



**TARRANT COUNTY PURCHASING DEPARTMENT**

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

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**RFP NO. 2023-057**

**NOTICE OF INTENT**

**REQUEST FOR PROPOSALS FOR ANNUAL CONTRACT FOR IDENTIFICATION VERIFICATION SERVICE FOR ORDERING AND PROCESSING CERTIFIED COPIES**

Tarrant County is requesting proposals for its **REQUEST FOR PROPOSALS FOR ANNUAL CONTRACT FOR IDENTIFICATION VERIFICATION SERVICE FOR ORDERING AND PROCESSING CERTIFIED COPIES** for the **COUNTY CLERK**. Those interested in participating in this process may download **ALL** documents related to this RFP from the Requests for Proposal/Bids section of the Purchasing Page on the Tarrant County website.

**Download Instructions:** Go to [www.tarrantcounty.com](http://www.tarrantcounty.com); Click “Doing Business”; Click “Bid Opportunities”; Click “Bids/Request for Proposal (RFPs)”; Click “Current Solicitations”.

**PROPOSALS ARE DUE IN THE PURCHASING DEPARTMENT ON  
FEBRUARY 23, 2023, AT 2:00 P.M. CST**

**A Pre-Proposal GoToMeeting Video Conference will be held:**

**MONDAY, FEBRUARY 6, 2023, AT 2:00 P.M. CST**

**RSVP:** Vendors planning to attend the Pre-Proposal GoToMeeting Video Conference must RSVP to Teresa Ralls, Senior Buyer, via fax 817-884-2629 or, if unable to fax, email to [BidQuestions-RSVP@tarrantcounty.com](mailto:BidQuestions-RSVP@tarrantcounty.com) by 5:00 p.m. CST, Friday, February 3, 2023. Confirmed receipt by Tarrant County of this email is required.

**An RSVP must be completed by each company representative wishing to participate in the GoToMeeting and an email address must be provided for each.**

**After the RSVP deadline, a GoToMeeting invitation will be sent to participants.**

Company Name: \_\_\_\_\_ Contact Name \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-Mail Address(s): \_\_\_\_\_

The deadline for receipt of all questions is 12:00 p.m., CST, Tuesday, February 7, 2023. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to Teresa Ralls, Senior Buyer, via fax at **817-884-2629** or, if unable to fax, email to [BidQuestions-RSVP@tarrantcounty.com](mailto:BidQuestions-RSVP@tarrantcounty.com). The email must include the RFP No. in its subject and confirmation of receipt by Tarrant County is **required**.

All documents relating to this RFP, including, but not limited to, the RFP document, questions and responses, addenda and special notices will be posted under the RFP number on the Tarrant County website and available for download by Respondents and other interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. It is the Respondent's sole responsibility to review this site and retrieve all related documents up to the RFP due date.