



COMMISSIONERS COURT  
COMMUNICATION

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

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DATE: 08/02/2022

**SUBJECT: RFP NO. 2022-107 - ANNUAL CONTRACT FOR FREEDOM OF INFORMATION ACT/OPEN RECORDS REQUEST TRACKING AND MANAGEMENT SOFTWARE SOLUTION - COUNTYWIDE - JUSTFOIA, INC. - \$68,425.03**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court award RFP No. 2022-107, Annual Contract for Freedom of Information Act/Open Records Request Tracking and Management Software Solution, Countywide, to JustFOIA, Inc. for \$68,425.03, 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 ninety-eight (498) 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 March 31, 2022 was attended by fourteen (14) vendors as well as representatives from the Criminal District Attorney's Office, Elections Administration, Information Technology, Sheriff's Office, and Purchasing. Seven (7) proposals and one (1) no-bid were received.

Proposals were evaluated by the Criminal District Attorney's Office, Elections Administration, Information Technology, Sheriff's Office, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

The top three (3) vendors were invited to provide presentations on June 8-10, 2022. The Evaluation Committee then re-scored based upon the criteria and processes set forth in the RFP specifications. The top two (2) vendors were then issued a Best and Final Offer which resulted in reduced pricing. The proposal received from JustFOIA, Inc. meets all specifications and is acceptable to the Criminal District Attorney's Office, Elections Administration, Information Technology, and Sheriff's Office.

The term of the contract is twelve (12) months, effective August 2, 2022, with two (2) options for renewal periods of twelve (12) months each. To allow for implementation time, the Subscription Period is effective September 17, 2022.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Gwen Peterson, C.P.M., A.P.P. Chris Lax, CPSM, CPCP
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Therefore, it is the joint recommendation of the Criminal District Attorney's Office, Elections Administration, Information Technology, Sheriff's Office, and Purchasing that RFP No. 2022-107, Annual Contract for Freedom of Information Act/Open Records Request Tracking and Management Software Solution, be awarded to JustFOIA, Inc. for \$68,425.03.

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

## **FISCAL IMPACT**

Year 1 funding in the amount of \$22,137.58 is available in account 540000/45100-2022/1810220000.

Funding for Year 2 in the amount of \$22,801.70 will be requested in FY23. Funding for Year 3 in the amount of \$23,485.75 will be requested in FY24.

Ad-hoc pricing after the initial implementation includes customizations at \$1,500.00 per form, assessments at \$1,500.00 each, and training at \$750.00 each. Additional licensing to add users will be at no charge.