



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76106 • (817) 884-1414 • (817) 884-2629 (Fax)

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

Chris Lax, CPSM, CPSD, CPCP
Assistant Purchasing Agent

February 8, 2024

Cindy Dickason
PsychScreening
1650 W. Rosedale, Ste 307
Fort Worth, TX 76104

Re: RFQ 2023-095, Annual Contract for Pre-Employment Psychological Evaluation Services

Dear Cindy Dickason:

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The original contract was for the period of May 16, 2023 through May 15, 2024. The effective dates for the first renewal option will run from May 16, 2024 through May 15, 2025.

Tarrant County Purchasing Department hereby extends an invitation to PsychScreening to accept the first option for an additional one (1) year period as the primary vendor for this bid as awarded on May 16, 2023. PsychScreening 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. All prices must remain firm for the optional renewal period through May 15, 2025.

☒ Yes, PsychScreening will accept the offer to extend the same contract pricing and discounts through May 15, 2025. **Please include a current 1295 Form with your response.**

☐ No, PsychScreening will NOT accept the offer to extend the same contract pricing and discounts through May 15, 2025.

Are any other governmental entities currently utilizing this contract? ☐ Yes ☒ No
If yes, please return a listing of the participating entities with this letter.

Please fax or email your signed response.

Sincerely,

Brad Richards, Senior Buyer
Tarrant County
817-884-1057

A handwritten signature in black ink that reads "Cindy Dickason".
Cindy Dickason
PsychScreening

A handwritten date in black ink that reads "8 Feb 24".
Date

Memorandum

To: Rochelle Neal

Dept: Human Resources

From: Brad Richards, Sr. Buyer, Purchasing Department

Date: 2/7/2024

Re: Renewal of RFQ 2023-095, Annual Contract for Pre-Employment Psychological Evaluation Services

The above referenced contract will expire on May 15, 2024. This contract included two (2) options to renew with the vendor for additional twelve (12) month terms. The first renewal term would commence May 16, 2024 and would expire May 15, 2025.

If you wish to exercise this option to renew and continue this contract with the vendor listed below for twelve more months, please check the appropriate item and email or fax this form back to me at (817) 884-1057 by February 23, 2024:

PsychScreening

☒ Yes, I wish to continue the current contract with the above mentioned vendor for the first renewal term of the contract.

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

☐ No, I do not wish to continue the current contract with the above-mentioned vendor for the following reason(s).

SIGNATURE:

Rochelle Neal

DATE:

2/7/2024

Memorandum

To: Milton Kuser

Dept: Sheriff's Office

From: Brad Richards, Sr. Buyer, Purchasing Department

Date: 2/7/2024

Re: Renewal of RFQ 2023-095, Annual Contract for Pre-Employment Psychological Evaluation Services

The above referenced contract will expire on May 15, 2024. This contract included two (2) options to renew with the vendor for additional twelve (12) month terms. The first renewal term would commence May 16, 2024 and would expire May 15, 2025.

If you wish to exercise this option to renew and continue this contract with the vendor listed below for twelve more months, please check the appropriate item and email or fax this form back to me at (817) 884-1057 by February 23, 2024:

PsychScreening

☒ Yes, I wish to continue the current contract with the above mentioned vendor for the first renewal term of the contract.

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

☐ No, I do not wish to continue the current contract with the above-mentioned vendor for the following reason(s).

SIGNATURE: Capt. Milton Kuser DATE: 02-08-2024

RFQ 2023-095 Annual Contract for Pre-Employment Psychological Evaluation Services

Award		
		PsychScreening Weatherford, TX HUB - No
Evaluation Criteria	Max Points	Score
Qualifications and Experience of Agency	35	25.67
Qualifications and Experience of Personnel assigned to Tarrant County	40	28.00
Responsiveness, Preparation and Presentation of Response	15	12.00
References	10	9.66
Total Score	100	75.33