



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 11/13/2018

SUBJECT: **RFP NO. 2018-164 - PROFESSIONAL SERVICES TO SUPPORT INTERNAL DEVELOPMENT OF A MEDICAL EXAMINERS LABORATORY MANAGEMENT SYSTEM - INFORMATION TECHNOLOGY AND MEDICAL EXAMINER'S OFFICE - SOLUTIONS CUBE GROUP LLC - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No. 2018-164, Professional Services to Support Internal Development of a Medical Examiners Laboratory Management System (LIMS), for Information Technology and the Medical Examiner's Office, to Solutions Cube Group LLC 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 four hundred (1,400) 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 16, 2018 was attended by four (4) vendors as well as representatives from Information Technology, the Medical Examiner's Office, and Purchasing. Three (3) proposals were received.

Proposals were evaluated by Information Technology, the Medical Examiner's Office, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP. The proposal received from Solutions Cube Group LLC meets all specifications and is acceptable to Information Technology and the Medical Examiner's Office.

The term of the contract is twelve (12) months, effective November 13, 2018, with two (2) options for renewal periods of twelve (12) months each.

SUBMITTED BY: Purchasing

PREPARED BY: Chris Lax, CPSM

APPROVED BY:



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Therefore, it is the joint recommendation of Information Technology, the Medical Examiner's Office, and Purchasing that RFP No. 2018-164, Professional Services to Support Internal Development of a Medical Examiners Laboratory Management System (LIMS), be awarded to Solutions Cube Group LLC at the per contract terms.

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 \$2,000,000.00 is available in account 540000/45100-2019/1810220000 for the total Medical Examiner LIMS Project.

Solutions Care Group LLC will receive a total fixed fee, through approved deliverable milestones, of \$175,000.00 for Phase 1.

Solutions Care Group LLC will receive \$165.00 per hour on an as-needed basis for Phase 2.