



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

15

DATE: 01/15/2019

SUBJECT: **RFP NO. 2019-051 - RYAN WHITE HIV POLICY DEVELOPMENT AND TECHNICAL ASSISTANCE - HIV ADMINISTRATIVE AGENCY - COLLABORATIVE RESEARCH - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that Commissioners Court award RFP No. 2019-051, Ryan White HIV Policy Development and Technical Assistance, for HIV Administrative Agency, to Collaborative Research 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, 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 eighty-two (1,082) 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 November 26, 2018 was attended by one (1) vendor as well as representatives from HIV Administrative Agency and Purchasing. Two (2) proposals were received.

Proposals were evaluated by HIV Administrative Agency and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP specifications. The proposal received from Collaborative Research meets all specifications and is acceptable to HIV Administrative Agency and Purchasing.

The term of the contract is twelve (12) months effective January 15, 2019, with one (1) option for a renewal period of twelve (12) months.

Therefore, it is the joint recommendation of HIV Administrative Agency and Purchasing that RFP No. 2019-051, Ryan White HIV Policy Development and Technical Assistance, be awarded to Collaborative Research at the per contract terms.

SUBMITTED BY: Purchasing

PREPARED BY: Elaine Johnson

APPROVED BY:



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 01/15/2019 PAGE 2 OF 15

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 \$51,639.00 is available in the following accounts:

\$26,025.00	569011/F0028-2019/1132000000/Grant-2004;
\$19,689.00	569011/F0032-2019/1131000000/Grant-2004; and
\$ 5,925.00	569011/F0032-2019/1132000000/Grant-2004.

\$51,639.00 is available but actual expenditure is unknown. Work will be performed on an hourly basis.