



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

17

DATE: 02/18/2020

SUBJECT: **RFP NO. 2020-034 - 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. 2020-034, Background Screening Services, for Human Resources and Facilities Management, to the following vendors at the per contract terms and approve contract:

Primary Information Discovery Services
Secondary Bearden Investigative Agency, Inc.

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 five (605) 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 18, 2019 was attended by seven (7) vendors as well as representatives from Human Resources, Facilities Management, and Purchasing. Twelve (12) 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 proposal from Quick Search was deemed non-responsive because pricing for County payment of the Facilities Management Package was not provided as required in the specifications. Instead vendor submitted pricing for County vendors to pay for background searches on their employees on an online system.

The four (4) high scoring vendors were invited to provide oral presentations to the evaluation committee. The evaluation committee re-scored those firms based on the criteria and processes set forth in the RFP.

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



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REFERENCE NUMBER: _____ DATE: 02/18/2020 PAGE 2 OF 17

The term of the contract is twelve (12) months, effective February 25, 2020, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Human Resources, Facilities Management, and Purchasing that RFP No. 2020-034, Background Screening Services, be awarded to the vendors listed above 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:

Expenses from last year are approximately \$18,186.50. Services are provided on an as-needed basis.