



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 08/20/2024

**SUBJECT: RFP NO. F2024093 - ANNUAL CONTRACT FOR PROCUREMENT  
CARD SERVICES - COUNTYWIDE - J.P. MORGAN CHASE BANK,  
N.A. - PER CONTRACT TERMS**

## **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court award RFP No. F2024093, Annual Contract for Procurement Card Services, Countywide, to J.P. Morgan Chase Bank, N.A. 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. Two hundred forty-two (242) 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 April 23, 2024 was attended by three (3) vendors as well as representatives from the Auditor's Office, Budget and Risk Management, and Purchasing. Four (4) proposals and two (2) no-bids were received.

Proposals were evaluated by the Auditor's Office, Budget and Risk Management, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

The proposal received from J.P. Morgan Chase Bank, N.A. meets all specifications and is acceptable to the Auditor's Office, Budget and Risk Management, and Purchasing.

The term of the contract is twelve (12) months, effective August 25, 2024, with three (3) options for renewal periods of twelve (12) months each.

The primary purpose of the procurement card program is to provide immediate access for goods and services in work stoppage situations for official business purposes of the County. In addition, other purchases may be considered with the prior written authorization of the Purchasing Agent. The procurement card program is governed by Tarrant County's Procurement Card Procedures.

Therefore, it is the joint recommendation of the Auditor's Office, Budget and Risk Management, and Purchasing that RFP No. F2024093, Annual Contract for Procurement Card Services, be awarded to J.P. Morgan Chase Bank, N.A. at the per contract terms.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	James Bocks, CPPB Chris Lax, CPSM, CPSD, CPCP
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The contract is attached for approval and signature. The Criminal District Attorney's Office reviewed this contract as to form.

### **FISCAL IMPACT**

JP Morgan Chase Bank, N.A. will pay each participant a rebate based on the annual combined total charge volume achieved by all participants and the annual combined total charge volume achieved by the individual participant according to the schedule in the Master Agreement.

Applicable fees will be charged to participants based on the Master Agreement.