



## COMMISSIONERS COURT COMMUNICATION

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

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DATE: 06/21/2022

**SUBJECT: RFP NO. 2022-058 - ANNUAL CONTRACT FOR APPLICANT  
TRACKING SOFTWARE SYSTEM - SHERIFF'S OFFICE - MILLER  
MENDEL, INC. - \$126,111.13**

### **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court award RFP No. 2022-058, Annual Contract for Applicant Tracking Software System, for the Sheriff's Office, to Miller Mendel, Inc. for \$126,111.13 and approve contract.

### **BACKGROUND**

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Four hundred forty-one (441) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on January 6, 2022 was attended by nine (9) vendors as well as representatives from the Sheriff's Office and Purchasing. Four (4) proposals and one (1) no-bid were received.

Proposals were evaluated by the Sheriff's Office and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

The proposal received from Miller Mendel, Inc. meets all specifications and is acceptable to the Sheriff's Office.

The term of the contract is twelve (12) months, effective June 21, 2022 with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of the Sheriff's Office and Purchasing that RFP No. 2022-058, Annual Contract for Applicant Tracking Software System, be awarded to Miller Mendel, Inc. for \$126,111.13.

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

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Gwen Peterson, C.P.M., A.P.P. Chris Lax, CPSM, CPCP
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### **FISCAL IMPACT**

Funding in the amount of \$43,625.00 is available in CARPA 2022. Additional funding will be requested in future budgets.

*This item has been recommended or approved for ARPA/FRF funding.*