



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 06/18/2024

SUBJECT: RFP NO. F2024069 - ANNUAL CONTRACT FOR PROFESSIONAL SERVICES TO PREPARE A CENTRAL SERVICES COST ALLOCATION PLAN - COUNTYWIDE - VARIOUS VENDORS - PER CONTRACT TERMS

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. F2024069, Annual Contract for Professional Services to Prepare a Central Services Cost Allocation Plan to the following vendors at the per contract terms:

Primary	Maximus US Services, Inc.
Secondary	MGT of America Consulting, LLC
Alternate	Matrix Consulting Group, Ltd.

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 seventeen (217) 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 March 20, 2024 was attended by three (3) vendors as well as representatives from the Auditor's Office, Budget and Risk Management, and Purchasing. Three (3) 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.

Best and Final Offers were requested from the top three (3) scoring vendors. This resulted in no change from the vendors' original prices. The proposals received from the vendors listed above meet all specifications and are acceptable to the Auditor's Office.

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

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	James Bocks, CPPB Chris Lax, CPSM, CPSD, CPCP
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The purpose of this contract is to develop a Central Services Cost Allocation Plan to be used by County departments which allow for the reimbursement of indirect costs and to comply with the requirements for grant recipients outlined in the Code of Federal Regulations (2 CFR 200).

Therefore, it is the joint recommendation of the Auditor's Office, Budget and Risk Management, and Purchasing that RFP No. F2024069, Annual Contract for Professional Services to Prepare a Central Services Cost Allocation Plan, be awarded to the vendors listed above at the per contract terms.

FISCAL IMPACT

Expenses for FY24 will be \$22,500.00. Funding is available in account 10000-2024 General Fund/1140100000 Non-Departmental/569011 Professional Services. Funding for future years will be made available in future budgets.