COMMISSIONERS COURT COMMUNICATION

SUBJECT:	**RFP NO. 2022-058 - ANNUAL CONTRACT FOR APPLICANT TRACKING SOFTWARE SYSTEM - SHERIFF'S OFFICE - MILLER MENDEL, INC. - EXERCISE SECOND AND FINAL OPTION FOR RENEWAL - SAME CONTRACT TERMS**

*** CONSENT AGENDA ***

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of RFP No. 2022-058, Annual Contract for Applicant Tracking Software System, for the second and final optional twelve (12) month period at the same contract terms.

BACKGROUND

On June 21, 2022, the Commissioners Court, through Court Order #138422, awarded RFP No. 2022-058, Annual Contract for Applicant Tracking Software System, for the Sheriff's Office, to Miller Mendel, Inc.

The award was based upon evaluation criteria set forth in the RFP specifications and contained options to renew for two (2) additional twelve (12) month periods.

On March 28, 2023, the Commissioners Court, through Court Order #140605, approved the first renewal option.

The applicant tracking software system is used by the Sheriff's Office to expedite the hiring process for new applicants. The software is specifically designed to process law enforcement background investigations.

The vendor notified Purchasing in writing that they will extend the same contract terms through June 20, 2025. The Sheriff's Office notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of the Sheriff's Office and Purchasing that the Commissioners Court approve renewal of RFP No. 2022-058, Annual Contract for Applicant Tracking Software System, for another twelve (12) month period.

FISCAL IMPACT

Funding in the amount of $42,279.63 is available in account 10000-2024 General Fund/1810410000 Information Technology Application Develop/Support/578025 Software Maintenance and Licenses.

SUBMITTED BY:	Purchasing	PREPARED BY:	Wanyu Chen
		APPROVED BY:	Chris Lax, CPSM, CPSD, CPCP