



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

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DATE: 07/09/2019

SUBJECT: **RFP NO. 2019-148 - GRANT WRITING SERVICES - PUBLIC HEALTH -  
ARDENT SPIRIT - PER HOURLY RATE**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award RFP No. 2019-148, Grant Writing Services, for Public Health, to Ardent Spirit at the per hourly rate.

**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. Three hundred eleven (311) 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 May 7, 2019 was attended by one (1) vendor as well as representatives from Public Health and Purchasing. One (1) proposal was received.

The proposal was evaluated by Public Health and Purchasing representatives. Evaluation was based upon the criteria and processes set forth in the RFP. The proposal received from Ardent Spirit meets all specifications and is acceptable to Public Health.

The term of the contract is twelve (12) months, effective July 9, 2019, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Public Health and Purchasing that RFP No. 2019-148, Grant Writing Services, be awarded to Ardent Spirit at the per hourly rate.

**FISCAL IMPACT:**

The costs associated with this action are unknown at this time. The County's future cost will be determined by the services provided. Services are provided on an as-needed basis at \$125.00 per hour.

SUBMITTED BY: Purchasing

PREPARED BY: Elaine Johnson

APPROVED BY: