



COMMISSIONERS COURT  
COMMUNICATION

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

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DATE: 01/17/2023

**SUBJECT: APPROVAL OF AMENDMENT TO MASTER SERVICE AGREEMENT - RFQ NO. 2022-050 - AUDIO VISUAL PROFESSIONAL SERVICES - INFORMATION TECHNOLOGY - WRIGHTSON, JOHNSON, HADDON AND WILLIAMS, INC.**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve Amendment to Master Service Agreement for RFQ No. 2022-050, Audio Visual Professional Services, with Wrightson, Johnson, Haddon & Williams, Inc.

**BACKGROUND**

On June 7, 2022, the Commissioners Court, through Court Order #138287, approved the Master Service Agreement for RFQ No. 2022-050, Audio Visual Professional Services, for Information Technology, with Wrightson, Johnson, Haddon & Williams, Inc.

The current request is to amend the Master Service Agreement to reflect the contract term and to address changes of roles and responsibilities between Information Technology and Facilities Management, update Exhibit B "Hourly Fee Schedule" to add a Project Manager role, and update payment milestones and deliverables.

The term of the contract is effective through June 6, 2023, with three (3) options for renewal periods of twelve (12) months each.

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

**FISCAL IMPACT**

Funding is available in CARPA-2023. Expenses to Tarrant County will be based on the contractual hourly rate and project specific not-to-exceed amount.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Caleb Rojo Chris Lax, CPSM, CPSD, CPCP
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