



## COMMISSIONERS COURT COMMUNICATION

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

PAGE 1 OF 5

DATE: 07/11/2023

**SUBJECT: RFP NO. 2021-145 - ANNUAL CONTRACT FOR HIV  
PROFESSIONAL SERVICES - HIV ADMINISTRATIVE AGENCY -  
COLLABORATIVE RESEARCH, LLC - EXERCISE SECOND AND  
FINAL OPTION FOR RENEWAL - SAME CONTRACT TERMS**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve the renewal of RFP No. 2021-145, Annual Contract for HIV Professional Services, for the second and final optional twelve (12) month period at the same contract terms.

**BACKGROUND**

On September 28, 2021, the Commissioners Court, through Court Order #136508, awarded RFP No. 2021-145, Annual Contract for HIV Professional Services, for the HIV Administrative Agency, to Collaborative Research, LLC. HIV professional services are needed primarily for HIV Administrative Agency grants. Examples of HIV professional services provided under this contract include comprehensive subrecipient compliance monitoring, needs assessments, training and technical assistance, development of service standards, and client satisfaction surveys.

The award was based upon evaluation criteria set forth in the RFP specifications and contained options to renew for two (2) additional twelve (12) month periods.

On August 2, 2022, the Commissioners Court, through Court Order #138728, approved the renewal of RFP No. 2021-145, Annual Contract for HIV Professional Services, for the HIV Administrative Agency, with Collaborative Research, LLC.

The vendor notified Purchasing in writing that they will extend the same contract terms through September 27, 2024. The HIV Administrative Agency notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of the HIV Administrative Agency and Purchasing that the Commissioners Court approve the renewal of RFP No. 2021-145, Annual Contract for HIV Professional Services, for the final optional twelve (12) month period.

**FISCAL IMPACT**

Expenses for last year were approximately \$173,050.00. Services are provided on an as-needed basis. Funding is available in the following accounts:

\$10,000.00 - 569011/E0027-2023/1132000000  
\$ 5,000.00 - 569011/E0025-2023/1132000000  
\$ 6,000.00 - 569011/E0025-2023/1132100000  
\$ 5,000.00 - 569011/E0027-2023/1132100000

The department has included funding in the FY 2024 budget requests.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Brad Richards Chris Lax, CPSM, CPSD, CPCP
---------------	------------	------------------------------	--