



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 08/25/2020

SUBJECT: **RFP NO. 2020-190 - COVID-19 PROJECT MANAGEMENT SUPPORT - ADMINISTRATOR'S OFFICE - GUIDEHOUSE, INC. - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No. 2020-190, COVID-19 Project Management Support, for the Administrator's Office, to Guidehouse, Inc. 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, 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 twenty-three (823) 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 July 29, 2020 was attended by thirty-nine (39) vendors as well as representatives from the Administrator's Office and Purchasing. Nine (9) proposals were received.

Proposals were evaluated by the Administrator's Office, Auditor's Office, Budget and Risk Management, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

Evilas, LLC and Slalom, LLC were deemed non-responsive for failure to include the signed Addendum as required. After the initial evaluation, Purchasing requested a Best and Final offer from the top two (2) scoring vendors. The evaluation committee re-scored those vendors based on the criteria and processes set forth in the RFP specifications. After review of Grant Thornton Public Sector, LLC proposal, it was determined that the vendor included revisions to the County's Terms and Conditions that were not in the County's best interest. They included specified exceptions related to the audit clause, indemnification, and insurance provisions.

The term of the contract is four (4) months, effective September 1, 2020, with one (1) option for a renewal period of twelve (12) months.

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



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Therefore, it is the joint recommendation of the Administrator's Office and Purchasing that RFP No. 2020-190, COVID-19 Project Management Support, be awarded to Guidehouse, Inc. at the per contract terms.

The contract is attached for approval and signature. The Criminal District Attorney's Office approved the contract as to form.

FISCAL IMPACT:

Funding in the amount of \$476,280.00 is available from CARES/FEMA funding.