

**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, CPCP  
Assistant Purchasing Agent

October 17, 2022

John Phillips  
RT Lawrence Corporation  
7740 Painter Avenue, Suite 100  
Whittier, CA 90602

Re: RFP No. 2020-204 – Returned Mail Capture and Recording Automation

Dear Mr. Phillips:

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 December 15, 2020 through December 14, 2021. The effective dates for the second and final renewal option will run from December 15, 2022 through December 14, 2023.

Tarrant County Purchasing Department hereby extends an invitation to RT Lawrence Corporation to accept the second and final option for an additional one (1) year period as the primary vendor for this bid as awarded on December 15, 2020. RT Lawrence Corporation 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 December 14, 2023.

☒ Yes, RT Lawrence Corporation will accept the offer to extend the same contract pricing and discounts through December 14, 2023. **Please include a current 1295 Form with your response.**

☐ No, RT Lawrence Corporation will NOT accept the offer to extend the same contract pricing and discounts through December 14, 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 in cursive script that reads "John Phillips".  
\_\_\_\_\_  
John Phillips  
RT Lawrence Corporation

10/17/22  
\_\_\_\_\_  
Date

# Memorandum

**To:** Julie Prewitt

**Dept.:** Tax Office

**From:** Brad Richards, Senior Buyer, Purchasing Department

**Date:** 10/11/2022

**Re:** Renewal of RFP 2020-204, Return Mail Capture and Recording Automation

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The above referenced contract will expire on December 14, 2022. This contract included two (2) options to renew with the vendor for additional twelve (12) month terms. The second and final renewal term would commence December 15, 2022 and would expire December 14, 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 October 21, 2022.

Primary RT Lawrence Corporation

☒ Yes, I wish to continue the current contract with the above-mentioned vendor for the second and final renewal term of the contract.

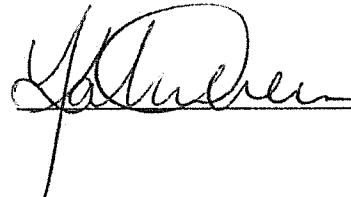
Funds to support this contract will be provided by the following accounts:

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

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SIGNATURE: \_\_\_\_\_



DATE: 10/12/2022

## RFP 2020-204 Returned Mail Capture and Recording Automation

### Post-Presentation

### AWARD

Criteria	Max Score	RT Lawrence Corporation Whittier, CA HUB-Yes
1. Qualification & Experience	75	<b>60</b>
2. Specifications	300	<b>210</b>
3. Professional Services	50	<b>38</b>
4. Training & Mentoring	50	<b>33</b>
5. Project Management	50	<b>33</b>
6. Testing Approach	50	<b>33</b>
7. Schedule & Deliverables	50	<b>35</b>
8. References	75	<b>68</b>
9. Price	300	<b>300</b>
<b>Total</b>	<b>1000</b>	<b>807</b>

### Initial Scores

Criteria	Max Score	iBridge Group, Inc. Austin, TX HUB-Yes	Miracle Software Systems, Inc. Novi, MI HUB-Yes	RT Lawrence Corporation Whittier, CA HUB-Yes	Virtue Serve LLC (DVA VirtueS) Irving, TX HUB-Yes
1. Qualification & Experience	75	64.4	32.8	60.0	35.2
2. Specifications	300	264.0	108.0	228.0	120.0
3. Professional Services	50	42.0	22.0	38.0	28.0
4. Training & Mentoring	50	40.0	22.0	32.0	26.0
5. Project Management	50	42.0	26.0	34.0	26.0
6. Testing Approach	50	38.0	26.0	34.0	24.0
7. Schedule & Deliverables	50	40.0	18.0	34.0	28.0
8. References	75	50.0	22.5	67.8	0.0
9. Price	300	11.58	21.68	300.00	23.28
<b>Total</b>	<b>1000</b>	<b>592</b>	<b>299</b>	<b>828</b>	<b>310</b>