



**COMMISSIONERS COURT  
COMMUNICATION**

REFERENCE NUMBER \_\_\_\_\_

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DATE: 09/04/2024

**SUBJECT: RFP NO. F2024135 - ANNUAL CONTRACT FOR DISPUTE  
RESOLUTION CASE MANAGEMENT SOLUTION AND  
MAINTENANCE - COUNTY ADMINISTRATOR'S OFFICE - ADR  
NOTABLE, LLC - PER CONTRACT TERMS**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court award RFP No. F2024135, Annual Contract for Dispute Resolution Case Management Solution and Maintenance, for the County Administrator's Office, to ADR Notable, LLC 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. Eight hundred eighty-seven (887) 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 May 28, 2024 was attended by eight (8) vendors as well as representatives from the County Administrator's Office, Information Technology, and Purchasing. Five (5) proposals and three (3) 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.

Allerin US, Inc., FEDEKE, LLC d/b/a Moore Financial Services, and Resourceful Internet Solutions, Inc. were not considered for award because they did not meet the mandatory requirement to provide SOC 2 Type II report to confirm vendor's security internal controls and best practices.

The top two (2) scoring vendors were invited to provide presentations on July 16, 2024. The Evaluation Committee then rescored the vendors based on the criteria and processes set forth in the RFP specifications.

The top-scoring vendor was invited to submit a Best and Final Offer. ADR Notable, LLC's submission resulted in no reduction in total price.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Wanyu Chen Chris Lax, CPSM, CPSD, CPCP
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The proposal received from ADR Notable, LLC meets all specifications and is acceptable to the Evaluation Committee.

The term of the contract is twelve (12) months, effective September 4, 2024, with two (2) options for renewal periods of twelve (12) months each.

This contract will be used to track cases referred from courts for mediation, including the ability to report back to the courts on both the status of individual cases and the overall statistics and performance of the program. It also provides a mechanism to manage volunteer mediators, assign mediators, as well as basic case and litigant information.

Therefore, it is the joint recommendation of the County Administrator's Office, Information Technology, and Purchasing that RFP No. F2024135, Annual Contract for Dispute Resolution Case Management Solution and Maintenance, be awarded to ADR Notable LLC at the per contract terms.

## **FISCAL IMPACT**

Funding for Year 1 in the amount of \$17,160.00 is available in account 22500-2024 Alternate Dispute Resolution Services (ADRS)/4840100000 Dispute Resolution/540000 Capital Outlay. Annual maintenance fee of \$2,160.00 for Years 2 and 3 will be requested in future budgets.