



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER

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DATE: 02/02/2021

SUBJECT: RFP NO. 2020-211 - CRIMINAL COURT DOCKET DISPLAY AND CASE LOCATION - CRIMINAL COURTS ADMINISTRATION - INFAX, INC. - PER CONTRACT TERMS

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No. 2020-211, Criminal Court Docket Display and Case Location, for Criminal Courts Administration, to Infax, Inc. at the per contract terms and approve contracts.

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 thousand five hundred twenty-six (2,526) 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 September 2, 2020 was attended by five (5) vendors as well as representatives from the Criminal Courts Administration, Information Technology, Facilities Management, and Purchasing. Four (4) proposals were received.

Proposals were evaluated by the Criminal Courts Administration, Information Technology and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

The top two (2) vendors were invited to provide presentations. The Evaluation Committee then re-scored the vendors. The proposal received from Infax, Inc. meets all specifications and is acceptable to the Criminal Courts Administration and Information Technology.

The term of the contract is twelve (12) months, effective February 5, 2021, with two (2) options for renewal periods of twelve (12) months each.

SUBMITTED BY: Purchasing

PREPARED BY: Eva Ferguson, CSCP
APPROVED BY:



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Therefore, it is the joint recommendation of the Criminal Courts Administration and Purchasing that RFP No. 2020-211, Criminal Court Docket Display and Case Location, be awarded to Infax, Inc. at the per contract terms.

The contract is attached for approval and signature. The Criminal District Attorney's Office reviewed this contract as to form.

FISCAL IMPACT:

Funding for the Criminal Courts Administration Office in the amount of \$27,707.00 is available in account 545051/45100-2021/1810220000.

There is maintenance, support, and hosting costs to be incurred in years 2 and 3 at \$2,720.00 per year.

Additional locations may be implemented per contract charges. It is estimated that there will be future implementations once per year.