



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145170

PAGE 1 OF 6

DATE: 5/6/2025

SUBJECT: RFP NO. F2024075 - ANNUAL CONTRACT FOR OFFICER CANDIDATE EXAMINATION AND ASSESSMENT SERVICES - SHERIFF'S OFFICE - STEPHEN M. GRIFFITH CONSULTING - 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. F2024075, Annual Contract for Officer Candidate Examination and Assessment Services, for the first optional twelve (12) month period at the same contract terms.

BACKGROUND

On May 21, 2024, the Commissioners Court, through Court Order #143157, awarded RFP No. F2024075, Annual Contract for Officer Candidate Examination and Assessment Services, for the Sheriff's Office, to Stephen M. Griffith Consulting.

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 contract is for services needed to assist the Sheriff's Office in completing candidate examinations and assessments for officer promotions.

The vendor notified Purchasing in writing that they will extend the same contract terms through May 20, 2026. The Sheriff'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 Sheriff's Office and Purchasing that the Commissioners Court approve renewal of RFP No. F2024075, Annual Contract for Officer Candidate Examination and Assessment Services, for another twelve (12) month period.

FISCAL IMPACT

Expenses for last year were approximately \$90,000.00. Funding is available in account 10000-2025 General Funds/2110110000 SO Sheriff Training/569011 Professional Services.

SUBMITTED BY	Purchasing	PREPARED BY:	Amos Jones Jr.
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



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 25, 2025

Stephen M Griffith Consulting
Stephen Griffith
204 Drawing Maple St
San Marcos, TX 78666
281-731-2445
steve@stevegriffithconsulting.com

Re: RFB NO. F2024075

Dear Sir:

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 05/21/24 through 05/20/25. The effective dates for the second renewal option will run from 05/21/25 through 05/20/26.

Yes, Stephen M Griffith Consulting will accept the offer to extend the same contract pricing the renewal period. Please include a current 1295 Form with your response.

No, Stephen M Griffith Consulting will not accept the offer to extend the same contract pricing and discounts through the renewal period.

Please fax or email your signed response.

Sincerely,

Handwritten signature of Amos D. Jones in black ink.

Amos D. Jones,
Senior Buyer, Purchasing
(P) 817.212.6829
(F) 817.212.6829
(E) adjones3@tarrantcountytexas.gov

Handwritten signature of Stephen M Griffith in black ink.

Name: STEPHEN M GRIFFITH
Stephen M Griffith
(P) 281-731-2445
(F) N/A
(E) STEVE@STEVEGRIFFITHCONSULTING.COM

Memorandum

To: Timothy Canas, Executive Chief Deputy

Dept: Tarrant County Sheriff's Office

From: Amos Jones, Sr. Buyer, Purchasing Department

Date: 03/24/2025

Re: Renewal of F 2024075- Annual Contract for Officer Candidate Examination and Assessment Services

The above referenced contract is for the Annual Contract for Officer Candidate Examination and Assessment Services.


If you wish to renew this contract with the vendor listed below, please check the appropriate item and email or fax this form back to me at by March 31,2025:

VENDOR – Stephen M Griffith Consulting

Yes, I wish to renew Bid F2024075 with the above-mentioned vendor.

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

SIGNATURE:

 Tim Canas

DATE:

3/24/2025

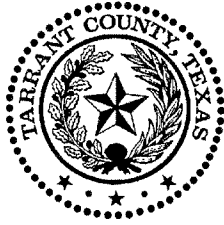
RFP No F2024075 Annual Contract for Officer Candidate Examination and Services

AWARD

Evaluation Criteria	Max. Points	Stephen M Griffith	Tracie
		Consulting San Marcos, TX HUB - No	Investigations LLC Arlington, TX HUB - No
		Score	Score
Company Experience & Preparedness	10	9.01	2.44
Service Summary	15	12.55	7.50
Work Product Samples	15	13.17	10.83
Vendor Staffing Plan	20	17.78	11.33
Pricing	35	35.00	4.66
Reference Responses	5	4.00	2.00
Total Score	100	91.51	38.76

F2024075 Annual Contract for Officer Candidate Examination and Assessment Services

ITEM NO.	DESCRIPTION	BEST AND FINAL OFFER PRICE	X	ESTIMATED QUANTITY	UOM	EXTENDED PRICE
1.1	Curriculum Development Conference	\$ 495.00	x	1	EA	\$ 495.00
1.2	Examination & Assessment Material Development and Submission	\$ -	x	1	EA	\$ -
1.3	Sergeant Candidate Orientation Meeting	\$ 500.00	x	2	EA	\$ 1,000.00
1.4	Lieutenant Candidate Orientation Meeting	\$ 500.00	x	2	EA	\$ 1,000.00
1.5	Sergeant Examination Administration, & Scoring	\$ 160.00	x	25	EA	\$ 4,000.00
1.6	Lieutenant Examination Administration, & Scoring	\$ 267.00	x	15	EA	\$ 4,005.00
1.7	Sergeant Assessment Administration, & Scoring	\$ 975.00	x	20	EA	\$ 19,500.00
1.8	Lieutenant Assessment Administration, & Scoring	\$ 1,500.00	x	10	EA	\$ 15,000.00



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. F2024075 - Annual Contract for Officer Candidate Examination and Assessment Services - Sheriff's Office - Stephen M. Griffith Consulting - 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.
