



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER 145642  
PAGE 1 OF 6  
DATE: 8/5/2025

**SUBJECT: RFP NO. F2024160 - ANNUAL CONTRACT FOR OPERATION OF THE REENTRY FIRST STOP CENTER - SHERIFF'S OFFICE - CORNERSTONE ASSISTANCE NETWORK - 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. F2024160, Annual Contract for Operation of the Reentry First Stop Center, for the Sheriff's Office, for the first optional twelve (12) month period at the same contract terms.

**BACKGROUND**

On September 4, 2024, the Commissioners Court, through Court Order #143810, awarded RFP No. F2024160, Annual Contract for Operation of the Reentry First Stop Center, for the Sheriff's Office, to Cornerstone Assistance Network.

The award was based upon evaluation criteria set forth in the RFP specifications and contained options to renew for three (3) additional twelve (12) month periods.

The purpose of this contract is to hire a firm to provide services to citizens leaving incarceration at a Tarrant County jail facility. Services include housing assistance and job placement assistance.

Cornerstone Assistance Network notified Purchasing in writing that they will extend the same contract terms through September 30, 2026. The Sheriff'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 Sheriff's Office and Purchasing that the Commissioners Court approve renewal of RFP No. F2024160, Annual Contract for Operation of the Reentry First Stop Center, for another twelve (12) month period.

**FISCAL IMPACT**

Expenses for the last twelve (12) months were \$292,274.76. Funding in the amount of \$292,274.76 is available in account T8500-2026 Opioid Epidemic/1140100000 Non-Departmental/566064 Reentry/Re-Integration.

The \$292,274.96 amount includes the total annual operation of the current service location at the Resource Connection.

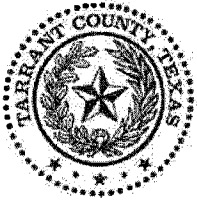
SUBMITTED BY	Purchasing	PREPARED BY:	James Bocks, CPPB
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



# COMMISSIONERS COURT COMMUNICATION

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The agreement includes an option to open a second location in Arlington in the amount of \$96,129.00 annually. Currently, there are no plans to exercise the option for the second location.



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

June 11, 2025

Cornerstone Assistance Network  
3500 Noble Avenue  
Ft Worth, TX 76111

Re: RFP F2024160 Annual Contract for Operation of the Reentry First Stop Center

Dear Sir/Madam:

Referenced bid was for twelve (12) months with three (3) options to renew for additional twelve (12) months each. The original contract was for the period of 10/1/2024 through 09/30/2025. The effective dates for the first renewal option will run from 10/1/2025 through 09/30/2026.

Yes, Cornerstone Assistance Network will accept the offer to extend the same contract terms through the renewal period. **Please include a current 1295 Form with your response.**

No, Cornerstone Assistance Network will NOT accept the offer to extend the same contract terms through the renewal period.

Please fax or email your signed response.

Sincerely,

Handwritten signature of James L. Bocks in black ink, positioned above a horizontal dashed line.

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 Scott Charbonneau in black ink, positioned above a horizontal dashed line.

Name: Scott Charbonneau  
Cornerstone Assistance Network, President and CEO  
(P) 817-632-6007  
(F) 817-632-6001  
(E) scharbonneau@canetwork.org

# Memorandum

To: Bill Waybourn

Dept.: Sheriff Office

From: James Bocks, MBA, CPPB, Senior Buyer, Purchasing Department

Date: June 11, 2025

Re: RFP F2024160 Annual Contract for Operation of the Reentry First Stop Center

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The above referenced contract will expire on 09/30/2025. This contract included options to renew with the vendor for three (3) additional twelve (12) month terms. The first renewal term will commence 10/1/2025 and would expire 09/30/2026.

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, 6/6/2025.

Cornerstone Assistance Network

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:

*Bill Waybourn*

DATE:

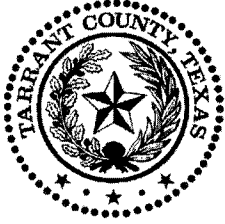
*6-11-25*

RFP No. F2024160 Annual Contract for Operation of the Reentry First Stop Center

Award

		<u>Cornerstone Assistance Network Ft Worth, TX HUB - No</u>
Evaluation Criteria	Max. Points	Score
Company Experience and Preparedness	10	<u>8.89</u>
Proposed Program Services	40	<u>35.42</u>
Proposed Staff Plan	10	<u>8.89</u>
Pricing	35	<u>35.00</u>
References	5	<u>3.00</u>
Total Score	100	<u>91.20</u>

Notes: No bids were received from Opeulent Group, LLC and Search and Staff



**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. F2024160 - Annual Contract for Operation of the Reentry First Stop Center - Sheriff's Office - Cornerstone Assistance Network - 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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