



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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DATE: 07/30/2019

SUBJECT: **RFP NO. 2019-089 - LIBRARY AUTOMATION SOFTWARE - MEDICAL EXAMINER'S OFFICE - GXP PARTNERS, LLC - \$31,200.00**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award RFP No. 2019-089, Library Automation Software, for the Medical Examiner's Office, to GXP Partners, LLC for \$31,200.00 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. Eight hundred thirty-six (836) 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 January 24, 2019 was attended by two (2) vendors as well as representatives from the Medical Examiner's Office, Information Technology, and Purchasing. Two (2) proposals were received.

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

The term of the contract is twelve (12) months, effective August 1, 2019, with three (3) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of the Medical Examiner's Office and Purchasing that RFP No. 2019-089, Library Automation Software, be awarded to GXP Partners, LLC for \$31,200.00.

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 \$31,200.00 is available in the account 579061/T3700-2019/2310100000. Annual maintenance fee of \$10,800.00 will be requested in the future.

SUBMITTED BY:	Purchasing	PREPARED BY:	Eva Ferguson, CSCP
		APPROVED BY:	