



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 16

DATE: 08/06/2024

**SUBJECT: RFP NO. F2024054 - ANNUAL CONTRACT FOR BUSINESS
ANALYTICAL SERVICES - INFORMATION TECHNOLOGY -
VARIOUS VENDORS - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. F2024054, Annual Contract for Business Analytical Services, for Information Technology, to the following vendors at the per contract terms:

Primary	Crowe LLP	4 of 4 Sections
Secondary	Berry, Dunn, McNeil & Parker, LLC	3 of 4 Sections

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. Seven hundred fifty-two (752) 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 January 16, 2024 was attended by fifteen (15) vendors as well as representatives from Information Technology and Purchasing. Ten (10) proposals and eight (8) no-bids were received.

Proposals were evaluated by the County Administrator's Office, Information Technology, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

The proposal received from Guidehouse, Inc. was deemed non-responsive because it did not constitute an offer due to a Deficiencies and Deviations statement that the proposal could not be used to award a unilateral agreement. Windward Consulting Group, Inc. was deemed non-responsive due to not providing the required documentation including experience and qualifications and portfolio of services. There is no secondary award for Section 3, as there were no other proposals submitted that met the evaluation criteria.

The top two (2) scoring vendors were invited to provide presentations on April 30, 2024. The Evaluation Committee then rescored the vendors based on the criteria and processes set forth in the RFP specifications.

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



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 08/06/2024 PAGE 2 OF 16

The top two (2) scoring vendors were invited to submit Best and Final Offers. Crowe LLP's submission resulted in an overall average reduction of 3.5%. Berry, Dunn, McNeil & Parker, LLC's submission resulted in an overall average reduction of 1.4%.

The proposals received from the vendors listed above meet all specifications and are acceptable to the Evaluation Committee.

The term of the contract is twelve (12) months, effective August 6, 2024, with two (2) options for renewal periods of twelve (12) months each.

This contract is for professional analytical services in business analysis, strategic planning, policy analysis, and organizational change management. This contract offers Tarrant County the opportunity to receive these services on an as-needed basis as needs are identified within any County department seeking to optimize internal processes. This contract replaces a prior contract for analytical services which the Information Technology Department used to develop technical requirements for multiple projects.

Therefore, it is the joint recommendation of the Evaluation Committee and Purchasing that RFP No. F2024054, Annual Contract for Business Analytical Services, be awarded to the vendors listed above at the per contract terms.

FISCAL IMPACT

The department utilizing services is responsible for funding. The County's future cost will be determined by the services provided on an as-needed basis. Funding is available in account 10000-2024 General Fund/1810410000 Information Technology Application Develop/Support/569011 Professional Services.