



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

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

Chris Lax, CPSM, CPCP
Assistant Purchasing Agent

June 29, 2022

Jeff Daniel
Founder and CEO
Collaborative Research, LLC
1790 Holly Star Dr
Tyler, TX 75703

Re: RFP No. 2021-145 – Annual Contract for HIV Professional Services

Dear Jeff Daniel:

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 September 28, 2021 through September 27, 2022. The effective dates for the first renewal option will run from September 28, 2022 through September 27, 2023.

Tarrant County Purchasing Department hereby extends an invitation to Collaborative Research, LLC to accept the first option for an additional one (1) year period as the primary vendor for this bid as awarded on September 28, 2021. Collaborative Research, LLC 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 September 27, 2023.

☒ Yes, Collaborative Research, LLC will accept the offer to extend the same contract pricing and discounts through September 27, 2023. **Please include a current 1295 Form with your response.**

☐ No, Collaborative Research, LLC will NOT accept the offer to extend the same contract pricing and discounts through September 27, 2023.

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 of Jeff Daniel in black ink, written over a horizontal line.
Jeff Daniel, Founder and CEO
Collaborative Research, LLC

A handwritten date "6/29/2022" in black ink, written over a horizontal line.
Date

Memorandum

To: Lisa McKamie-Muttiah

Dept.: HIV Administrative Agency

From: Brad Richards, Senior Buyer, Purchasing Department

Date: 07/20/2022

Re: Renewal of RFP 2021-145, Annual Contract for HIV Professional Services

The above referenced contract will expire on September 27, 2022. This contract included two (2) options to renew with the vendor for additional twelve (12) month terms. The first renewal term would commence September 28, 2022 and would expire September 27, 2023.

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 this form back to me by July 20, 2022.

Primary Collaborative Research, LLC

☒ 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:

Funding Account String

Grant-2004-E0024-2023-1132000000-569011	Grant-2004-E0028-2023-1132000000-569011
Grant-2004-E0024-2023-1132300000-569011	Grant-2004-E0028-2023-1132100000-569011
Grant-2004-E0024-2023-1132100000-569011	Grant-2004-E0028-2023-1132020000-569011
Grant-2004-E0024-2023-1132410000-569011	Grant-2004-E0028-2023-1132120000-569011
Grant-2004-E0024-2023-1132400000-569011	Grant-2004-E0032-2023-1132000000-569011
Grant-2004-E0025-2023-1132000000-569011	Grant-2004-E0032-2023-1132100000-569011
Grant-2004-E0025-2023-1132100000-569011	Grant-2004-E0032-2023-1132300000-569011
Grant-2004-E0027-2022-1132000000-569011	Grant-2004-E0061-2024-1132000000-569011
Grant-2004-E0027-2022-1132300000-569011	Grant-2004-E0062-2023-1132000000-569011
Grant-2004-E0028-2023-1131000000-569011	Grant-2004-E0037-2023-1132000000-569011

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

SIGNATURE: Lisa McKamie-Muttiah DATE: 7/20/2022

RFP 2021-145 Annual Contract for HIV Professional Services

CRITERIA	MAXIMUM SCORE	Collaborative Research, LLC Tyler, TX HUB - No
Qualifications and Experience	30%	25.75%
Sample Work Submission (Portfolio)	30%	25.00%
References	10%	9.91%
Price	30%	30.00%
TOTAL SCORE	100%	90.66%

Award Recommendation: Collaborative Research, LLC