COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER 144778
PAGE 1 OF 10
DATE: 2/19/2025

SUBJECT: **RFP NO. 2023-048 - ANNUAL CONTRACT FOR ONBASE SUPPORT AND MAINTENANCE - INFORMATION TECHNOLOGY - REQUORDIT, 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. 2023-048, Annual Contract for OnBase Support and Maintenance, for the second and final optional twelve (12) month period at the same contract terms.

BACKGROUND

On February 21, 2023, the Commissioners Court, through Court Order #140320, awarded RFP No. 2023-048, Annual Contract for OnBase Support and Maintenance, for Information Technology, to Requordit, 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 December 19, 2023, the Commissioners Court, through Court Order #142342, approved the first renewal option.

OnBase is used by the County for managing documents and records, providing workflows that automate or eliminate manual processes, and integrating with SAP, Microsoft Office, and Appian. Its scanning abilities decrease paper records storage and speed up the processing of invoices in SAP. Its record management capabilities include safely and securely maintaining electronic records and an application that allows users to request and return their paper records from the Records Center.

The vendor notified Purchasing in writing that they will extend the same contract terms through February 28, 2026. Information Technology notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of Information Technology and Purchasing that the Commissioners Court approve renewal of RFP No. 2023-048, Annual Contract for OnBase Support and Maintenance, for another twelve (12) month period.

SUBMITTED BY	Purchasing	PREPARED BY:	Dallas Arter
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP

FISCAL IMPACT

Expenses for last year were approximately $159,583.48. Funding in the amount of $172,644.19 is available in account 10000-2025 General Fund/1810260000 Information Technology Application Development and Support/578025 Software Maintenance and Licenses.

Docusign Envelope ID: 54B08285-9D3E-42DB-9EA4-505F3463615A

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 3, 2025

David Wilding
Vice President of Sales and Marketing
Requordit, Inc.
2598 E. Sunrise Blvd.
Fort Lauderdale, FL 33304

Re: RFP No. 2023-048 – Annual Contract for OnBase Support and Maintenance

Mr. Wilding,

Referenced RFP was awarded for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The original contract was for the period of March 1, 2023, through February 29, 2024. The current renewal option will expire February 28, 2025. The second and final renewal option will run from March 1, 2025, through February 28, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Requordit, Inc. to accept the second and final option for an additional one (1) year period as the primary vendor for this contract as awarded on March 1, 2023. 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 February 28, 2026.

✓ Yes, Requordit, Inc. will accept the offer to extend the same contract terms through February 28, 2026. **Please include a current 1295 Form with your response.**

☐ No, Requordit, Inc. will NOT accept the offer to extend the same contract terms through February 28, 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 return your signed response via email to Dallas Arter, Senior Buyer, Tarrant County Purchasing.

Sincerely,

Dallas Arter, Senior Buyer
Tarrant County

DocuSigned by:
David Wilding
CA369F0E0F95465...

David Wilding, Vice President
Sales & Marketing, Requordit, Inc.

1/23/2025
Date

Memorandum

To: Mike Webb

Dept: Information Technology

From: Kehinde Olugbile Sr. Buyer, Purchasing Department

Date: 12/30/2024

Re: Renewal of RFP 2023-048, Annual Contract for Onbase Support and Maintenance

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The above referenced contract will expire on February 28, 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 March 1, 2025 and would expire February 28, 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 this form back to me at kolugbile@tarrantcountytx.gov:

Requordit

_X__ Yes, I wish to continue the current contract with the above mentioned vendor for the second and final renewal term of the contract.

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

10000-2025-18102600000-578025

_____No, I do not wish to continue the current contract with the above-mentioned vendor for the following reason(s).

SIGNATURE: _____ DATE: 12.30.24

RFB 2023-048 Annual Contract for OnBase Maintenance and Support

		Award Requordit, Inc. Gurnee, IL HUB - No CO-OP - Yes					
		Year 1		Year 2		Year 3	
Description	Qty	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price
Advanced Capture	1	$ 4,664.81	$ 4,664.81	$ 5,014.67	$ 5,014.67	$ 5,390.77	$ 5,390.77
Ad-hoc Scanning	9,999	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Archival API	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Automated Redaction	1	$ 3,731.84	$ 3,731.84	$ 4,011.73	$ 4,011.73	$ 4,312.61	$ 4,312.61
Bar Code Recognition Server	1	$ 932.97	$ 932.97	$ 1,002.94	$ 1,002.94	$ 1,078.16	$ 1,078.16
Batch Automated Indexing	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Batch OCR	1	$ 279.89	$ 279.89	$ 300.88	$ 300.88	$ 323.44	$ 323.44
COLD/ERM	1	$ 1,865.93	$ 1,865.93	$ 2,005.87	$ 2,005.87	$ 2,156.31	$ 2,156.31
Concurrent Client (101-200)	100	$ 186.61	$ 18,661.00	$ 200.60	$ 20,060.00	$ 215.65	$ 21,565.00
Concurrent Client (1-100)	100	$ 223.92	$ 22,392.00	$ 240.70	$ 24,070.00	$ 258.76	$ 25,876.00
Configuration Migration Utility	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

RFB 2023-048 Annual Contract for OnBase Maintenance and Support

		Award Requordit, Inc. Gurnee, IL HUB - No CO-OP - Yes					
		Year 1		Year 2		Year 3	
Description	Qty	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price
Connector for use with SAP Archive Link	1	$ 5,597.77	$ 5,597.77	$ 6,017.60	$ 6,017.60	$ 6,468.92	$ 6,468.92
Document Import Processor	1	$ 932.97	$ 932.97	$ 1,002.94	$ 1,002.94	$ 1,078.16	$ 1,078.16
Document Retention	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Dynamic Advanced Capture	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
EDM Services	1	$ 932.97	$ 932.97	$ 1,002.94	$ 1,002.94	$ 1,078.16	$ 1,078.16
E-Forms	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
FIORI Extension for SAP Archive Link	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Full-Text Indexing Concurrent Client for Autonomy IDOL	5	$ 55.99	$ 279.95	$ 60.18	$ 300.90	$ 64.70	$ 323.50
Full-Text Indexing Server for Autonomy IDOL	1	$ 1,865.93	$ 1,865.93	$ 2,005.87	$ 2,005.87	$ 2,156.31	$ 2,156.31
Hyland Hosted Cloud Solution	1	$ 2,400.00	$ 2,400.00	$ 2,580.00	$ 2,580.00	$ 2,773.50	$ 2,773.50
Hyland Identity Provider	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

RFB 2023-048 Annual Contract for OnBase Maintenance and Support

		Award Requordit, Inc. Gurnee, IL HUB - No CO-OP - Yes					
		Year 1		Year 2		Year 3	
Description	Qty	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price
Integration for ESRI ArcGIS Server	1	$ 1,865.93	$ 1,865.93	$ 2,005.87	$ 2,005.87	$ 2,156.31	$ 2,156.31
Integration for Microsoft Outlook	1	$ 932.97	$ 932.97	$ 1,002.94	$ 1,002.94	$ 1,078.16	$ 1,078.16
Integration for SAP Exchange Infrastructure (XI)	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Integration for Single Sign-On	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interactive Data Capture	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Mobile Access for Android	1	$ 932.97	$ 932.97	$ 1,002.94	$ 1,002.94	$ 1,078.16	$ 1,078.16
Mobile Access for iPad	1	$ 932.97	$ 932.97	$ 1,002.94	$ 1,002.94	$ 1,078.16	$ 1,078.16
Mobile Access for iPhone	1	$ 932.97	$ 932.97	$ 1,002.94	$ 1,002.94	$ 1,078.16	$ 1,078.16
Multi-User Server	1	$ 1,492.75	$ 1,492.75	$ 1,604.70	$ 1,604.70	$ 1,725.05	$ 1,725.05
Named User Licenses	5	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Office Business Application	9,999	$ 0.28	$ 2,799.72	$ 0.30	$ 2,999.70	$ 0.32	$ 3,199.68

RFB 2023-048 Annual Contract for OnBase Maintenance and Support

		Award Requordit, Inc. Gurnee, IL HUB - No CO-OP - Yes					
		Year 1		Year 2		Year 3	
Description	Qty	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price
Production Document Imaging (Kofax or Twain) (1)	1	$ 932.97	$ 932.97	$ 1,002.94	$ 1,002.94	$ 1,078.16	$ 1,078.16
Production Document Imaging (Kofax or Twain) (2+)	18	$ 420.02	$ 7,560.36	$ 451.52	$ 8,127.36	$ 485.39	$ 8,737.02
Publishing	1	$ 2,195.21	$ 2,195.21	$ 2,359.85	$ 2,359.85	$ 2,536.84	$ 2,536.84
Query API (Additional block of 500 queries/hour) (OnBase Unity/Core)	1	$ 1,492.75	$ 1,492.75	$ 1,604.70	$ 1,604.70	$ 1,725.05	$ 1,725.05
Query API (Initial 500 queries/hour) (OnBase Unity/Core)	1	$ 1,865.93	$ 1,865.93	$ 2,005.87	$ 2,005.87	$ 2,156.31	$ 2,156.31
Records Management	1	$ 3,731.84	$ 3,731.84	$ 4,011.73	$ 4,011.73	$ 4,312.61	$ 4,312.61
Signature Pad Interface (TWAIN)	1	$ 1,119.55	$ 1,119.55	$ 1,203.51	$ 1,203.51	$ 1,293.78	$ 1,293.78
Single Sign-On for Microsoft Active Directory Federation Services (1)	1	$ 2,000.00	$ 2,000.00	$ 2,150.00	$ 2,150.00	$ 2,311.25	$ 2,311.25
Unity Automation API	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Unity Client Server	1	$ 1,865.93	$ 1,865.93	$ 2,005.87	$ 2,005.87	$ 2,156.31	$ 2,156.31
Unity Forms	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

RFB 2023-048 Annual Contract for OnBase Maintenance and Support

		Award Requordit, Inc. Gurnee, IL HUB - No CO-OP - Yes					
		Year 1		Year 2		Year 3	
Description	Qty	Unit Price	Ext Price	Unit Price	Ext Price	Unit Price	Ext Price
Unity Integration Toolkit	1	$ 1,865.93	$ 1,865.93	$ 2,005.87	$ 2,005.87	$ 2,156.31	$ 2,156.31
Virtual Print Driver	1	$ 932.97	$ 932.97	$ 1,002.94	$ 1,002.94	$ 1,078.16	$ 1,078.16
Web Server	1	$ 1,865.93	$ 1,865.93	$ 2,005.87	$ 2,005.87	$ 2,156.31	$ 2,156.31
Workflow Concurrent Client SL (1-20)	20	$ 410.51	$ 8,210.20	$ 441.29	$ 8,825.80	$ 474.39	$ 9,487.80
Workflow Named User Client SL	5	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
WorkView Concurrent Client SL (1-20)	10	$ 279.89	$ 2,798.90	$ 300.88	$ 3,008.80	$ 323.44	$ 3,234.40
WorkView Concurrent Client SL (1-20)	10	$ 279.89	$ 2,798.90	$ 300.88	$ 3,008.80	$ 323.44	$ 3,234.40
WorkView Concurrent Client SL (21-50)	20	$ 242.56	$ 4,851.20	$ 260.76	$ 5,215.20	$ 280.31	$ 5,606.20
All-Inclusive Hourly Rate for Remote Professional Services	100	$ 175.00	$ 17,500.00	$ 175.00	$ 17,500.00	$ 175.00	$ 17,500.00
Total by Year			$138,016.88		$147,043.48		$156,735.43
Bid Total						$	441,795.79
Licenses Added December 1, 2022: Production Document Imaging (SUBS)	5	$ 516.00	$ 2,580.00	$ 1,548.00	$ 7,740.00	$ 1,664.10	$ 8,320.50
Total by Year with Added Licenses			$140,596.88		$154,783.48		$165,055.93
Bid Total with Added Licenses						$	460,436.29

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. 2023-048 - Annual Contract for OnBase Support and Maintenance - Information Technology - Requordit, 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.

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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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