



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER <#CourtOrderNumber#>

PAGE 1 OF 6

DATE: 6/17/2025

**SUBJECT: RFP NO. F2024135 - ANNUAL CONTRACT FOR DISPUTE RESOLUTION
CASE MANAGEMENT SOLUTION AND MAINTENANCE - COUNTY
ADMINISTRATOR'S OFFICE - ADR NOTABLE, 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. F2024135, Annual Contract for Dispute Resolution Case Management Solution and Maintenance, for the first optional twelve (12) month period at the same contract terms.

BACKGROUND

On September 4, 2024, the Commissioners Court, through Court Order #143808, awarded RFP No. F2024135, Annual Contract for Dispute Resolution Case Management Solution and Maintenance, for the County Administrator's Office, to ADR Notable, 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.

This contract is used to track cases referred from courts for mediation. It allows for reporting back to the courts on the status of individual cases, provides overall program statistics and performance metrics, and includes functionality to manage volunteer mediators, assign cases, and maintain basic case and litigant information.

The vendor notified Purchasing in writing that they will extend the same contract terms through September 3, 2026. The County Administrator'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 County Administrator's Office and Purchasing that the Commissioners Court approve renewal of RFP No. F2024135, Annual Contract for Dispute Resolution Case Management Solution and Maintenance, for another twelve (12) month period.

FISCAL IMPACT

Expenses for last year were \$22,480.00. Funding in the amount of \$2,160.00 is available in account 22500-2025 Dispute Resolution Fund/4840100000 Dispute Resolution/578025 Software Maintenance and Licenses.

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 6, 2025

Gary Doernhoefer
ADR Notable, LLC
875 N. High St. Suite 300
Columbus, OH 43215

Re: RFP No. F2024135 – Annual Contract for Dispute Resolution Case Management Solution

Dear Mr. Doernhoefer:

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 September 4, 2024 through September 3, 2025. The effective dates for the first renewal option will run from September 4, 2025 through September 3, 2026.

Tarrant County Purchasing Department hereby extends an invitation to ADR Notable, LLC to accept the first option for an additional one (1) year period as the primary vendor for this bid as awarded on September 4, 2024. ADR Notable, 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 3, 2026.

☒ Yes, ADR Notable, LLC will accept the offer to extend the same contract terms through September 3, 2026. **Please include a current 1295 Form with your response.**

☐ No, ADR Notable, LLC will NOT accept the offer to extend the same contract terms through September 3, 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

A handwritten signature in black ink, appearing to read "Gary Doernhoefer", written over a horizontal line.
Gary Doernhoefer
ADR Notable, LLC

A handwritten date "5/8/25" in black ink, written over a horizontal line.
Date

Memorandum

To: Susan Young

Dept: Dispute Resolution Department

From: Wanyu Chen, Sr. Buyer, Purchasing Department

Date: 5/5/2025

Re: Renewal of RFP F2024135, Annual Contract for Dispute Resolution Case Management Solution

The above-mentioned contract will expire on September 3, 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 September 4, 2025 and would expire on September 3, 2026.

If you wish to exercise this first option to renew and continue this contract with ADR Notable, LLC for twelve more months, please check the appropriate item and email it to me by May 12, 2025.

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

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

22500-2025 Dispute Resolution / 4840100000 / Software Maintenance 576025

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

SIGNATURE: Susan Young DATE: 5/5/25

RFP No. F2024135 Annual Contract for Dispute Resolution Case Management Solution and Maintenance

Post-Demonstration Scores

Award		
Evaluation Criteria	Max Points	i3-ImageSoft, LLC Nashville, TN HUB - No
	Score	
Qualifications and Experience	100	73.13
Response to Requirements	430	329.75
Project Approach and Implementation	150	106.88
References	100	91.00
Price	420	420.00
Total Score	1200	1020.76

Note: No-bids received from 3-C TECHNOLOGY, LLC, GTS Technology Solution, Inc., and Salary.com LLC. Allerin US, Inc., FEDEKE, LLC dba Moore Financial Services, and Resourceful Internet Solutions, Inc. were not considered for award because they did not meet the mandatory requirement to provide SOC 2 Type II report to confirm vendor's security internal controls and best practices.

RFP No. F2024135 Annual Contract for Dispute Resolution Case Management Solution and Maintenance

Initial Scores

		ADR Notable, LLC Columbus, OH HUB - No	i3-ImageSoft, LLC Nashville, TN HUB - No
Evaluation Criteria	Max Points	Score	Score
Qualifications and Experience	100	73.13	80.63
Response to Requirements	430	318.13	331.38
Project Approach and Implementation	150	106.50	115.13
Total Score	680	497.76	527.14

Note: No-bids received from 3-C TECHNOLOGY, LLC, GTS Technology Solution, Inc., and Salary.com LLC. Allerin US, Inc., FEDEKE, LLC dba Moore Financial Services, and Resourceful Internet Solutions, Inc. were not considered for award because they did not meet the mandatory requirement to provide SOC 2 Type II report to confirm vendor's security internal controls and best practices.



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. F2024135 - Annual Contract for Dispute Resolution Case Management Solution and Maintenance - County Administrator's Office - ADR Notable, 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.
