



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.  
Purchasing Agent

Chris Lax, CPSM, CPCP  
Assistant Purchasing Agent

February 7, 2024

Tyler Miller  
President & CEO  
Miller Mendel, Inc.  
1425 Broadway #430  
Seattle, WA 98122

**Re: RFP No. 2022-058, Annual Contract for Applicant Tracking Software System**

Dear Mr. Miller:

The contract referenced above will expire on June 20, 2024. The contract includes two (2) options to renew for an additional twelve (12) months. The effective dates for the second and final renewal option will run from June 21, 2024 through June 20, 2025.

Tarrant County Purchasing Department hereby extends an invitation to Miller Mendel, Inc. to accept the second and final option for an additional one (1) year period as the primary vendor for this bid as awarded on June 21, 2022. Miller Mendel, Inc. acknowledges formal renewal of the option and any contract is contingent upon review and approval by the Tarrant County Commissioner's Court at a later date. Please mark the appropriate response below and provide your signature above your printed name.

☒ Yes, Miller Mendel, Inc. will accept the offer to extend the same contract pricing and discounts through June 20, 2025. **Please return a New 1295 Form with your response.**

☐ No, Miller Mendel, Inc. will NOT accept the offer to extend the same contract pricing and discounts through June 20, 2025.

Please email your signed response.

Sincerely,

Wanyu Chen, Senior Buyer  
Tarrant County  
817-884-1144  
817-884-1144 (fax)

*Tyler Miller*  
\_\_\_\_\_  
Tyler Miller

02/12/2024  
\_\_\_\_\_  
Date

# Memorandum

**To:** Martin B. Klahm

**Dept:** SHERIFF'S OFFICE

**From:** Wanyu Chen, Sr. Buyer, Purchasing Department

**Date:** 1/30/2024

**Re:** Renewal of RFP 2022-058, ANNUAL CONTRACT FOR APPLICANT TRACKING SOFTWARE SYSTEM

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The above-referenced RFP will expire on June 20, 2024. This contract included two (2) options to renew with the vendor for additional twelve (12) month terms. The second and final renewal term would commence on June 21, 2024, and expire on June 20, 2025.

If you wish to renew and continue this contract with Miller Mendel, Inc. For twelve (12) more months, please check the appropriate box below and email this form back to me, thank you.

☒ Yes, I wish to continue the current contract with the Miller Mendel, Inc. for the second and final renewal term of the contract.

Funds to support this contract will be provided by the following accounts:

Information Technology - BADS

☐ No, I do not wish to continue the current contract with the Miller Mendel, Inc. for the following reason (s):

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SIGNATURE: W. Scott Sheppard

DATE: 2/7/2024

*W. Scott Sheppard*

**RFP 2022-058**  
**Annual Contract for Applicant Tracking Software System**

	Point Value	Aspire HR, Inc. Dallas, TX HUB - Yes	Guardian Alliance Technologies, Inc Stockton, CA HUB - No	Miller Mendel, Inc. Seattle, WA HUB - No	Rite Software Solutions & Services, LLC Houston, TX HUB - Yes
Qualifications and Experience	300.00	148.00	181.00	206.50	145.00
Scope of Work	300.00	168.50	170.25	212.50	169.25
References	100.00	19.17	19.17	32.50	5.83
Price	300.00	122.73	300.00	267.62	24.71
Total	1000.00	458.40	670.42	719.12	344.79

doc2-file, Inc. submitted a no-bid due to CJIS requirement.

**Award Recommendation: Miller Mendel, Inc.**