



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER _____

PAGE 1 OF 6

DATE: 10/1/2024

SUBJECT: RFP NO. F2024143 - ANNUAL CONTRACT FOR HIV AND RELATED SERVICES - HIV ADMINISTRATIVE AGENCY - COLLABORATIVE RESEARCH, LLC - PER CONTRACT TERMS

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court award RFP No. F2024143, Annual Contract for HIV and Related Services, for the HIV Administrative Agency, to Collaborative Research, LLC at the per contract terms.

BACKGROUND

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Six hundred three (603) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on July 25, 2024 was attended by five (5) vendors as well as representatives from the HIV Administrative Agency, the County Judge's Office, and Purchasing. Two (2) proposals and two (2) no-bids were received.

Proposals were evaluated by the HIV Administrative Agency, the County Judge's Office, and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP.

A Best and Final Offer was then requested from the two (2) highest scoring vendors which resulted in a twenty percent (20%) reduction in the hourly rate.

The proposal received from Collaborative Research, LLC meets all specifications and is acceptable to the HIV Administrative Agency.

The term of the contract is twelve (12) months, effective October 1, 2024, with two (2) options for renewal periods of twelve (12) months each.

Services to be provided under this contract include comprehensive subrecipient compliance monitoring, needs assessments, training and technical assistance, development of service standards, and client satisfaction surveys.

SUBMITTED BY	Purchasing	PREPARED BY:	Wanyu Chen
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

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Therefore, it is the joint recommendation of the HIV Administrative Agency and Purchasing that RFP No. F2024143, Annual Contract for HIV and Related Services, be awarded to Collaborative Research, LLC at the per contract terms.

FISCAL IMPACT

Expenses for last year were approximately \$59,100.00. The County's future cost will be determined by the services provided on an as-needed basis. Funding in the amount of \$264,741.00 is available in Various Funds/Variou Cost Centers/Variou Expense Codes.



RFP No. F2024143 Annual Contract for HIV and Related Services
 Section I: HIV Specific Services

		Award	
		Collaborative Research, LLC Tyler, TX HUB - Yes CO-OP - Yes	RAI Equity Labs Inc. New York, NY HUB - No
Evaluation Criteria	Max Points	Score	Score
Qualifications and Experience	200	151.75	156.63
Sample Work Submission (Portfolio)	200	155.00	115.00
Vendor Requirements	200	135.13	127.13
References	50	46.70	34.00
Pricing	350	350.00	160.00
Total Score	1000	838.58	592.76

Notes: No-bids received from Fisher Healthcare and Plywood Company of Fort Worth, Inc.

RFP No. F2024143 Annual Contract for HIV and Related Services
 Section II: HIV Related Services

		Award	
		Collaborative Research, LLC Tyler, TX HUB - Yes CO-OP - Yes	RAI Equity Labs Inc. New York, NY HUB - No
Evaluation Criteria	Max Points	Score	Score
Qualifications and Experience	200	151.75	155.88
Sample Work Submission (Portfolio)	200	155.00	125.00
Vendor Requirements	200	135.13	130.13
References	50	46.70	34.00
Pricing	350	350.00	160.00
Total Score	1000	838.58	605.01

Notes: No-bids received from Fisher Healthcare and Plywood Company of Fort Worth, Inc.



September 5, 2024

Mr. Bradley J. Richards
Senior Buyer
100 E. Weatherford St., Suite 303
Fort Worth, Texas 76196

RE: Tarrant County RFP F2024143, Annual Contract for HIV and Related Services

Bradley:

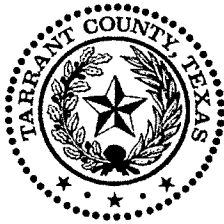
Based on the information provided in the bid responses, Tarrant County HIV Administrative Agency recommends award of RFP F2024143, Annual Contract for HIV and Related Services, to the following respondent: Collaborative Research. This recommendation is made based on established review criteria, references, and pricing.

Please let me know if you have any questions.

Thank you,

Lisa Muttiah
Digitally signed by Lisa Muttiah
Date: 2024.09.05 14:48:03
-05'00'

Lisa McKamie-Muttiah,
HIV Grants Manager
HIV Administrative Agency
817.370.4527
LMuttiah@TarrantCountyTX.Gov



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. F2024143 - Annual Contract for HIV and Related Services – HIV Administrative Agency - Collaborative Research, LLC- Per 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.
