



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

September 19, 2023

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

Re: RFP No. 2021-002 – Automated Mail Scanning and Check Processing

Dear John Phillips:

Referenced bid was for twelve (12) months with three (3) 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 third and final renewal option will run from December 15, 2023 through December 14, 2024.

Tarrant County Purchasing Department hereby extends an invitation to RT Lawrence Corporation to accept the third 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, 2024.

Yes, RT Lawrence Corporation will accept the offer to extend the same contract pricing and discounts through December 14, 2024. **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, 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 John Phillips in cursive script above a horizontal line.  
John Phillips  
RT Lawrence Corporation

9/19/23  
Date

# Memorandum

To: Mandi Chance  
Dept.: Tax Office  
From: Brad Richards, Senior Buyer, Purchasing Department  
Date: 9/12/2023

Re: Renewal of RFP 2021-002, Automated Mail Scanning and Check Processing

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The above referenced contract will expire on December 14, 2023. This contract included three (3) options to renew with the vendor for additional twelve (12) month terms. The third and final renewal term would commence December 15, 2023 and would expire December 14, 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 September 26, 2023.

Primary RT Lawrence Corporation

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

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

10000-2024 / 1310300000 / 578025

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: Mandi Chance

DATE: 9/12/2023

## RFP 2021-002 Automated Mail Scanning and Check Processing

Post-Presentation

### AWARD

Criteria	Max Score	RT Lawrence Corporation Whittier, CA HUB-Yes
1. Qualification & Experience	100	82.4
2. Specifications	250	195.0
3. Professional Services	50	36.0
4. Training & Mentoring	50	36.0
5. Project Management	50	38.0
6. Testing Approach	50	38.0
7. Schedule & Deliverables	50	38.0
8. References	100	91.2
9. Price	300	300.0
<b>Total</b>	<b>1000</b>	<b>854.6</b>

Original Scores

Criteria	Max Score	RT Lawrence Corporation Whittier, CA HUB-Yes
1. Qualification & Experience	100	80.0
2. Specifications	250	190.0
3. Professional Services	50	38.0
4. Training & Mentoring	50	32.0
5. Project Management	50	34.0
6. Testing Approach	50	34.0
7. Schedule & Deliverables	50	34.0
8. References	100	91.2
9. Price	300	300.0
<b>Total</b>	<b>1000</b>	<b>833.2</b>

No-bid received from iBridge Group, Inc.