



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 5

DATE: 09/04/2024

**SUBJECT: RFP NO. F2024160 - ANNUAL CONTRACT FOR OPERATION OF
THE REENTRY FIRST STOP CENTER - COUNTY
ADMINISTRATOR'S OFFICE - CORNERSTONE ASSISTANCE
NETWORK - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. F2024160, Annual Contract for Operation of the Reentry First Stop Center, for the County Administrator's Office, to Cornerstone Assistance Network at the per contract terms.

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. Five hundred ninety-three (593) 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 July 3, 2024 was attended by three (3) vendors as well as representatives from the County Administrator's Office, Community Supervision and Corrections Department (CSCD), the Sheriff's Office, and Purchasing. One (1) proposal and two (2) no-bids were received.

The proposal was evaluated by the County Administrator's Office, CSCD, the Sheriff's Office, and Purchasing representatives. Evaluation was based upon the criteria and processes set forth in the RFP.

Cornerstone Assistance Network was invited to provide a Best and Final Offer on August 2, 2024. This resulted in no change in price.

The proposal received from Cornerstone Assistance Network meets all specifications and is acceptable to the County Administrator's Office.

The term of the contract is twelve (12) months, effective October 1, 2024, with three (3) options for renewal periods of twelve (12) months each.

The purpose of this contract is to hire a firm to provide services to citizens leaving incarceration at a Tarrant County jail facility. Services include housing assistance and job placement assistance.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	James Bocks, CPPB Chris Lax, CPSM, CPSD, CPCP
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Therefore, it is the joint recommendation of the County Administrator's Office and Purchasing that RFP No. F2024160, Annual Contract for Operation of the Reentry First Stop Center, be awarded to Cornerstone Assistance Network at the per contract terms.

FISCAL IMPACT

Funding in the amount of \$292,274.76 is requested to be available in account T8500-2025 Opioid Epidemic/1140100000 Non-Departmental/566064 Reentry/Re-Integration.

The \$292,274.76 amount includes the total annual operation of the current service location at the Resource Connection.

The agreement includes an option to open a second location in Arlington in the amount of \$96,129.00 annually. Currently, there are no plans to exercise the option for the second location.