



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER _____
PAGE 1 OF 7
DATE: 12/17/2024

SUBJECT: RFP NO. F2024018 - ANNUAL CONTRACT FOR PERSONAL FINANCIAL STATEMENT MANAGEMENT SOFTWARE SUBSCRIPTION - COUNTY CLERK'S OFFICE - EASYVOTE SOLUTIONS, INC. - 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. F2024018, Annual Contract for Personal Financial Statement Management Software Subscription, for the first optional twelve (12) month period at the same contract terms.

BACKGROUND

On April 2, 2024, the Commissioners Court, through Court Order #142920, awarded RFP No. F2024018, Annual Contract for Personal Financial Statement Management Software Subscription, for the County Clerk's Office, to EasyVote Solutions, Inc.

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.

This software solution is for managing and tracking financial statements provided by local elected officials and candidates as required under Chapter 159, Texas Local Government Code.

The vendor notified Purchasing in writing that they will extend the same contract terms through April 1, 2026. The County Clerk'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 County Clerk's Office and Purchasing that the Commissioners Court approve renewal of RFP No. F2024018, Annual Contract for Personal Financial Statement Management Software Subscription, for another twelve (12) month period.

FISCAL IMPACT

Funding in the amount of \$15,000.00 is available in account 21100-2025 Records Preservation and Automation - (County Clerk)/4820101000 Administration/578025 Software Maintenance and Licenses.

SUBMITTED BY	Purchasing	PREPARED BY:	Wanyu Chen APPROVED BY: Christopher Lax, CPSM, CPSD, CPCP
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TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76106 • (817) 884-1414 • (817) 884-2629 (Fax)

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

Chris Lax, CPSM, CPCP
Assistant Purchasing Agent

November 1, 2024

Charles Davis
EasyVote Solutions, Inc.
6400 Head Rd
Wilmington, NC 28409

Re: RFP No. F2024018, Annual Contract for Personal Financial Statement Management Software Subscription

Dear Charles:

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

Tarrant County's Purchasing Department hereby extends an invitation to EasyVote Solutions, Inc. to accept the first option for an additional twelve (12) month period as the Vendor of this contract as awarded on April 2, 2024. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the renewal period through April 1, 2026.

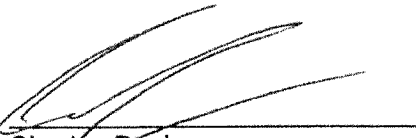
☒ Yes, EasyVote Solutions, Inc. will accept the offer to extend the same contract terms through April 1, 2026. **Please return a New 1295 Form with your response.**

☐ No, EasyVote Solutions, Inc. will NOT accept the offer to extend the same contract terms through April 1, 2026.

Please email your signed response.

Sincerely,

Wanyu Chen, Senior Buyer
Tarrant County
817-884-1144
817-884-1144 (fax)


Charles Davis
CEO

Date

11/1/24

Memorandum

To: Mary Louise Nicholson

Dept: County Clerk

From: Wanyu Chen, Sr. Buyer, Purchasing Department

Date: 10/23/2024

Re: Renewal of RFP No. F2024018 - Annual Contract for Personal Financial Statement Management Software Subscription

The above-mentioned contract will expire on April 1, 2025. This contract included two (2) options to renew with the vendor for two (2) additional twelve (12) month terms. The first optional twelve (12) month period would commence on April 2, 2025, and would expire on April 1, 2026.

If you wish to exercise this first option to renew and continue this contract with EasyVote Solutions, Inc. for twelve more months, please check the appropriate item and email it to me by October 31, 2024.

☒ Yes, I wish to continue the current contract with EasyVote Solutions, Inc. for the first renewal term of the contract.

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

21100-20241 / 4820101000 / 578025 / _____
(Fund #) (Cost Center) (G/L Account) (Grant # or NRG)

☐ No, I do not wish to continue the current contract with EasyVote Solutions, Inc. for the following reason (s):

SIGNATURE: Mary Louise Nicholson DATE: 10/23/24

RFP No. F2024018, Annual Contract for Personal Financial Statement Management Software Subscription

Best and Final Offer Score

Award		
		EasyVote Solutions, Inc. Wilmington, NC HUB - No
Evaluation Criteria	Max Points	Score
Specifications	250	129.17
Project Management	100	74.67
References	100	66.60
Price	350	350.00
Demonstration	200	150.00
Total Score	1000	770.44

Notes: No-bids were received from 3-C TECHNOLOGY, LLC, CSI Leasing, Inc., Hypertec USA Inc., and Infinity Sound LTD.

RFP No. F2024018, Annual Contract for Personal Financial Statement Management Software Subscription

Post-Demonstration Score

		EasyVote Solutions, Inc. Wilmington, NC HUB - No
Evaluation Criteria	Max Points	Score
Specifications	250	129.17
Project Management	100	74.67
References	100	66.60
Price	350	350.00
Demonstration	200	150.00
Total Score	1000	770.44

Notes: No-bids were received from 3-C TECHNOLOGY, LLC, CSI Leasing, Inc., Hypertec USA Inc., and Infinity Sound LTD.

RFP No. F2024018, Annual Contract for Personal Financial Statement Management Software Subscription

Initial Score

		EasyVote Solutions, Inc. Wilmington, NC HUB - No
Evaluation Criteria	Max Points	Score
Executive Summary	100	70.00
Proposed Solution	100	70.00
Project Management	100	68.57
Specifications	250	129.57
Service Level Agreement	100	65.71
Total Score	650	403.85

Notes: No-bids were received from 3-C TECHNOLOGY, LLC, CSI Leasing, Inc., Hypertec USA Inc., and Infinity Sound LTD.



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. F2024018 - Annual Contract for Personal Financial Statement Management Software Subscription - County Clerk's Office - EasyVote Solutions, Inc. - Exercise First 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.

I. Stated Purpose

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

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.
