



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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DATE: 09/05/2017

SUBJECT: **RFP NO. 2017-122 - ANNUAL CONTRACT FOR INMATE COMMISSARY SERVICES, INMATE BANKING SERVICES, DEPOSIT/RELEASE SERVICES, AND VALUE ADDED TECHNOLOGY - SHERIFF'S DEPARTMENT - KEEFE COMMISSARY NETWORK, LLC - PER CONTRACT TERMS**

**COMMISSIONERS COURT ACTION REQUESTED:**

Pursuant to Section 351.04155(b)(2) of the Texas Local Government Code, it is requested that the Commissioners Court approve award of RFP No. 2017-122, Annual Contract for Inmate Commissary Services, Inmate Banking Services, Deposit/Release Services and Value Added Technology, for the Sheriff's Department, to Keefe Commissary Network at the per contract terms.

**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 one hundred four (1,104) firms were contacted and requested to participate in the proposal process. All documents pertaining to this proposal were posted on the Tarrant County website and were downloaded by interested parties. A mandatory pre-proposal conference held on June 8, 2017 was attended by three (3) firms as well as representatives from the Sheriff's Department, Information Technology, and Purchasing. Three (3) proposals were received.

Proposals were evaluated by representatives from the Sheriff's Department, Information Technology, the Auditor's Office, and Purchasing. Evaluations were based upon the criteria and processes set forth by the RFP specifications. The proposal received from Union Supply Group was deemed non-responsive for failure to sign and submit the Compliance with Federal and State Laws form as required. The top scoring firm, Keefe Commissary Network, LLC, from the initial evaluation was invited to an interview with the evaluation committee on July 17, 2017. Keefe Commissary Network, LLC, was then asked to prepare a Best and Final Offer. The Best and Final Offer did not change the pricing score in the evaluation, but did offer some clarification on the distribution of fees charged to depositors. The Tarrant County Sheriff's Department then entered into contract negotiations with Keefe Commissary Network, LLC. The proposal received from Keefe Commissary Network, LLC meets all specifications and is acceptable to the Sheriff's Department.

SUBMITTED BY: Purchasing

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



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The term of the contract is twelve (12) months, effective October 1, 2017, with four (4) options for renewal periods of twelve (12) months each.

Pursuant to Section 351.04155 (b)(4) of the Texas Local Government Code, the Tarrant County Sheriff will ask the Commissioners Court to receive and file the contract after contract signature.

Therefore, it is the joint recommendation of the Sheriff's Department and Purchasing that that the Commissioners Court award RFP No. 2017-122, Annual Contract for Inmate Commissary Services, Inmate Banking Services, Deposit/Release Services, and Value Added Technology, to Keefe Commissary Network, LLC, at the per contract terms.

### **FISCAL IMPACT:**

This contract constitutes revenue to the Sheriff's Commissary Fund.