



TARRANT COUNTY PURCHASING DEPARTMENT

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

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NOTICE OF INTENT

RFP NO. 2023-072

**REQUEST FOR PROPOSALS FOR
ANNUAL CONTRACT FOR UNIFIED COMMUNICATIONS AS A SERVICE**

Tarrant County is requesting proposals for its **RFP FOR ANNUAL CONTRACT FOR UNIFIED COMMUNICATIONS AS A SERVICE** for the **INFORMATION TECHNOLOGY DEPARTMENT**.

Download Instructions: Go to 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:
MARCH 6, 2023 AT 2:00 P.M. CST**

The deadline for receipt of all questions is 12:00 p.m., CST, Friday, February 3, 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 Elaine Johnson, CPPB, Senior Contracts Administrator, via fax at **817-884-2629** or, if unable to fax, email to

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.**

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MANDATORY PRE-PROPOSAL CONFERENCE

In accordance with Section 262.0256 of the Texas Local Government Code, the County will hold a Mandatory Pre-Proposal Conference.

All respondents must attend the scheduled Mandatory Pre-Proposal Conference to be held as follows:

DATE: MONDAY, JANUARY 30, 2023
TIME: 2:00 P.M. CST
LOCATION: TARRANT COUNTY FAMILY LAW CENTER COURTHOUSE
ASSEMBLY ROOM, 2ND FLOOR
200 E. WEATHERFORD
FORT WORTH, TEXAS 76196-0104

LATE ARRIVALS WILL NOT BE PERMITTED TO SIGN IN!

Note: **There is no opportunity to remotely view or call in to the Mandatory Pre-Proposal Conference.**

RSVP: Vendors planning to attend the Mandatory Pre-Proposal Conference must RSVP to Elaine Johnson, CPPB, Senior Contracts Administrator, via fax 817-884-2629 or, if unable to fax, email to BidQuestions-RSVP@tarrantcounty.com by 5:00 p.m. CST, Friday, January 27, 2023. Confirmed receipt by Tarrant County of this email is required.

Company Name: _____ Contact Name _____

Planning to attend Mandatory Pre-Proposal Conference: _____ YES _____ NO

If yes, number of representatives from your company: _____

Tel. No.: _____ Fax No.: _____

Email Address: _____

Questions will be addressed at the Mandatory Pre-Proposal Conference. Any Vendors who submits a proposal without attending the scheduled Mandatory Pre-Proposal conference will have their proposal disqualified. Such applicant who submits a proposal and does not attend the scheduled Mandatory Pre-Proposal Conference waives any right to assert claims due to undiscovered conditions.

NOTE: Late arrivals will not be permitted to sign in for the mandatory pre-proposal meeting and will therefore not be permitted to submit a proposal. Anyone leaving prior to the conclusion of the meeting will be removed from the eligibility list and not permitted to submit a proposal.