



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 09/05/2023

**SUBJECT: RFP NO. 2023-134 - ANNUAL CONTRACT FOR CASE
MANAGEMENT SOFTWARE FOR SHERIFF'S OFFICE INTERNAL
AFFAIRS DIVISION - SHERIFF'S OFFICE - CI TECHNOLOGIES,
INC. - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. 2023-134, Annual Contract for Case Management Software for Sheriff's Office Internal Affairs Division, for the Sheriff's Office, to CI Technologies, 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. Four hundred fifty-five (455) 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 May 4, 2023, was attended by sixteen (16) vendors as well as representatives from the Sheriff's Office and Purchasing. Four (4) proposals were received.

Proposals were evaluated by the Sheriff's Office and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

The top-scoring vendor was invited to provide a demonstration on July 21, 2023. The Evaluation Committee then rescored the criteria and processes set forth in the RFP specifications.

A Best and Final Offer (BAFO) was then requested from the highest-scoring vendor which resulted in a reduction of \$9,900.00 in price. The proposal received from CI Technologies, Inc. meets all specifications and is acceptable to the Sheriff's Office.

The term of the contract is twelve (12) months, effective September 5, 2023, with two (2) options for renewal periods of twelve (12) months each.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Brad Richards Chris Lax, CPSM, CPSD, CPCP
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This software will aid the Sheriff's Office by providing a new and improved system for the generation and management of complaints, providing for the electronic submission of various forms the Internal Affairs Division currently uses such as use-of-force, pursuits, firearm discharges, etc.; provide for the ability to produce reports based on the information and data gathered in these forms, and allow for tracking of case deadlines and supervisory approval of investigations related to complaints of officer misconduct. The Internal Affairs Division currently uses a records management system database developed in 2004 that is antiquated with no automated functionality or case tracking capability.

Therefore, it is the joint recommendation of the Sheriff's Office and Purchasing that RFP No. 2023-134, Annual Contract for Case Management Software for Sheriff's Office Internal Affairs Division, for the Sheriff's Office, be awarded to CI Technologies, Inc. at the per contract terms.

FISCAL IMPACT

Funding in the amount of \$37,500.00 is available in account CARPA-2023-F1G2A.