



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145162
PAGE 1 OF 6
DATE: 5/6/2025

**SUBJECT: RFQ NO. F2025089 - ANNUAL CONTRACT FOR PRE-EMPLOYMENT
PSYCHOLOGICAL EVALUATION SERVICES - HUMAN RESOURCES -
VARIOUS VENDORS - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court grant approval to conduct negotiations for RFQ No. F2025089, Annual Contract for Pre-Employment Psychological Evaluation Services, for Human Resources, with the following vendors based upon each vendor’s high ranking in the evaluation procedure:

1. Fort Worth MedTex PLLC
2. Front Line Mobile Health, PLLC
3. Solution Focused Psychological Services, PLLC

BACKGROUND

Notice of the County’s intent to request for qualifications 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. One thousand thirty-six (1,036) vendors were contacted and requested to participate in this process. All documents pertaining to this RFQ were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on February 11, 2025 was attended by two (2) vendors as well as representatives from Human Resources and Purchasing. Three (3) responses and two (2) no-bids were received.

Responses were evaluated by Human Resources, the Sheriff’s Office, and Purchasing representatives and ranked based on the criteria and processes set forth in the RFQ.

The responses from the vendors listed above meet all specifications and are acceptable to Human Resources and the Sheriff’s Office. If negotiations fail with the top vendor, then Tarrant County will initiate negotiations with the next top ranked vendor.

The term of the contract is twelve (12) months, effective May 16, 2025, with two (2) options for renewal periods of twelve (12) months each.

This contract will provide for pre-employment and after-action psychological evaluations for County law enforcement personnel.

SUBMITTED BY	Purchasing	PREPARED BY:	Teresa Ralls
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: 145162 DATE: 5/6/2025 PAGE 2 OF 6

Therefore, based upon each vendor's high ranking in the evaluation procedure, it is the joint recommendation of Human Resources, the Sheriff's Office, and Purchasing that the Commissioners Court grant approval to engage in negotiations for RFQ No. F2025089, Annual Contract for Pre-Employment Psychological Evaluation Services, with the vendors listed above at the per contract terms.

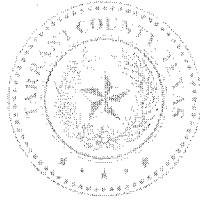
FISCAL IMPACT

Expenses for last year were approximately \$53,975.00. The County's future cost will be determined by the services provided on an as-needed basis. Funding is available in account 61900-2025 Self Insurance-Workers Compensation/1911000000 Workers Compensation/575641 Employee Physicals.

RFQ No. F2025089 Annual Contract for Pre-Employment Psychological Evaluation Services

		Fort Worth MedTex PLLC Fort Worth, TX HUB - No	Front Line Mobile Health, PLLC Fort Worth, TX HUB - No	Solution Focused Psychological Services, PLLC Dallas, TX HUB - Yes
Evaluation Criteria	Max Points	Score	Score	Score
Qualifications and Experience	400	320	300	255
Response to Requirements	400	295	310	245
References	200	200	148	200
Total Score	1000	815	758	700

Note: No-bids were received from Texas Pipeline Services and Medco Supply Company



TARRANT COUNTY

Department of Human Resources
Roxie Held
Director

Civil Service
Administration

MEMORANDUM

DATE: April 2, 2025

TO: Teresa Ralls, Senior Buyer
Purchasing

FROM: Roxie Held, Director of Human Resources


SUBJECT: RFQ No. 2025089 – Request for Proposal for Pre-Employment Psychological Evaluation Services Recommendation

It is the recommendation of the Human Resources Department and Sheriff's Office to award Pre-employment Psychological Evaluation Services in the following ranking order:

1. Fort Worth MedTex PLLC
2. Front Line Mobile Health, PLLC
3. Solution Focused Psychological Services, PLLC

A proposal evaluation committee (consisting of Rochelle Neal, Stephani Jones, Krystal Kaether, and Travis Yarbrough) reviewed qualifications using the established evaluation criteria described in the RFQ.

Thank you for your guidance and assistance during this process.



Roxie Held (Apr 3, 2025 12:28 CDT)

Roxie Held
Director of Human Resources

4/3/2025

Date



TARRANT COUNTY
OFFICE OF THE SHERIFF
BILL E. WAYBOURN

Bill E. Waybourn
Sheriff
817-884-3098
bewaybourn@tarrantcountytx.gov

Plaza Building
200 Taylor Street
Seventh Floor
Fort Worth, Texas 76196

Date: April 2, 2025

To: Teresa Ralls, Tarrant County Purchasing

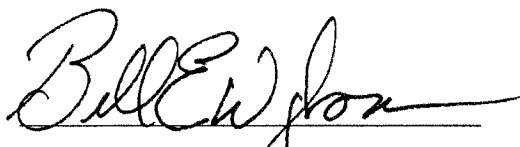
From: Stephani Jones, TCSO Personnel Administrator

Subject: RFQ F2025089 Annual Contract for Pre-Employment Psychological Evaluation Services

It is the recommendation of the Tarrant County Sheriff's Office that the award for Pre-Employment Psychological Evaluation Services go to **Med-Tex PLLC**.

A proposal evaluation committee (consisting of Rochelle Neale, Travis Yarborough, Krystal Kaether, and Stephani Jones) reviewed qualifications using the established evaluation criteria described in the RFQ.

Thank you,


Bill E. Waybourn, Sheriff

4-2-2025
Date



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: RFQ No. F2025089 - Annual Contract for Pre-Employment Psychological Evaluation Services - Human Resources - Various Vendors - 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.
