



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 04/02/2024

SUBJECT: RFP NO. F2024018 - ANNUAL CONTRACT FOR PERSONAL FINANCIAL STATEMENT MANAGEMENT SOFTWARE SUBSCRIPTION - COUNTY CLERK'S OFFICE - EASYVOTE SOLUTIONS, INC. - PER CONTRACT TERMS

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. F2024018, Annual Contract for Personal Financial Statement Software Subscription, for the County Clerk's Office, to EasyVote Solutions, Inc. 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. Three hundred forty-three (343) 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 October 25, 2023 was attended by one (1) vendor as well as representatives from the County Clerk's Office, Elections Administration, Information Technology and Purchasing. One (1) proposal and four (4) no-bids were received.

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

The vendor was invited to provide a demonstration on January 4, 2024. A Best and Final Offer was then requested from the vendor which resulted in a 0.78% reduction in total price. The proposal received from EasyVote Solutions, Inc. meets all specifications and is acceptable to the County Clerk's Office and Information Technology.

The term of the contract is twelve (12) months, effective April 2, 2024, with two (2) options for renewal periods of twelve (12) months each.

This software solution is for managing and tracking financial statements provided by local elected officials and candidates as required under Chapter 159, Texas Local Government Code.

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| SUBMITTED BY: | Purchasing | PREPARED BY: APPROVED BY: | Wanyu Chen Chris Lax, CPSM, CPSD, CPCP |
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Therefore, it is the joint recommendation of the County Clerk's Office, Information Technology and Purchasing that RFP No. F2024018, Annual Contract for Personal Financial Statement Software Subscription, be awarded to EasyVote Solutions, Inc. at the per contract terms.

FISCAL IMPACT

Funding for Year 1 in the amount of \$33,500.00 is available in account 21100-2024 Records Preservation and Automation (County Clerk)/4820101000 County Clerk Administration/569011 Professional Services. Annual maintenance fee of \$15,000.00 for Years 2 and 3 will be requested in future budgets.