



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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17

DATE: 01/26/2021

SUBJECT: **RFP NO. 2020-198 - CONTRACT MANAGEMENT SOFTWARE - CRIMINAL DISTRICT ATTORNEY'S OFFICE AND INFORMATION TECHNOLOGY - SYSINTELLECTS, LLC - \$69,949.00**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No. 2020-198, Contract Management Software, for the Criminal District Attorney's Office and Information Technology, to Sysintellects, LLC for \$69,949.00 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 six-hundred fifty-six (1,656) 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 August 12, 2020 was attended by seventeen (17) vendors as well as representatives from the Criminal District Attorney's Office, Information Technology, and Purchasing. Nine (9) proposals and two (2) no-bids were received.

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

After the initial evaluation and committee meeting, five (5) vendors were invited to present a demonstration and oral presentation to the evaluation committee on October 21-23, 2020. The demonstration and oral presentation for Negometrix USA, Inc. was stopped by the evaluation committee because it became evident that the solution did not meet the RFP requirements. Their solution was a Purchasing-related solution. The evaluation committee re-scored the remaining four (4) vendors based upon the criteria and processes set forth in the RFP specifications. Purchasing then requested a Best and Final Offer from the top scoring vendor, which resulted in a reduction in price.

SUBMITTED BY:	Purchasing	PREPARED BY:	Gwen Peterson, C.P.M.,A.P.P.
		APPROVED BY:	



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The proposal received from Sysintellecs, LLC meets all specifications and is acceptable to the Criminal District Attorney's Office and Information Technology.

The term of the contract is twelve (12) months, effective from the date the software licenses "Go Live" (following project kick-off, implementation, training, and data migration), with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of the Criminal District Attorney's Office, Information Technology and Purchasing that RFP No. 2020-198, Contract Management Software, be awarded to Sysintellecs, LLC for \$69,949.00.

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 \$69,949.00 will be requested as follows:

Funding in the amount of \$33,949.00 for FY 2021 is available in account 545051/45100-2021/181022000.

Funding in the amount of \$18,000.00 will be requested in FY 2022.

Funding in the amount of \$18,000.00 will be requested in FY 2023.

Additional user licenses may be purchased throughout the term of the contract for \$900.00 per year on an as-needed basis. It is estimated that two (2) additional licenses may be added each year to accommodate growth.

Ad-Hoc Customization may be purchased at \$125.00 per hour on an as-needed and mutually agreed upon scope.