



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER 145167

PAGE 1 OF 6

DATE: 5/6/2025

**SUBJECT: RFP NO. F2023172 - ANNUAL CONTRACT FOR CLINICAL POLYGRAPH SERVICES - COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT - WOOD AND ASSOCIATES POLYGRAPH SERVICE, 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 renewal of RFP No. F2023172, Annual Contract for Clinical Polygraph Services, to Wood and Associates Polygraph Service, LLC for the second and final optional twelve (12) month period at the same contract terms.

**BACKGROUND**

On August 15, 2023, the Commissioners Court, through Court Order #141487, awarded RFP No. F2023172, Annual Contract for Clinical Polygraph Services, for Community Supervision and Corrections Department (CSCD), to Wood and Associates Polygraph Service, 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.

On May 21, 2024, the Commissioners Court, through Court Order #143177, approved the first renewal option.

CSCD utilizes polygraph examinations as a supervisory tool for defendants. These tests measure and record physiological responses, including heart rate, blood pressure, breathing patterns, and galvanic skin responses, as the individual answers specific questions. The data gathered helps CSCD support supervision strategies, identify potential deception or non-compliance, and promote accountability and responsibility among defendants.

The vendor notified Purchasing in writing that they will extend the same contract terms through August 31, 2026. CSCD notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of CSCD and Purchasing that the Commissioners Court approve renewal of RFP No. F2023172, Annual Contract for Clinical Polygraph Services, for another twelve (12) month period.

SUBMITTED BY	Purchasing	PREPARED BY:	Kehinde Olugbile
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP

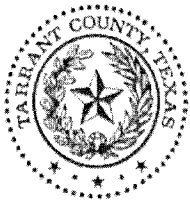


# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: 145167 DATE: 5/6/2025 PAGE 2 OF 6

## **FISCAL IMPACT**

Expenses for last year were approximately \$41,860.00. Funding is available in account C0045-2025 GCJAD CJAD - Sex Offender Caseloads (DP)/GCJAD CJAD-Intellectually/Developmentally Disabled Caseloads (CCP)/2510100000 CSCD/585152 Polygraph.



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.  
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP  
Assistant Purchasing Agent

March 11, 2025

Clayton Wood  
Wood & Associates Polygraph Service, LLC  
2303 Roosevelt Dr, Suite B  
Arlington, TX 76016

Re: RFP No. F2023172, Annual Contract for Clinical Polygraph Services

Dear Clayton:

The contract referenced above will expire on August 31, 2025. The contract includes two (2) options to renew for an additional twelve (12) months. The effective dates for the second and final renewal option will run from September 1, 2025, through August 31, 2026.

Tarrant County Purchasing Department hereby extends an invitation Wood & Associates Polygraph Service, LLC to accept the second and final option for an additional twelve (12) month period as the vendor for this bid as awarded on August 15, 2023. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the optional renewal period through August 31, 2026.


Yes, Wood & Associates Polygraph Service, LLC will accept the offer to extend the same contract terms through August 31, 2026. Please include a current 1295 Form with your response.


No, Wood & Associates Polygraph Service, LLC will NOT accept the offer to extend the same contract terms through August 31, 2026.

Are any other governmental entities currently utilizing this contract?  Yes  No  
If yes, please return a listing of the participating entities with this letter.

Please email your signed response.

Sincerely,

  
\_\_\_\_\_  
Kehinde Olugbile, Senior Buyer  
Tarrant County  
817-212-7249

  
\_\_\_\_\_  
Clayton Wood

3/18/25  
Date

# Memorandum

**To:** Corey Feldhaus  
**Dept:** Community Supervision and Corrections Department  
**From:** Kehinde Olugbile, Sr. Buyer, Purchasing Department  
**Date:** 2/21/2025

**Re:** Renewal of RFP F2023172, ANNUAL CONTRACT FOR CLINICAL POLYGRAPH SERVICES

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The above referenced contract will expire on August 31, 2025. This contract included two (2) options to renew with the vendor for additional twelve (12) month terms. The second and final renewal term would commence September 1, 2025, and would expire August 31, 2026.

If you wish to exercise this option to renew and continue this contract with Wood & Associates Polygraph Service, LLC for twelve more months, please check the appropriate item and email this form back to me.

Yes, I wish to continue the current contract with the above mentioned vendors for the second and final renewal term of the contract.

Funds to support this contract will be provided by the following accounts:

585152 / GCJAD-2004 / 2510100000 / C0045-2025 & C0046-2025

No, I do not wish to continue the current contract with Wood & Associates P for the following reason(s).

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SIGNATURE: 

DATE: 3/3/2025

RFP F2023172 Annual Contract for Clinical Polygraph Services

Award

		Alliance Polygraph Services LLC N. Richland Hills, TX HUB - No	<b>Wood and Associates Polygraph Service, LLC Arlington, TX HUB - No CO-OP - Yes</b>
Evaluation Criteria	Max Points	Score	Score
Vendor Qualifications and Experience	200	115.34	<b>165.66</b>
Responsiveness to the RFP Requirements and Specifications	200	96.67	<b>150.00</b>
Proposed Approach and Management	200	103.33	<b>113.34</b>
References	50	33.40	<b>46.76</b>
Proposed Price	350	322.20	<b>350.00</b>
Total Score	1000	670.94	<b>825.76</b>



## TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: RFP NO. F2023172 - Annual Contract for Clinical Polygraph Services - Community Supervision and Corrections Department - Wood and Associates Polygraph Service, LLC - Exercise Second and Final Option for Renewal - Same Contract Terms

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

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### I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

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**Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.**

### II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes \_\_\_\_\_ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes \_\_\_\_\_ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.

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