



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 02/23/2021

SUBJECT: **RFP NO. 2021-001 - MEETING MANAGEMENT AND VIDEO STREAMING SOLUTION - INFORMATION TECHNOLOGY - PRIME GOVERNMENT SOLUTIONS, INC. - \$212,365.43**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No. 2021-001, Meeting Management and Video Streaming Solution, for Information Technology, to Prime Government Solutions, Inc. (PrimeGov) for \$212,365.43 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. One thousand two hundred forty-nine (1,249) 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 September 15, 2020 was attended by eleven (11) vendors as well as representatives from the County Clerk's Office, Information Technology, and Purchasing. Five (5) proposals were received.

Proposals were evaluated by the County Clerk's Office, Information Technology, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

After the initial evaluations, four (4) firms were invited to present a demonstration and oral presentation to the Evaluation Committee on November 5 and 6, 2020. The Evaluation Committee then re-scored those firms based upon the criteria and processes set forth in the RFP specifications. Purchasing then requested a Best and Final Offer (BAFO) from the top two (2) scoring firms. The Best and Final Offer resulted in a reduction in price. The proposal received from Prime Government Solutions, Inc. meets all specifications and is acceptable to the Evaluation Committee.

The term of the contract is sixty (60) months, effective February 23, 2021.

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



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Therefore, it is the joint recommendation of the Evaluation Committee and Purchasing that RFP No. 2021-001, Meeting Management and Video Streaming Solution, be awarded to Prime Government Solutions, Inc. for \$212,365.43.

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 \$40,000.00 in available in account 540000/21100-2021/4820111000.

Funding in the amount of \$41,200.00 will be requested for FY 2022;

Funding in the amount of \$42,436.00 will be requested for FY 2023;

Funding in the amount of \$43,709.08 will be requested for FY 2024; and

Funding in the amount of \$45,020.35 will be requested for FY 2025.