



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 06/04/2024

**SUBJECT: RFP NO. F2024047 - ANNUAL CONTRACT FOR MEAL
MANAGEMENT SOFTWARE - JUVENILE SERVICES - PCS
REVENUE CONTROL SYSTEMS, INC. - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. F2024047, Annual Contract for Meal Management Software, for Juvenile Services, to PCS Revenue Control Systems, 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. Four hundred eighty-six (486) 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 3, 2024 was attended by one (1) vendor as well as representatives from Juvenile Services, Information Technology, and Purchasing. One (1) proposal and five (5) no-bids were received.

The proposal was evaluated by Juvenile Services, Information Technology, and Purchasing representatives. Evaluation was based upon the criteria and processes set forth in the RFP.

The vendor was invited to provide a presentation on March 18, 2024. The Evaluation Committee then rescored based on the criteria and processes set forth in the RFP.

A Best and Final Offer was then requested from the vendor which resulted in a price reduction of \$2,548.75. The proposal received from PCS Revenue Control Systems, Inc. meets all specifications and is acceptable to Juvenile Services.

The term of the contract is twelve (12) months, effective June 4, 2024, with two (2) options for renewal periods of twelve (12) months each.

This contract is for an automated meal management program system that enables accurate forecasting of meal production, efficiency, tracks inventory and commodities, and facilitates state reporting. The goal is to enhance the care and service provided to children in the Juvenile Detention Center and the JJAEP Lena Pope facility.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Caleb Rojo Chris Lax, CPSM, CPSD, CPCP
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Therefore, it is the joint recommendation of Juvenile Services, Information Technology, and Purchasing that RFP No. F2024047, Annual Contract for Meal Management Software, be awarded to PCS Revenue Control Systems, Inc. at the per contract terms.

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 \$17,495.25 is available in account 45400-2024 Capital Improvement/ Replacement Fund / 1810220000 IT Project Management Office / 540000 Capital Outlay. Annual maintenance fees of \$2,900.00 will be requested in future budgets.