



COMMISSIONERS COURT  
COMMUNICATION

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

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DATE: 01/10/2023

**SUBJECT: RFP NO. 2023-009 - ANNUAL CONTRACT FOR BACKGROUND SCREENING SERVICES - HUMAN RESOURCES AND FACILITIES MANAGEMENT - INFORMATION DISCOVERY SERVICES LLC - PER CONTRACT TERMS**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court award RFP No. 2023-009, Annual Contract for Background Screening Services, for Human Resources and Facilities Management, to Information Discovery Services LLC at the per contract terms.

**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. One hundred fourteen (114) 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 October 20, 2022 was attended by nine (9) vendors as well as representatives from Human Resources, Facilities Management, and Purchasing. Five (5) proposals were received.

Proposals were evaluated by Human Resources, Facilities Management, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

Castle Branch Inc withdrew their proposal. The proposal received from Information Discovery Services LLC meets all specifications and is acceptable to Human Resources and Facilities Management.

The term of the contract is twelve (12) months, effective February 25, 2023 with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Human Resources, Facilities Management, and Purchasing that RFP No. 2023-009, Annual Contract for Background Screening Services, be awarded to Information Discovery Services LLC at the per contract terms.

**FISCAL IMPACT**

Expenses for last year were approximately \$34,892.35. Services are provided on an as-needed basis.

Funding is available in the following accounts:

575645/10000-2023/1820100000

575645/10000-2023/1860100000

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	James Bocks, CPPB Chris Lax, CPSM, CPSD, CPCP
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