



COMMISSIONERS COURT  
COMMUNICATION

COURT ORDER NUMBER \_\_\_\_\_

PAGE 1 OF 6

DATE: 11/19/2024

**SUBJECT: RFP NO. 2023-009 - ANNUAL CONTRACT FOR BACKGROUND SCREENING SERVICES - COUNTYWIDE - INFORMATION DISCOVERY SERVICES LLC - EXERCISE SECOND AND FINAL OPTION FOR RENEWAL - SAME CONTRACT TERMS**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve renewal of RFP No. 2023-009, Annual Contract for Background Screening Services, for the second and final optional twelve (12) month period at the same contract terms.

**BACKGROUND**

On January 10, 2023, the Commissioners Court, through Court Order #140076, awarded RFP No. 2023-009, Annual Contract for Background Screening Services, Countywide, to Information Discovery Services LLC.

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 November 7, 2023, the Commissioners Court, through Court Order #142104, approved the first renewal option.

The purpose of this contract is to complete background checks on prospective Tarrant County employees and employees of external vendors completing services on Tarrant County property.

The vendor notified Purchasing in writing that they will extend the same contract terms through February 24, 2026. Human Resources and Facilities Management notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of Human Resources, Facilities Management, and Purchasing that the Commissioners Court approve renewal of RFP No. 2023-009, Annual Contract for Background Screening Services, for another twelve (12) month period.

**FISCAL IMPACT**

Expenses for last year were approximately \$38,294.00. Funding is available in the following accounts:

- 10000-2025 General Fund/1820100000 Human Resource/575645 Background Checks
- 10000-2025 General Fund/1860100000 Facilities Administration/575645 Background Checks

SUBMITTED BY	Purchasing	PREPARED BY:	James Bocks, CPPB
		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

October 17, 2024

Information Discovery Services LLC  
3014 SE Loop 820  
Fort Worth, TX 76140

Re: RFP 2023-009 Annual Contract for Background Screening Services

Dear Sir/Madam,

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 2/25/2023 through 2/24/2024. The effective dates for the second and final renewal option will run from 2/25/2025 through 2/24/2026.

Yes, Information Discovery Services LLC will accept the offer to extend the same contract terms through the renewal period. **Please include a current 1295 Form with your response.**

No, Information Discovery Services LLC will NOT accept the offer to extend the same contract terms through the renewal period.

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 fax or email your signed response.

Sincerely,

Handwritten signature of James L. Bocks in black ink, consisting of a stylized 'JL' followed by 'Bocks'.

James L. Bocks, MBA, CPPB  
Senior Contract Administrator  
(P) 817.884.1738  
(F) 817.850.2935  
(E) [jlbocks@tarrantcounty.com](mailto:jlbocks@tarrantcounty.com)

Handwritten signature of Regan Starkey in black ink, written in a cursive style.

Name: Regan Starkey  
Information Discovery Services LLC  
(P) 817-781-6636  
(F) 817-551-3884  
(E) rstarkey@informationdiscovery.net

# Memorandum

To: Anjanie Ramnarine  
Dept: HR  
From: James Bocks, MBA, CPPB, Senior Buyer, Purchasing Department  
Date: October 3, 2024  
Re: RFB 2023-009 Annual Contract for Background Screening Services

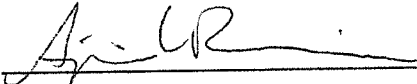
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The above referenced contract will expire on 2/24/2025. This contract included options to renew with the vendor for two (2) additional twelve (12) month terms. The second and final renewal term will commence 2/25/25 and would expire 2/24/26.

If you wish to exercise this first option to renew and continue this contract with the vendor(s) listed below for twelve (12) more months, please check the appropriate boxes and email this form **back to me on or before Friday, 10/25/24.**

Information Discovery Services LLC

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

SIGNATURE:  DATE: 10/3/24

# Memorandum

To: Beverly Wanza  
Dept.: Facilities Management  
From: James Bocks, MBA, CPPB, Senior Buyer, Purchasing Department  
Date: October 9, 2024  
Re: RFB 2023-009 Annual Contract for Background Screening Services

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The above referenced contract will expire on 2/24/2025. This contract included options to renew with the vendor for two (2) additional twelve (12) month terms. The second and final renewal term will commence 2/25/25 and would expire 2/24/26.

If you wish to exercise this first option to renew and continue this contract with the vendor(s) listed below for twelve (12) more months, please check the appropriate boxes and email this form **back to me on or before Friday, 10/25/24.**

Information Discovery Services LLC



Yes, I wish to continue the current contract with the above mentioned vendor(s) for the referenced term of the contract.



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

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SIGNATURE: \_\_\_\_\_



DATE: \_\_\_\_\_

10/9/24

**RFP 2023-009 Annual Contract for Background Screening Services**

		<b>Award</b>	
		<b>Information Discovery Services LLC Fort Worth, TX HUB - No CO-OP - Yes</b>	First Hospital Laboratories, Inc. d/b/a Vault Health Coral Gables, FL HUB - No
Evaluation Criteria	Max. Points	Score	Score
Company Experience	5	3.67	3.83
Company Preparedness	30	20.17	17.33
Vendor Website	30	19.20	20.40
Work Product Samples	5	3.75	3.67
Staffing Plan	5	3.72	3.61
Pricing	20	12.49	5.44
References	5	3.00	4.00
<b>Total Score</b>	<b>100</b>	<b>65.99</b>	<b>58.28</b>

		All About Investigations LLC Garland, TX HUB - No	American Screening Corp Shreveport, LA HUB - No
Evaluation Criteria	Max. Points	Score	Score
Company Experience	5	2.83	2.50
Company Preparedness	30	12.17	6.75
Vendor Website	30	10.50	7.20
Work Product Samples	5	2.42	1.08
Staffing Plan	5	2.11	0.67
Pricing	20	8.44	20.00
References	5	2.00	2.00
<b>Total Score</b>	<b>100</b>	<b>40.47</b>	<b>40.20</b>

Notes: Castle Branch Inc withdrew their 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. 2023-009 - Annual Contract for Background Screening Services - Countywide - Information Discovery Service LLC - 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.

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### I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

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**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.

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