



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 24

DATE: 02/21/2023

**SUBJECT: BID NO. 2023-048 - ANNUAL CONTRACT FOR ONBASE
MAINTENANCE AND SUPPORT - INFORMATION TECHNOLOGY
- REQUORDIT, INC. - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award Bid No. 2023-048, Annual Contract for OnBase Maintenance and Support, for Information Technology, to Requordit, Inc. at the per unit price.

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. Seven hundred forty-five (745) vendors were contacted and requested to participate in this bid process. All documents pertaining to this bid were posted on the Tarrant County website and were downloaded by interested parties. One (1) bid was received.

The bid received from Requordit, Inc. meets all specifications and is acceptable to Information Technology.

On December 1, 2022, through Purchase Order No. 4500320729, Tarrant County purchased five (5) Production Document Imaging licenses. The ongoing maintenance and support for those licenses was not included in Bid No. 2023-048, Annual Contract for OnBase Maintenance and Support. Tarrant County requested that the maintenance and support for the five (5) licenses be added to the contract, with the first year being prorated to co-term with maintenance and support of the other OnBase licenses.

The term of the contract is twelve (12) months, effective March 1, 2023, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Information Technology and Purchasing that Bid No. 2023-048, Annual Contract for OnBase Maintenance and Support, be awarded to Requordit, Inc. at the per unit price.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Gwen Peterson, C.P.M., A.P.P. Chris Lax, CPSM, CPSD, CPCP
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The contract is attached for approval and signature. The Criminal District Attorney's Office reviewed this contract as to form.

FISCAL IMPACT

Funding in the amount of \$140,596.88 is available in account 578025/10000-2023/1810260000.
Funding in the amount of \$154,783.48 will be requested in FY24.
Funding in the amount of \$165,055.93 will be requested in FY25.