



COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER 144980

PAGE 1 OF 7

DATE: 4/2/2025

SUBJECT: RFP NO. F2024069 - ANNUAL CONTRACT FOR PROFESSIONAL SERVICES TO PREPARE A CENTRAL SERVICES COST ALLOCATION PLAN - AUDITOR'S OFFICE - 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. F2024069, Annual Contract for Professional Services to Prepare a Central Services Cost Allocation Plan, for the Audit Department, for the first optional twelve (12) month period at the same contract terms.

BACKGROUND

On June 18, 2024, the Commissioners Court, through Court Order #143334, awarded RFP No. F2024069, Annual Contract for Professional Services to Prepare a Central Services Cost Allocation Plan, for the Auditor's Office, to the following vendors:

Primary	Maximus US Services, Inc
Secondary	MGT of America Consulting, LLC
Alternate	Matrix Consulting Group, Ltd.

The awards were 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 develop a Central Services Cost Allocation Plan to be used by County departments which allow for the reimbursement of indirect costs and to comply with the requirements for grant recipients outlined in the Code of Federal Regulations (2 CFR 200).

The vendors notified Purchasing in writing that they will extend the same contract terms through June 17, 2026. The Audit Department notified Purchasing in writing that they are pleased with the vendors and want to renew.

Therefore, it is the joint recommendation of the Auditor's Office and Purchasing that the Commissioners Court approve renewal of RFP No. F2024069, Annual Contract for Professional Services to Prepare a Central Services Cost Allocation Plan, for another twelve (12) month period.

FISCAL IMPACT

Expenses for last year were approximately \$22,500.00. Funding is available in account 10000-2025 General Fund/1140100000 Non-Departmental/569011 Professional Services.

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



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76106 • (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 14, 2025

Maximus US Services, Inc.
1600 Tysons Blvd.
Suite 1400
McLean, VA 22102

Re: RFP F2024069 Annual Contract for Professional Services to Prepare a Central Services Cost Allocation Plan

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 6/18/2024 through 06/17/2025. The effective dates for the first renewal option will run from 6/18/2025 through 06/17/2026.

Yes, Maximus US Services, Inc. will accept the offer to extend the same contract terms through the renewal period. **Please include a current 1295 Form with your response.**

No, Maximus US Services, Inc. will NOT accept the offer to extend the same contract terms through the renewal period.

Please fax or email your signed response.

Sincerely,

A handwritten signature in black ink, appearing to read "JB", written over a horizontal dashed line.

James L. Bocks, MBA, CPPB
Senior Contract Administrator
(P) 817.884.1738
(F) 817.850.2935
(E) jlbocks@tarrantcounty.com

A handwritten signature in black ink, reading "Jaida Williams", written over a horizontal dashed line.

Name: Jaida Williams
Maximus US Services, Inc.
(P) 804.323.3535
(F) _____
(E) JaidaWilliams@maximus.com



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 14, 2025

MGT Impact Solutions, LLC
4320 W. Kennedy Blvd
Suite 200
Tampa, FL 33609

Re: RFP F2024069 Annual Contract for Professional Services to Prepare a Central Services Cost Allocation Plan

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 6/18/2024 through 06/17/2025. The effective dates for the first renewal option will run from 6/18/2025 through 06/17/2026.

Yes, MGT Impact Solutions, LLC will accept the offer to extend the same contract terms through the renewal period. **Please include a current 1295 Form with your response.**

No, MGT Impact Solutions, LLC will NOT accept the offer to extend the same contract terms through the renewal period.

Please fax or email your signed response.

Sincerely,

James L. Bocks, MBA, CPPB
Senior Contract Administrator
(P) 817.884.1738
(F) 817.850.2935
(E) jlbocks@tarrantcounty.com

Name: A. Trey Traviesa, CEO
MGT Impact Solutions, LLC
(P) 888.302.0899
(F) N/A
(E) contracts@mgt.us



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 14, 2025

Matrix Consulting Group, Ltd.
1650 S. Amphlett Blvd.
Suite 213
San Mateo, CA 94402

Re: RFP F2024069 Annual Contract for Professional Services to Prepare a Central Services Cost Allocation Plan

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 6/18/2024 through 06/17/2025. The effective dates for the first renewal option will run from 6/18/2025 through 06/17/2026.

Yes, Matrix Consulting Group, Ltd. will accept the offer to extend the same contract terms through the renewal period. **Please include a current 1295 Form with your response.**

No, Matrix Consulting Group, Ltd. will NOT accept the offer to extend the same contract terms through the renewal period.

Please fax or email your signed response.

Sincerely,

A handwritten signature in black ink, appearing to read "JB", written over a horizontal dashed line.

James L. Bocks, MBA, CPPB
Senior Contract Administrator
(P) 817.884.1738
(F) 817.850.2935
(E) jlbocks@tarrantcounty.com

Name: Courtney Ramos
Matrix Consulting Group, Ltd.
(P) 650-858-0507
(F) _____
(E) cramos@matrixcg.net

Memorandum

To: Kimberly M. Buchanan
Dept.: Auditor's Office
From: James Bocks, MBA, CPPB, Senior Buyer, Purchasing Department
Date: January 13, 2025
Re: RFP F2024069 Annual Contract for Professional Services to Prepare a Central Services Cost Allocation Plan

The above referenced contract will expire on 06/17/2025. This contract included options to renew with the vendor for three (3) additional twelve (12) month terms. The first renewal term will commence 06/18/2025 and would expire 06/17/2026.

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, 2/21/2025.**

Maximus US Services, Inc. (Primary)
MGT of America Consulting, LLC (Secondary)
Matrix Consulting Group, Ltd. (Alternate)

- 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).
-
-

SIGNATURE: _____

DATE: _____

Kimberly M. Buchanan 10/13/25

RFP No. F2024069 Annual Contract for Professional Services to Prepare a Central Services Cost Allocation Plan

Evaluation Criteria	Max. Points	Primary Award			Secondary Award		Alternate Award	
		<u>Maximus US Services, Inc.</u> <u>McLean, VA</u> <u>HUB - No</u>			MGT of America Consulting, LLC Tampa, FL HUB - No		Matrix Consulting Group, Ltd. San Mateo, CA HUB - No	
Company Experience & Preparedness	10	<u>8.33</u>			8.61		6.67	
Service Summary	20	<u>15.42</u>			14.38		14.17	
Work Product Samples	20	<u>16.67</u>			16.67		15.00	
Vendor Staffing Plan	10	<u>8.75</u>			7.50		6.67	
Pricing	35	<u>34.61</u>			32.52		35.00	
References	5	<u>4.95</u>			4.00		3.00	
Total Score	100	<u>88.73</u>			83.68		80.51	

Notes: No bid responses were received from CSI Leasing, Inc and Petroserv 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. F2024069 - Annual Contract for Professional Services to Prepare a Central Services Cost Allocation Plan - Audit Department - 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.

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.
