



**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, CPSD, CPCP  
Assistant Purchasing Agent

June 2, 2023

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 second and final renewal option will run from September 28, 2023 through September 27, 2024.

Tarrant County Purchasing Department hereby extends an invitation to Collaborative Research, LLC to accept the second 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, 2024.

Yes, Collaborative Research, LLC will accept the offer to extend the same contract pricing and discounts through September 27, 2024. **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, 2024.

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

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

6/2/2023  
Date

# Memorandum

**To:** Lisa McKamie-Muttiah  
**Dept.:** HIV Administrative Agency  
**From:** Brad Richards, Senior Buyer, Purchasing Department  
**Date:** 05/22/2023

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

The above referenced contract will expire on September 27, 2023. 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 September 28, 2023 and would expire September 27, 2024.

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 May 31, 2023.

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:

Grant	Cost Center	Amount	Grant	Cost Center	Amount
E0027-2023	1132000000	10,000.00	E0024-2024	1132300000	10,000.00
E0028-2024	1132020000	5,600.00	E0024-2024	1132410000	10,000.00
E0028-2024	1132120000	5,600.00	E0024-2024	1132000000	23,000.00
E0028-2024	1132100000	33,000.00	E0025-2023	1132000000	5,000.00
E0028-2024	1132000000	86,000.00	E0025-2023	1132100000	6,000.00
E0032-2024	1132300000	12,000.00	E0027-2023	1132100000	5,000.00
E0032-2024	1132000000	19,250.00			

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

SIGNATURE: Rebecca V Seymore Digitally signed by Rebecca V Seymore  
Date: 2023.05.31 11:11:15 -0500

DATE: May 31, 2023

## 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%
<b>TOTAL SCORE</b>	<b>100%</b>	<b>90.66%</b>

**Award Recommendation: Collaborative Research, LLC**