



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER <#CourtOrderNumber#>

PAGE 1 OF 6

DATE: 6/17/2025

SUBJECT: RFP NO. F2024143 - ANNUAL CONTRACT FOR HIV AND RELATED SERVICES - HIV ADMINISTRATIVE AGENCY - COLLABORATIVE RESEARCH, LLC - 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. F2024143, Annual Contract for HIV and Related Services, for the first optional twelve (12) month period at the same contract terms.

BACKGROUND

On October 1, 2024, the Commissioners Court, through Court Order #144014, awarded RFP No. F2024143, Annual Contract for HIV and Related Services, for HIV Administrative Agency, to Collaborative Research, 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.

Services to be provided under this contract include comprehensive subrecipient compliance monitoring, needs assessments, training and technical assistance, development of service standards, and client satisfaction surveys.

The vendor notified Purchasing in writing that they will extend the same contract terms through September 30, 2026. HIV Administrative Agency notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of HIV Administrative Agency and Purchasing that the Commissioners Court approve renewal of RFP No. F2024143, Annual Contract for HIV and Related Services, for another twelve (12) month period.

FISCAL IMPACT

Expenses for last year were \$352,400.00. Funding is available in account E0032-2026 DSHS-Ryan Treatment Modernization Act Part B/1132000000 HIV Administration/569011 Professional Services.

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

May 7, 2025

Lorie Pate
Chief Financial Officer
Collaborative Research, LLC
1790 Holly Star Dr
Tyler, TX 75703

Re: RFP No. F2024143 – Annual Contract for HIV and Related Services

Dear Lorie:

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 of October 1, 2024 through September 30, 2025. The effective dates for the first renewal option will run from October 1, 2025 through September 30, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Collaborative Research, LLC to accept the first option for an additional one (1) year period as the primary vendor for this bid as awarded on October 1, 2024. Collaborative Research, 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 September 30, 2026.

☒ Yes, Collaborative Research, LLC will accept the offer to extend the same contract terms through September 30, 2026. **Please include a current 1295 Form with your response.**

☐ No, Collaborative Research, LLC will NOT accept the offer to extend the same contract terms through September 30, 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 email your signed response.

Sincerely,

Wanyu Chen
Senior Buyer
Tarrant County
817-884-1144

Lorie Pate

Lorie Pate, Chief Financial Officer
Collaborative Research, LLC

05/08/2025

Date

Memorandum

To: Lisa McKamie-Muttiah

Dept: HIV Administrative Agency

From: Wanyu Chen, Sr. Buyer, Purchasing Department

Date: 4/30/2025

Re: Renewal of RFP F2024143, Annual Contract for HIV and Related Services

The above-mentioned contract will expire on September 30, 2025. This contract included two (2) options to renew with the vendors for two (2) additional twelve (12) month terms. The first optional twelve (12) month period would commence on October 1, 2025 and would expire on September 30, 2026.

If you wish to exercise this first option to renew and continue this contract with Collaborative Research, LLC for twelve more months, please check the appropriate item and email it to me by May 7, 2025.

☒ Yes, I wish to continue the current contract with Collaborative Research, LLC for the first renewal term of the contract.

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

Funding in the amount of \$102,449.00 is available in Various Funds/Various Cost Centers. Please see attached.

☐ No, I do not wish to continue the current contract with Collaborative Research, LLC for the following reason (s):

SIGNATURE: 
Lisa McKamie-Muttiah (May 7, 2025 16:02 CDT)

DATE: _____

RFP No. F2024143 Annual Contract for HIV and Related Services
Section I: HIV Specific Services

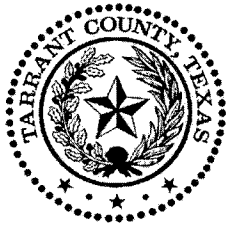
		Award	
Evaluation Criteria	Max Points	Collaborative Research, LLC Tyler, TX HUB - Yes CO-OP - Yes	RAI Equity Labs Inc. New York, NY HUB - No
	Score	Score	Score
Qualifications and Experience	200	151.75	156.63
Sample Work Submission (Portfolio)	200	155.00	115.00
Vendor Requirements	200	135.13	127.13
References	50	46.70	34.00
Pricing	350	350.00	160.00
Total Score	1000	838.58	592.76

Notes: No-bids received from Fisher Healthcare and Plywood Company of Fort Worth, Inc.

RFP No. F2024143 Annual Contract for HIV and Related Services
Section II: HIV Related Services

Award		Collaborative Research, LLC Tyler, TX HUB - Yes CO-OP - Yes		RAI Equity Labs Inc. New York, NY HUB - No
Evaluation Criteria	Max Points	Score	Score	
Qualifications and Experience	200	151.75	155.88	
Sample Work Submission (Portfolio)	200	155.00	125.00	
Vendor Requirements	200	135.13	130.13	
References	50	46.70	34.00	
Pricing	350	350.00	160.00	
Total Score	1000	838.58	605.01	

Notes: No-bids received from Fisher Healthcare and Plywood Company of Fort Worth, Inc.



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. F2024143 - Annual Contract for HIV and Related Services - HIV Administrative Agency - Collaborative Research, LLC - 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.

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.
