



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 144855
PAGE 1 OF 5
DATE: 3/11/2025

SUBJECT: RFP NO. 2023-057 - ANNUAL CONTRACT FOR IDENTIFICATION VERIFICATION SERVICE FOR ORDERING AND PROCESSING CERTIFIED COPIES - COUNTY CLERK’S OFFICE - LEXISNEXIS VITALCHEK NETWORK, INC. - EXERCISE SECOND AND FINAL OPTION FOR RENEWAL - SAME CONTRACT TERMS

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners approve renewal of RFP No. 2023-057, Annual Contract for Identification Verification Service for Ordering and Processing Certified Copies, for the second and final optional twelve (12) month period at the same contract terms.

BACKGROUND

On April 18, 2023, the Commissioners Court, through Court Order #140732, awarded RFP No. 2023-057, Annual Contract for Identification Verification Service for Ordering and Processing Certified Copies, for the County Clerk’s Office, to LexisNexis VitalChek Network, 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.

On March 5, 2024, the Commissioners Court, through Court Order #142775, approved the first renewal option.

This contract offers the ability for customers who are unable to visit one of the local offices to submit an online order for certified copies of marriage licenses and birth certificates, by providing verification of identity that is required by statute.

The vendor notified Purchasing in writing that they will extend the same contract terms through April 30, 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. 2023-057, Annual Contract for Identification Verification Service for Ordering and Processing Certified Copies, for another twelve (12) month period.

FISCAL IMPACT

This contract constitutes revenue for the County. Revenue for last year was approximately \$187,635.00.

SUBMITTED BY	Purchasing	PREPARED BY:	Teresa Ralls
		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

January 16, 2025

Denise Hargrove
LexisNexis VitalChek Network Inc.
6 Cadillac Drive, Suite 400 Brentwood, TX 37027
840 Crescent Centre Drive, Suite 300 Franklin, TN 37067

Re: RFP No. 2023-057 – Annual Contract for Identification Verification Service for Ordering and Processing Certified Copies

Dear Ms. Hargrove:

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The second renewal option is from May 1, 2025, through April 30, 2026.

Tarrant County Purchasing Department hereby extends an invitation to LexisNexis VitalChek Network Inc, to accept the second and final option for an additional one (1) year period as the primary vendor for this bid as awarded on April 18, 2023. LexisNexis VitalChek Network Inc acknowledges formal renewal of the option, and any contract is contingent upon review and approval by the Tarrant County Commissioners 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 April 30, 2026.

Yes, LexisNexis VitalChek Network Inc will accept the offer to extend the same contract terms and pricing through April 30, 2026. **Please include a current 1295 Form with your response.**

No, LexisNexis VitalChek Network Inc will NOT accept the offer to extend the same contract terms and pricing through April 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.

Please email your signed response.

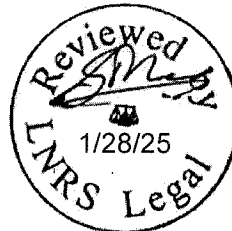
Sincerely,

Teresa Ralls
Teresa Ralls, Senior Buyer
Tarrant County
817-884-1143

Haywood
Talcove

Digitally signed by Haywood
Talcove
Date: 2025.01.28 12:21:40
-05'00'

01/28/2025
Date



Memorandum

To: Miranda Howard

Dept: County Clerk

From: Teresa Ralls, Sr. Buyer, Purchasing Department

Date: December 2, 2024

Re: Renewal of RFQ 2023-057, Identification Verification Service for Ordering and Processing Certified Copies

The above referenced contract will expire on April 30, 2025. 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 May 1, 2025, and would expire April 30, 2026.

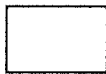
If you wish to exercise this option to renew and continue this contract with the vendor listed below for twelve more months, please check the appropriate item and email at your earliest convenience, or by December 6, 2024.

LexisNexis VitalChek Network, Inc.



Yes, I wish to continue the current contract with the above-mentioned vendor for the first renewal term of the contract.

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



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

SIGNATURE: Miranda Howard

DATE: 12/2/2024

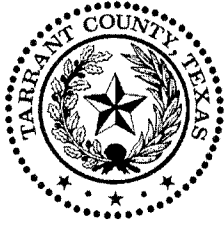
RFP 2023-057 Annual Contract for Identification Verification Service for
 Ordering and Processing Certified Copies

AWARD

Evaluation Criteria	Maximum Points	LexisNexis VitalChek Network Brentwood, TN HUB - No COOP - Yes
Price	30%	30%
Vendor Qualifications and Experience	15%	14%
Vendor Requirements	30%	23%
Project Approach/Management	15%	12%
References	10%	6%
Total	100%	85%

Notes:

Permitium submitted a No-Bid response.



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. 2023-057 - Annual Contract for Identification Verification Service for Ordering and Processing Certified Copies - County Clerk's Office - LexisNexis VitalChek Network, Inc. - 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.
