



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145088

PAGE 1 OF 13

DATE: 4/15/2025

SUBJECT: BID NO. F2023181 - ANNUAL CONTRACT FOR TEMPORARY CLERICAL PERSONNEL - COUNTYWIDE - VARIOUS VENDORS - EXERCISE SECOND AND FINAL OPTION FOR RENEWAL - SAME FIRM FIXED PRICES

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of Bid No. F2023181, Annual Contract for Temporary Clerical Personnel, for the second and final optional twelve (12) month renewal period, at the same firm fixed prices.

BACKGROUND

On September 5, 2023, the Commissioners Court, through Court Order #141646, awarded Bid No. F2023181, Annual Contract for Temporary Clerical Personnel, Countywide, to the following vendors:

Primary	Tryfacta, Inc.
Secondary	COGENT Infotech Corporation
Alternate 1	Infojini, Inc.
Alternate 2	Goodwill Industries of Fort Worth
Alternate 3	Abacus Service Corporation

The awards were based upon low bid meeting specifications and contained options to renew for two (2) additional twelve (12) month periods.

On August 20, 2024, the Commissioners Court, through Court Order #143717, approved the first renewal option.

The primary users of this contract are Public Health and the Mailroom. Positions hired under this contract include Receptionists, General Clerks, Data Entry Clerks, Administrative Assistants, Executive Assistants, Accounting Clerks, and Mailroom Clerks.

The vendors notified Purchasing in writing that their prices will remain firm through September 30, 2026.

Therefore, it is the recommendation of Purchasing that the Commissioners Court approve renewal of Bid No. F2023181, Annual Contract for Temporary Clerical Personnel, for another twelve (12) month period.

SUBMITTED BY	Purchasing	PREPARED BY:	Dallas Arter
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

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FISCAL IMPACT

Expenses for last year were approximately \$112,987.00. Services are provided on an as-needed basis. The departments have included funding in the FY 2026 budget request.



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 21, 2025

Tryfacta, Inc.
Arman Dhar
5851 Legacy Circle, 6th Floor
Plano, TX 75024

Re: BID No. F2023181 - Annual Contract for Temporary Clerical Personnel

Mr. Dhar,

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 October 1, 2023, through September 30, 2024. The first renewal option will expire September 30, 2025. The second and final renewal option will run from October 1, 2025, through September 30, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Tryfacta, Inc. to accept the second and final renewal option for an additional one (1) year period as the Alternate 2 vendor for this BID. 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 September 30, 2026.

Yes, Tryfacta, Inc. will accept the offer to extend the same firm fixed pricing through September 30, 2026.

No, Tryfacta, Inc. will not accept the offer to extend the same firm fixed pricing through September 30, 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.

In addition to the Renewal Letter, a completed 1295 must accompany your submission. You will find this at <https://www.ethics.state.tx.us/filinginfo/1295/>.

Please email your signed response.

Sincerely,

Dallas Arter

Arman Dhar

3/21/2025

Dallas Arter
Senior Buyer
Tarrant County Purchasing

Arman Dhar
Tryfacta, Inc.

Date



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 21, 2025

COGENT Infotech Corporation
Casey Brinkman
Senior Director
1425 Greenway Drive, Suite 340
Irving, TX 75038

Re: BID No. F2023181 - Annual Contract for Temporary Clerical Personnel

Casey Brinkman,

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 October 1, 2023, through September 30, 2024. The first renewal option will expire September 30, 2025. The second and final renewal option will run from October 1, 2025, through September 30, 2026.

Tarrant County Purchasing Department hereby extends an invitation to COGENT Infotech Corporation to accept the second and final renewal option for an additional one (1) year period as the Secondary vendor for this BID. 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 September 30, 2026.

Yes, COGENT Infotech Corporation will accept the offer to extend the same firm fixed pricing through September 30, 2026.

No, COGENT Infotech Corporation will not accept the offer to extend the same firm fixed pricing through September 30, 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.

In addition to the Renewal Letter, a completed 1295 must accompany your submission. You will find this at <https://www.ethics.state.tx.us/filinginfo/1295/>.

Please email your signed response.

Sincerely,

Dallas Arter

A handwritten signature in black ink, appearing to read "Casey Brinkman", written over a horizontal line.

3.24.25

Dallas Arter
Senior Buyer
Tarrant County Purchasing

Casey Brinkman
Senior Director
COGENT Infotech Corporation

Date



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 21, 2025

Infojini, Inc.
Sandeep Harjani
10015 Old Columbia Road, Ste B215
Columbia, MD 21046

Re: BID No. F2023181 - Annual Contract for Temporary Clerical Personnel

Sandeep Harjani,

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 October 1, 2023, through September 30, 2024. The first renewal option will expire September 30, 2025. The second and final renewal option will run from October 1, 2025, through September 30, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Infojini Inc. to accept the second and final renewal option for an additional one (1) year period as the Alternate 1 vendor for this BID. 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 September 30, 2026.

Yes, Infojini Inc. will accept the offer to extend the same firm fixed pricing through September 30, 2026.

No, Infojini Inc. will not accept the offer to extend the same firm fixed pricing through September 30, 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.

In addition to the Renewal Letter, a completed 1295 must accompany your submission. You will find this at <https://www.ethics.state.tx.us/filinginfo/1295/>.

Please email your signed response.

Sincerely,

Dallas Arter

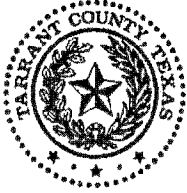
Dallas Arter
Senior Buyer
Tarrant County Purchasing

Sandeep Harjani

Sandeep Harjani
Infojini Inc.

03/21/2025

Date



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 21, 2025

Goodwill Staffing Services
Kimberly Smith
Vice President
4005 Campus Drive
Fort Worth, TX 76119

Re: BID No. F2023181 - Annual Contract for Temporary Clerical Personnel

Kimberly Smith,

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 October 1, 2023, through September 30, 2024. The first renewal option will expire September 30, 2025. The second and final renewal option will run from October 1, 2025, through September 30, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Goodwill Industries of Fort Worth to accept the second and final renewal option for an additional one (1) year period as the Alternate 2 vendor for this BID. 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 September 30, 2026.

Yes, Goodwill Industries of Fort Worth will accept the offer to extend the same firm fixed pricing through September 30, 2026.

No, Goodwill Industries of Fort Worth will not accept the offer to extend the same firm fixed pricing through September 30, 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.

In addition to the Renewal Letter, a completed 1295 must accompany your submission. You will find this at <https://www.ethics.state.tx.us/filinginfo/1295/>.

Please email your signed response.

Sincerely,
Dallas Arter

Dallas Arter
Senior Buyer
Tarrant County Purchasing

Kimberly Smith

Kimberly Smith
Vice President
Goodwill Staffing Services

3/21/2025

Date



TARRANT COUNTY PURCHASING DEPARTMENT

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

Chris Lax, CPSM, CPSD, CPCP
Assistant Purchasing Agent

March 21, 2025

Abacus Service Corporation
Caitlin Clark
Operations Manager
25925 Telegraph Road, Suite 110
Southfield, MI 48033

Re: BID No. F2023181 - Annual Contract for Temporary Clerical Personnel

Ms. Clark,

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 October 1, 2023, through September 30, 2024. The first renewal option will expire September 30, 2025. The second and final renewal option will run from October 1, 2025, through September 30, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Abacus Service Corporation to accept the second and final renewal option for an additional one (1) year period as the Secondary vendor for this BID. 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 September 30, 2026.

Yes, Abacus Service Corporation will accept the offer to extend the same firm fixed pricing through September 30, 2026.

No, Abacus Service Corporation will not accept the offer to extend the same firm fixed pricing through September 30, 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.

In addition to the Renewal Letter, a completed 1295 must accompany your submission. You will find this at <https://www.ethics.state.tx.us/filinginfo/1295/>.

Please email your signed response.

Sincerely,

Dallas Arter

Caitlin Clark

03/24/2025

Dallas Arter
Senior Buyer
Tarrant County Purchasing

Caitlin Clark
Operations Manager
Abacus Service Corporation

Date

F2023181 Annual Contract for Temporary Clerical Personnel

Alternate 3 Award

Line #	Description	Not-to-exceed hourly pay rate	QTY	Flat rate service fee	Abacus Service Corporation Southfield, MI HUB - Yes		Ad-A-Staff Inc. Mansfield, TX HUB - Yes		Brightpath Associates LLC Bethany, CT HUB - Yes		
					Total Price	Unit	Extended	Total Price	Unit	Extended	Total Price
1.1	Total Price					\$135,778.83					\$449,761.59
1.1	Receptionist	\$16.81	797	Per hour	\$4.96		\$5.13		\$16.35		
1.2	General Clerk I	\$16.81	1816	Per hour	\$4.96		\$5.13		\$16.35		
1.3	General Clerk II	\$18.41	128	Per hour	\$5.43		\$5.62		\$16.84		
1.4	Data Entry Clerk	\$16.81	10954	Per hour	\$4.96		\$5.13		\$16.35		
1.5	Senior Data Entry Clerk	\$18.41	40	Per hour	\$5.43		\$5.62		\$16.84		
1.6	Administrative Assistant	\$25.07	1567	Per hour	\$7.40		\$7.65		\$24.34		
1.7	Executive Assistant	\$30.39	1	Per hour	\$8.97		\$9.27		\$29.34		
1.8	Accounting Clerk	\$21.04	1	Per hour	\$6.21		\$6.42		\$20.92		
1.9	Senior Accounting Clerk	\$27.25	6086	Per hour	\$8.04		\$8.31		\$27.13		
1.10	Mailroom Clerk	\$18.41	1295	Per hour	\$5.43		\$5.62		\$16.84		

Notes: A no-bid was received from CTU OF DFW.

F2023181 Annual Contract for Temporary Clerical Personnel

Line #	Description	Not-to-exceed hourly pay rate	QTY	Flat rate service fee	Secondary Award		Alternate 2 Award	
					COGENT Infotech Corporation Pittsburgh, PA HUB - No	Frontline Source Group Holdings, LLC Dallas, TX HUB - Yes	Goodwill Staffing Services (Goodwill Industries of Fort Worth) Fort Worth, TX HUB - No	
					Total Price	Extended	Total Price	Extended
1.1	Total Price	\$16.81	797	Per hour	\$2.35	\$73,994.24	\$23.37	\$125,703.78
1.2	Receptionist	\$16.81	1816	Per hour	\$3.03		\$23.37	\$4.78
1.3	General Clerk I	\$18.41	128	Per hour	\$3.13		\$25.59	\$5.05
1.4	General Clerk II	\$16.81	10954	Per hour	\$2.86		\$23.37	\$4.78
1.5	Data Entry Clerk	\$18.41	40	Per hour	\$3.31		\$25.59	\$5.05
1.6	Senior Data Entry Clerk	\$25.07	1567	Per hour	\$4.01		\$34.85	\$7.08
1.7	Administrative Assistant	\$30.39	1	Per hour	\$4.56		\$42.24	\$7.14
1.8	Executive Assistant	\$21.04	1	Per hour	\$3.16		\$29.25	\$5.31
1.9	Accounting Clerk	\$27.25	6086	Per hour	\$4.09		\$37.88	\$6.96
1.10	Senior Accounting Clerk	\$18.41	1295	Per hour	\$2.76		\$25.59	\$5.05
					Total Price	\$73,994.24	Total Price	\$639,718.08
					Unit	Extended	Unit	Extended

Notes: A no-bid was received from CTU OF DFW.

F2023181 Annual Contract for Temporary Clerical Personnel

Line #	Description	Not-to-exceed hourly pay rate	QTY	Flat rate service fee	LanceSoft, Inc. Herrndon, VA HUB - No		ONE Elite Staffing (RD Adams Enterprises LLC) Dallas, TX HUB - Yes		RADGOV, Inc. (RADGOV, INC.) Fort Lauderdale, FL HUB - No		
					Total Price	Unit	Extended	Total Price	Unit	Extended	Total Price
1.1	Total Price					\$607,769.88					\$625,826.94
1.1	Receptionist	\$16.81	797	Per hour	\$22.20			\$16.81			\$22.86
1.2	General Clerk I	\$16.81	1816	Per hour	\$22.20			\$16.81			\$22.86
1.3	General Clerk II	\$18.41	128	Per hour	\$24.30			\$18.41			\$25.04
1.4	Data Entry Clerk	\$16.81	10954	Per hour	\$22.20			\$16.81			\$22.86
1.5	Senior Data Entry Clerk	\$18.41	40	Per hour	\$24.30			\$18.41			\$25.04
1.6	Administrative Assistant	\$25.07	1567	Per hour	\$33.10			\$25.07			\$34.10
1.7	Executive Assistant	\$30.39	1	Per hour	\$40.11			\$30.39			\$41.33
1.8	Accounting Clerk	\$21.04	1	Per hour	\$27.77			\$21.04			\$28.61
1.9	Senior Accounting Clerk	\$27.25	6086	Per hour	\$36.00			\$27.25			\$37.06
1.10	Mailroom Clerk	\$18.41	1295	Per hour	\$24.30			\$18.41			\$25.04

Notes: A no-bid was received from CTU OF DFW.

F2023181 Annual Contract for Temporary Clerical Personnel

Primary Award

Line #	Description	Not-to-exceed hourly pay rate	QTY	Flat rate service fee	Staff Today (Health Advocates Network, Inc.) Covina, CA HUB - No		Sterling gold and luxury Mansfield, TX HUB - No		Tryfacta, Inc. Pleasanton, CA HUB - No	
					Unit	Extended	Unit	Extended	Unit	Extended
1.1	Total Price									
1.1	Receptionist	\$16.81	797	Per hour	\$5.86	\$160,425.60	\$16.00	\$411,128.00	\$2.35	\$73,524.67
1.2	General Clerk I	\$16.81	1816	Per hour	\$5.86		\$16.00		\$3.01	
1.3	General Clerk II	\$18.41	128	Per hour	\$6.42		\$18.00		\$3.11	
1.4	Data Entry Clerk	\$16.81	10954	Per hour	\$5.86		\$16.00		\$2.84	
1.5	Senior Data Entry Clerk	\$18.41	40	Per hour	\$6.42		\$18.00		\$3.30	
1.6	Administrative Assistant	\$25.07	1567	Per hour	\$8.74		\$18.00		\$4.00	
1.7	Executive Assistant	\$30.39	1	Per hour	\$10.60		\$25.00		\$4.56	
1.8	Accounting Clerk	\$21.04	1	Per hour	\$7.34		\$30.00		\$3.15	
1.9	Senior Accounting Clerk	\$27.25	6086	Per hour	\$9.50		\$21.00		\$4.06	
1.10	Mailroom Clerk	\$18.41	1295	Per hour	\$6.42		\$27.00		\$2.75	

Notes: A no-bid was received from CTU OF DFW.



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: Bid No. F2023181 - Annual Contract for Temporary Clerical Personnel - Countywide - Various Vendors - Exercise Second and Final Option for Renewal - Same Firm Fixed Prices

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.
