



COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER _____
PAGE 1 OF 7
DATE: 10/15/2024

**SUBJECT: RFP NO. 2022-146 - ANNUAL CONTRACT FOR CIVIL CASE
MANAGEMENT SOFTWARE - CRIMINAL DISTRICT ATTORNEY'S
OFFICE - MATRIX POINTE SOFTWARE, 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. 2022-146, Annual Contract for Civil Case Management Software, for the Criminal District Attorney's Office, for the second and final 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 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.

On October 17, 2023, the Commissioners Court, through Court Order #141984, approved the first renewal option.

The Criminal District Attorney's 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 the Criminal District Attorney's Office employees, including attorneys and staff.

The vendors notified Purchasing in writing that they will extend the same contract terms through November 7, 2025. The Criminal District Attorney's Office notified Purchasing in writing that they are pleased with the vendors 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.

SUBMITTED BY	Purchasing	PREPARED BY:	Caleb Rojo
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: _____ DATE: 10/15/2024 PAGE 2 OF 7

FISCAL IMPACT

Funding in the amount of \$63,650.00 is available in account 10000-2025 General Fund/4510100000 Criminal District Attorney Administration/578025 Software Maintenance and Licenses.



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

September 19, 2024

Joseph Whang
Matric Pointe Software, LLC
30400 Detroit Rd, Suite 400
Westlake, OH 44145

Re: RFP No. 2022-146 – Annual Contract for Civil Case Management Software

Dear Mr. Whang:

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The original contract was for the period of November 8, 2022, through November 7, 2023. The effective dates for the second and final renewal option will run from November 8, 2024, through November 7, 2025

Tarrant County Purchasing Department hereby extends an invitation to Matrix Pointe Software, LLC to accept the second and final option for an additional one (1) year period as the primary vendor for this bid as awarded on November 8, 2022. Matrix Pointe Software, LLC acknowledges formal renewal of the option and any contract is contingent upon review and approval by the Tarrant County Commissioner's Court at a later date. 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 November 7, 2024.

☒ Yes, Matrix Pointe Software, LLC will accept the offer to extend the same contract pricing through November 7, 2025. **Please include a current 1295 Form with your response.**

☐ No, Matrix Pointe Software, LLC will NOT accept the offer to extend the same contract pricing through November 7, 2025.

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 fax or email your signed response.

Sincerely,

Caleb Rojo

Caleb Rojo, Senior Buyer
Tarrant County
817-884-1150

Joseph J. Whang

Joseph Whang
Matrix Pointe Software, LLC

Sept 19, 2024

Date

Memorandum

To: Ann Durfee

Dept: Criminal District Attorney's Office

From: Caleb Rojo, Sr. Buyer, Purchasing Department

Date: 9/9/2024

Re: Renewal of RFP 2022-146, Annual Contract for Civil Case Management Software

The above referenced contract will expire on November 7, 2024. 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 November 8, 2024 and would expire November 7, 2025.

If you wish to exercise this option to renew and continue this contract with the vendor listed below for twelve more months, please check the appropriate item and email this form back to me at CRojo@tarrantcountytx.gov.

Matrix Pointe Software, LLC

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

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

578025/10000-2025/4510100000

☐ No, I do not wish to continue the current contract with the above-mentioned vendor for the following reason(s).

SIGNATURE: _____



DATE: 9/19/24

RFP 2022-146 Annual Contract for Civil Case Management Software
Round 1 Scores

Evaluation Criteria	Max Points	Matrix Pointe Software, LLC Cleveland, OH HUB - No	Journal Technologies, Inc. Fort Worth, TX HUB - No
Specifications	600	371.00	353.60
Project Management & Implementation	100	64.00	56.00
Total Score	700	435.00	409.60

Notes: Vendors must score 350 points or greater to proceed to round 2.

RFP 2022-146 Annual Contract for Civil Case Management Software
Round 2 Scores

		Award	
Evaluation Criteria	Max Points	Matrix Pointe Software, LLC Cleveland, OH HUB - No	Journal Technologies, Inc. Fort Worth, TX HUB - No
	Score	Score	Score
Specifications	200	157.60	97.80
Project Management & Implementation	100	80.00	48.00
References	200	177.78	140.00
Price	300	300.00	245.45
Demonstrations	200	153.00	95.20
Total Score	1000	868.38	626.45



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. 2022-146 - Annual Contract for Civil Case Management Software - Criminal District Attorney's Office - Matrix Pointe Software, 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.

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.
