



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 09/19/2023

**SUBJECT: RFP NO. F2023154 - ANNUAL CONTRACT FOR OPERATION OF
THE REENTRY FIRST STOP CENTER - ADMINISTRATOR'S
OFFICE - CORNERSTONE ASSISTANCE NETWORK - PER
CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. F2023154, Annual Contract for Operation of the Reentry First Stop Center, for the Administrator's Office, to Cornerstone Assistance Network for \$373,141.26 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. Seventeen (17) 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 one (1) vendor as well as representatives from the Administrator's Office, Sheriff's Office, Community Supervision and Corrections Department (CSCD) and Purchasing. One (1) proposal was received.

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

A Best and Final Offer was requested from Cornerstone Assistance Network, which resulted in a reduction of \$124,894.72 from the originally proposed price of \$498,035.98. The response received from Cornerstone Assistance Network meets all specifications and is acceptable to the Administrator's Office.

The term of the contract is twelve (12) months, effective October 1, 2023, with three (3) options for renewal periods of twelve (12) month each.

The Reentry First Stop Center provides one-on-one sessions with a navigator for adults returning home from jail and prison, and provides services aimed at reducing client recidivism such as counseling, medical care, educational resources and referrals to service providers for emergency assistance, employment, housing, etc. The Center currently serves approximately fifty-five (55) clients per week.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	James Bocks, CPPB Chris Lax, CPSM, CPSD, CPCP
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Therefore, it is the joint recommendation of the Administrator's Office and Purchasing that RFP No. F2023154, Annual Contract for Operation of the Reentry First Stop Center, be awarded to Cornerstone Assistance Network for \$373,141.26 per contract terms.

FISCAL IMPACT

The total amount of \$373,141.26 includes the operation of the current service location at the Resource Connection in the amount of \$277,012.26 annually and an option to open a second location in Arlington in the amount of \$96,129.00 annually. Currently, there are no plans to exercise the option for the second Arlington location.

Funding in the amount of \$277,012.26 is available in account 566064/T8500-2024/1140100000.