



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 10/17/2023

**SUBJECT: RFP NO. 2022-146 - ANNUAL CONTRACT FOR CIVIL CASE
MANAGEMENT SOFTWARE - CRIMINAL DISTRICT
ATTORNEY'S OFFICE - MATRIX POINTE SOFTWARE, LLC -
EXERCISE FIRST OPTION FOR RENEWAL - SAME CONTRACT
TERMS**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of RFP No. 2022-146, Annual Contract for Civil Case Management Software, for the Criminal District Attorney's Office, for the first optional twelve (12) month period at the same contract terms.

BACKGROUND

On November 8, 2022, the Commissioners Court, through Court Order #139648, awarded RFP No. 2022-146, Annual Contract for Civil Case Management Software, for the Criminal District Attorney's (CDA) Office, to Matrix Pointe Software, LLC.

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.

The CDA Office partnered with Matrix Pointe Software, LLC to deliver MatrixCivil, a document management Software as a Service (SaaS) solution designed to fit the needs of a medium-to-large-sized law firm. This software allows for precise and accurate searching, tracking, and organizing of work products and other documents by CDA employees, including attorneys and staff.

The vendor notified Purchasing in writing that they will extend the same contract terms through November 7, 2024. The Criminal District Attorney's Office notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of the Criminal District Attorney's Office and Purchasing that the Commissioners Court approve renewal of RFP No. 2022-146, Annual Contract for Civil Case Management Software, for another twelve (12) month period.

FISCAL IMPACT

Expenses for last year were approximately \$120,000.00. Funding in the amount of \$61,800.00 is available in account 578025/10000-2024/4510100000.

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