNUAL CONTRACT FOR BACKGROUND SCREENING SERVICES - HUMAN RESOURCES AND FACILITIES MANAGEMENT - VARIOUS VENDORS - PER CONTRACT TERMS**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award RFP No. 2018-041, Annual Contract for Background Screening Services, for Human Resources and Facilities Management, to the following vendors at the per contract terms:

Primary	True Hire
Secondary	Quick Acquisition, LLC, d/b/a Quick Search
Alternate	Information Discovery Services

**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. Six hundred six (606) 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 December 6, 2017 was attended by four (4) vendors as well as representatives from Human Resources, Facilities Management, and Purchasing. Ten (10) proposals were received.

Proposals were evaluated by Human Resources, Facilities Management, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

The three (3) high scoring vendors were invited to provide oral presentations to the evaluation committee on January 12, 2018. The evaluation committee re-scored those firms based on the criteria and processes set forth in the RFP specifications.

The term of the contract is twelve (12) months, effective February 25, 2018, with one (1) option for a renewal period of twelve (12) months.

SUBMITTED BY:	Purchasing	PREPARED BY:	Dianna Lee, C.P.M.
		APPROVED BY:	



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Therefore, it is the joint recommendation of Human Resources, Facilities Management, and Purchasing that RFP No. 2018-041, Annual Contract for Background Screening Services, be awarded to the vendors listed above at the per contract terms.

**FISCAL IMPACT:**

Expenses from last year are approximately \$6,618.00. Services are provided on an as-needed basis.