



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 11/12/2019

SUBJECT: **RFP NO. 2019-195 - SERVICE ORGANIZATION CONTROLS SSAE NO. 18
AUDIT - TAX OFFICE - WHITLEY PENN, LLP - \$33,000.00**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No. 2019-195, Service Organization Controls SSAE No. 18 Audit, for the Tax Office, to Whitley Penn, LLP for \$33,000.00 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. Six hundred fifty (650) 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 June 7, 2019 was attended by six (6) vendors as well as representatives from the Tax Office, Information Technology, and Purchasing. Six (6) proposals were received.

Proposals were evaluated by the Tax Office, Information Technology, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP. The proposal received from Whitley Penn, LLP meets all specifications and is acceptable to the Tax Office.

The term of the contract is through September 30, 2020 or at the completion of services, whichever comes first.

Therefore, it is the joint recommendation of the Tax Office, Information Technology, and Purchasing that RFP No. 2019-195, Service Organization Controls SSAE No. 18 Audit, be awarded to Whitley Penn, LLP for \$33,000.00.

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 \$33,000.00 is available in account 588261/10000-2020/1310100000.

SUBMITTED BY: Purchasing

PREPARED BY: Chris Lax, CPSM

APPROVED BY: