



COMMISSIONERS COURT  
COMMUNICATION

COURT ORDER NUMBER 145168  
PAGE 1 OF 17  
DATE: 5/6/2025

**SUBJECT: RFP NO. F2024054 - ANNUAL CONTRACT FOR BUSINESS ANALYTICAL SERVICES - INFORMATION TECHNOLOGY - VARIOUS VENDORS - EXERCISE FIRST OPTION FOR RENEWAL - SAME CONTRACT TERMS**

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

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve renewal of RFP No. F2024054, Annual Contract for Business Analytical Services, for the first optional twelve (12) month period at the same contract terms.

**BACKGROUND**

On August 6, 2024, the Commissioners Court, through Court Order #143582, awarded RFP No. F2024054, Annual Contract for Business Analytical Services, for Information Technology, to the following vendors:

Primary	Crowe LLP	4 of 4 Sections
Secondary	Berry, Dunn, McNeil & Parker, LLC	3 of 4 Sections

The awards were based upon evaluation criteria set forth in the RFP specifications and contained options to renew for two (2) additional twelve (12) month periods.

The purpose of this contract is for professional analytical services in business analysis, strategic planning, policy analysis, and organizational change management. This contract offers Tarrant County the opportunity to receive these services on an as-needed basis as needs are identified within any County department seeking to optimize internal processes. This contract replaces a prior contract for analytical services which the Information Technology Department used to develop technical requirements for multiple projects.

The vendors notified Purchasing in writing that they will extend the same contract terms through August 5, 2026. Information Technology notified Purchasing in writing that they are pleased with the vendors and want to renew.

Therefore, it is the joint recommendation of Information Technology and Purchasing that the Commissioners Court approve renewal of RFP No. F2024054, Annual Contract for Business Analytical Services, for another twelve (12) month period.

**FISCAL IMPACT**

There were no expenses for last year. The department utilizing services is responsible for funding. The County's future cost will be determined by the services provided on an as-needed basis.

SUBMITTED BY	Purchasing	PREPARED BY:	Wanyu Chen
		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, MS.SCM, CPSM, CPSD, CPCP  
Assistant Purchasing Agent

March 26, 2025

Susannah Heitger  
Crowe LLP  
225 West Wacker Drive, Suite 2600  
Chicago, IL, 60606-1224

Re: RFP No. F2024054– Annual Contract for Business Analytical Services

Dear Ms. Heitger:

Referenced bid was for twelve (12) months with two (2) options to renew for an additional twelve (12) months each. The original contract was for the period August 6, 2024 through August 5, 2025. The effective dates for the first renewal option will run from August 6, 2025 through August 5, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Crowe LLP to accept the first option for an additional one (1) year period as the primary vendor for this bid as awarded on August 6, 2024. Crowe LLP 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 August 5, 2026.

- Yes, Crowe LLP will accept the offer to extend the same contract terms through August 5, 2026.  
**Please include a current 1295 Form with your response.**
- No, Crowe LLP will NOT accept the offer to extend the same contract terms through August 5, 2026.

Please email your signed response.

Sincerely,

Wanyu Chen, Senior Buyer  
Tarrant County  
817-884-1144

*Susannah Heitger*  
\_\_\_\_\_  
Susannah Heitger  
Crowe LLP

4/1/2025  
Date



TARRANT COUNTY PURCHASING DEPARTMENT

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Melissa Lee, C.P.M., A.P.P.  
Purchasing Agent

Chris Lax, MS.SCM, CPSM, CPSD, CPCP  
Assistant Purchasing Agent

March 26, 2025

Seth Hedstrom  
Berry, Dunn, McNeil & Parker, LLC  
2211 Congress Street  
Portland, ME 04102

Re: RFP No. F2024054– Annual Contract for Business Analytical Services

Dear Mr. Hedstrom:

Referenced bid was for twelve (12) months with two (2) options to renew for an additional twelve (12) months each. The original contract was for the period August 6, 2024 through August 5, 2025. The effective dates for the first renewal option will run from August 6, 2025 through August 5, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Berry, Dunn, McNeil & Parker, LLC to accept the first option for an additional one (1) year period as the secondary vendor for this bid as awarded on August 6, 2024. Berry, Dunn, McNeil & Parker, LLC 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 August 5, 2026.

- Yes, Berry, Dunn, McNeil & Parker, LLC will accept the offer to extend the same contract terms through August 5, 2026. **Please include a current 1295 Form with your response.**
- No, Berry, Dunn, McNeil & Parker, LLC will NOT accept the offer to extend the same contract terms through August 5, 2026.

Please email your signed response.

Sincerely,

**Seth Hedstrom**

Seth Hedstrom  
Berry, Dunn, McNeil & Parker, LLC

**4/3/2025**

Date

Wanyu Chen, Senior Buyer  
Tarrant County  
817-884-1144

# Memorandum

**To:** Theresa Lee

**Dept:** Information Technology Department

**From:** Wanyu Chen, Sr. Buyer, Purchasing Department

**Date:** 03/26/2025

**Re:** Renewal of RFP F2024054, Annual Contract for Business Analytical Services

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The above referenced contract will expire on August 5, 2025. This contract included two (2) options to renew with the vendor for additional twelve (12) month terms. The first renewal term would commence August 6, 2025 and would expire August 5, 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 by April 4, 2025.

Primary Crowe LLP 4 of 4 Sections  
Secondary Berry, Dunn, McNeil & Parker, LLC 3 of 4 Sections

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

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

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

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SIGNATURE: Theresa G. Lee DATE: 3/26/2025

RFP No. F2024054, Annual Contract for Business Analytical Services

Best and Final Offer Scores - Section 1 Business Analysis for IT Solutions

		Secondary Award	Primary Award
		<i>Berry, Dunn, McNeil &amp; Parker, LLC Portland, ME HUB - No</i>	<b>Crowe LLP Chicago, IL HUB - No</b>
	Max Points	Score	Score
Presentation	500	381.43	<b>400.71</b>
References	150	135.00	<b>145.00</b>
Price	350	286.44	<b>350.00</b>
Total Score	1000	802.87	<b>895.71</b>

RFP No. F2024054, Annual Contract for Business Analytical Services

Post-Presentation Scores - Section 1 Business Analysis for IT Solutions

		Berry, Dunn, McNeil & Parker, LLC Portland, ME HUB - No	Crowe LLP Chicago, IL HUB - No
Evaluation Criteria	Max Points	Score	Score
Presentation	500	381.43	400.71
References	150	135.00	145.00
Price	350	294.98	350.00
Total Score	1000	811.41	895.71

RFP No. F2024054, Annual Contract for Business Analytical Services

Initial Scores - Section 1 Business Analysis for IT Solutions

Evaluation Criteria	Max Points	Anand PAG Inc. Irving, TX HUB - Yes		Arrowhead Consulting Solutions, LLC Tulsa, OK HUB - No		Berry, Dunn, McNeil & Parker, LLC Portland, ME HUB - No		COGENT Infotech Corporation Pittsburgh, PA HUB - No	
		Score	Score	Score	Score	Score	Score		
Experience & Qualifications	300	57.14	184.29	235.71	207.14				
Portfolio of Services	400	25.86	195.29	285.86	251.00				
Total Score	700	83.00	379.57	521.57	458.14				

Evaluation Criteria	Max Points	ConvergeStack LLC Fort Worth, TX HUB - No		Crowe LLP Chicago, IL HUB - No		Tachyon Technologies, LLC Southlake, TX HUB - No		The Evolvers Group, L.P. Flower Mound, TX HUB - Yes	
		Score	Score	Score	Score	Score	Score		
Experience & Qualifications	300	94.29	235.71	168.57	200.00				
Portfolio of Services	400	118.43	286.14	205.29	214.57				
Total Score	700	212.72	521.86	373.86	414.57				

Note:

No-bid received from 3-C TECHNOLOGY, LLC, Armstrong Forensic Laboratory, Inc., Communication Concepts, CSI Leasing, Inc., Infinity Sound LTD, Kindao Corp, TEKsystems, and Vision Software Technologies.

The response received from Guidehouse, Inc. was deemed non-responsive because it did not constitute an offer due to a Deficiencies and Deviations statement that the response could not be used to award a unilateral agreement. Windward Consulting Group, Inc. is deemed non-responsive due to not providing the required documentation including experience and qualifications and portfolio of services.

RFP No. F2024054, Annual Contract for Business Analytical Services

Best and Final Offer Scores - Section 2 Strategic Planning

		Secondary Award	Primary Award
		Berry, Dunn, McNeil & Parker, LLC Portland, ME HUB - No	Crowe LLP Chicago, IL HUB - No
Evaluation Criteria	Max Points	Score	Score
Presentation	500	392.86	386.43
References	150	135.00	145.00
Price	350	310.75	350.00
Total Score	1000	838.61	881.43

RFP No. F2024054, Annual Contract for Business Analytical Services

Post-Presentation Scores - Section 2 Strategic Planning

Evaluation Criteria	Max Points	Berry, Dunn, McNeil & Parker, LLC Portland, ME HUB - No	Crowe LLP Chicago, IL HUB - No
		Score	Score
Presentation	500	392.86	386.43
References	150	135.00	145.00
Price	350	318.62	350.00
Total Score	1000	846.48	881.43

RFP No. F2024054, Annual Contract for Business Analytical Services

Initial Scores - Section 2 Strategic Planning

Evaluation Criteria	Max Points	Anand PAG Inc. Irving, TX HUB - Yes			Arrowhead Consulting Solutions, LLC Tulsa, OK HUB - No			Berry, Dunn, McNeil & Parker, LLC Portland, ME HUB - No			COGENT Infotech Corporation Pittsburgh, PA HUB - No		
		Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	
Experience & Qualifications	300	30.00	186.00	233.14	175.71								
Portfolio of Services	400	20.00	250.00	315.71	54.29								
Total Score	700	50.00	436.00	548.86	230.00								

Evaluation Criteria	Max Points	Crowe LLP Chicago, IL HUB - No			The Evolvers Group, L.P. Flower Mound, TX HUB - Yes		
		Score	Score	Score	Score	Score	Score
Experience & Qualifications	300	228.86	180.00				
Portfolio of Services	400	282.86	207.14				
Total Score	700	511.72	387.14				

Note:

No-bid received from 3-C TECHNOLOGY, LLC, Armstrong Forensic Laboratory, Inc., Communication Concepts, CSI Leasing, Inc., Infinity Sound LTD, Kindao Corp, TEKsystems, and Vision Software Technologies.  
 The response received from Guidehouse, Inc. was deemed non-responsive because it did not constitute an offer due to a Deficiencies and Deviations statement that the response could not be used to award a unilateral agreement.

RFP No. F2024054, Annual Contract for Business Analytical Services

Best and Final Offer Scores - Section 3 Policy Review and Analysis

**Primary Award**

		<b>Crowe LLP Chicago, IL HUB - No</b>	
Evaluation Criteria	Max Points	Score	
Presentation	500	<b>397.14</b>	
References	150	<b>145.00</b>	
Price	350	<b>350.00</b>	
Total Score	1000	<b>892.14</b>	

RFP No. F2024054, Annual Contract for Business Analytical Services

Post-Presentation Scores - Section 3 Policy Review and Analysis

		Crowe LLP Chicago, IL HUB - No
Evaluation Criteria	Max Points	Score
Presentation	500	397.14
References	150	145.00
Price	350	350.00
Total Score	1000	892.14

RFP No. F2024054, Annual Contract for Business Analytical Services

Initial Scores - Section 3 Policy Review and Analysis

Evaluation Criteria	Max Points	Anand PAG Inc. Irving, TX HUB - Yes		COGENT Infotech Corporation Pittsburgh, PA HUB - No		Crowe LLP Chicago, IL HUB - No		The Evolvers Group, L.P. Flower Mound, TX HUB - Yes	
		Score	Score	Score	Score	Score	Score		
Experience & Qualifications	300	25.71	160.00	222.86	130.00				
Portfolio of Services	400	30.00	54.29	298.58	41.43				
Total Score	700	55.71	214.29	521.44	171.43				

Note:

No-bid received from 3-C TECHNOLOGY, LLC, Armstrong Forensic Laboratory, Inc., Communication Concepts, CSI Leasing, Inc., Infinity Sound LTD, Kindao Corp, TEKsystems, and Vision Software Technologies.  
 The response received from Guidehouse, Inc. was deemed non-responsive because it did not constitute an offer due to a Deficiencies and Deviations statement that the response could not be used to award a unilateral agreement.

RFP No. F2024054, Annual Contract for Business Analytical Services

Best and Final Offer Scores - Section 4 Organizational Change Management (OCM)/ Business Transition

		Secondary Award	Primary Award
		<i>Berry, Dunn, McNeil &amp; Parker, LLC Portland, ME HUB - No</i>	<b>Crowe LLP Chicago, IL HUB - No</b>
Evaluation Criteria	Max Points	Score	Score
Presentation	500	381.43	<b>395.71</b>
References	150	135.00	<b>145.00</b>
Price	350	338.59	<b>350.00</b>
<b>Total Score</b>	<b>1000</b>	<b>855.02</b>	<b>890.71</b>

RFP No. F2024054, Annual Contract for Business Analytical Services

Post-Presentation Scores - Section 4 Organizational Change Management (OCM)/ Business Transition

Evaluation Criteria	Max Points	Berry, Dunn, McNeil & Parker, LLC Portland, ME HUB - No		Crowe LLP Chicago, IL HUB - No	
		Score	Score	Score	Score
Presentation	500	381.43		395.71	
References	150	135.00		145.00	
Price	350	343.79		350.00	
Total Score	1000	860.22		890.71	

RFP No. F2024054, Annual Contract for Business Analytical Services

Initial Scores - Section 4 Organizational Change Management (OCM)/ Business Transition

Evaluation Criteria	Max Points	Anand PAG Inc. Irving, TX HUB - Yes		Arrowhead Consulting Solutions, LLC Tulsa, OK HUB - No		Berry, Dunn, McNeil & Parker, LLC Portland, ME HUB - No		COGENT Infotech Corporation Pittsburgh, PA HUB - No	
		Score	Score	Score	Score	Score	Score	Score	Score
Experience & Qualifications	300	32.86	178.57	230.00	182.86				
Portfolio of Services	400	25.00	237.86	307.86	240.00				
Total Score	700	57.86	416.43	537.86	422.86				

Evaluation Criteria	Max Points	Crowe LLP Chicago, IL HUB - No		Tachyon Technologies, LLC Southlake, TX HUB - No		The Evolvers Group, L.P. Flower Mound, TX HUB - Yes	
		Score	Score	Score	Score	Score	Score
Experience & Qualifications	300	245.71	195.71	175.71			
Portfolio of Services	400	332.86	262.14	228.57			
Total Score	700	578.57	457.86	404.29			

Note:  
 No-bid received from 3-C TECHNOLOGY, LLC, Armstrong Forensic Laboratory, Inc., Communication Concepts, CSI Leasing, Inc., Infinity Sound LTD, Kindao Corp, TEKsystems, and Vision Software Technologies.  
 The response received from Guidehouse, Inc. was deemed non-responsive because it did not constitute an offer due to a Deficiencies and Deviations statement that the response could not be used to award a unilateral agreement.



## 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. F2024054 - Annual Contract for Business Analytical Services - Information Technology - Various Vendors - Exercise First 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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