



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 08/15/2023

SUBJECT: **RFP NO. F2023172 - ANNUAL CONTRACT FOR CLINICAL
POLYGRAPH SERVICES - COMMUNITY SUPERVISION AND
CORRECTIONS DEPARTMENT - WOOD AND ASSOCIATES
POLYGRAPH SERVICE, LLC - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. F2023172, Annual Contract for Clinical Polygraph Services, for Community Supervision and Corrections Department (CSCD), to Wood and Associates Polygraph Service, 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 seventy-nine (179) 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 June 27, 2023 was attended by two (2) vendors as well as representatives from CSCD and Purchasing. Two (2) proposals were received.

Proposals were evaluated by CSCD and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

A Best and Final Offer was requested from the highest scoring vendors which resulted in no reduction in total price. The proposal received from Wood and Associates Polygraph Service, LLC meets all specifications and is acceptable to CSCD.

The polygraph test measures and records physiological responses such as heart rate, blood pressure, breathing patterns, and galvanic skin response while a person is asked and responds to specific questions. CSCD uses polygraph services as a supervision tool for defendants to gather additional data to support supervision strategies, identify potential deception or non-compliance, and promote accountability and responsibility.

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

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Wanyu Chen Chris Lax, CPSM, CPSD, CPCP
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Therefore, it is the joint recommendation of CSCD and Purchasing that RFP No. F2023172, Annual Contract for Clinical Polygraph Services, be awarded to Wood and Associates Polygraph Service, LLC at the per contract terms.

FISCAL IMPACT

Expenses for last year were approximately \$13,200.00. Funding source for this contract is provided by various CSCD grant funds. No Tarrant County funds are required.