



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 4

DATE: 04/18/2023

SUBJECT: RFP NO. 2023-057 - ANNUAL CONTRACT FOR IDENTIFICATION VERIFICATION SERVICE FOR ORDERING AND PROCESSING CERTIFIED COPIES - COUNTY CLERK'S OFFICE - LEXISNEXIS VITALCHEK NETWORK, INC. - PER CONTRACT TERMS

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. 2023-057, Annual Contract for Identification Verification Service for Ordering and Processing Certified Copies, for the County Clerk's Office, to LexisNexis VitalChek Network, Inc. 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. Two hundred twenty-three (223) 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 February 6, 2023 was attended by three (3) vendors as well as representatives from the County Clerk's Office and Purchasing. One (1) proposal and one (1) no-bid were received.

The proposal was evaluated by the County Clerk's Office and Purchasing representatives. Evaluation was based upon the criteria and processes set forth in the RFP.

The proposal received from LexisNexis VitalChek Network, Inc. meets all specifications and is acceptable to the County Clerk's Office.

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

Therefore, it is the joint recommendation of the County Clerk's Office and Purchasing that RFP No. 2023-057, Annual Contract for Identification Verification Service for Ordering and Processing Certified Copies, be awarded to LexisNexis VitalChek Network, Inc. at the per contract terms. This software provides customers the ability to purchase certified copies of restricted Vital Records over the internet. Tarrant County has utilized this service for the last ten (10) years.

FISCAL IMPACT

This contract constitutes revenue to Tarrant County.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Teresa Ralls Chris Lax, CPSM, CPSD, CPCP
---------------	------------	------------------------------	---