



Kimberly J. Williams, JD
Harris County Purchasing Agent

May 15, 2026

Commissioners Court
Harris County, Texas

RE: Job No. 260075

Members of Commissioners Court:

Please approve the following project for advertisement and consent for Request for Proposal on:

Description: Agenda and Meeting Management System for Harris County

Start Date: 05/15/2026

Due Date: 06/22/2026

Estimated Price: N/A

Solicitation Type: RFP

NIGP Code(s): 208-11; 920-45

Term Contract: Yes

Mandatory Pre-Solicitation

Conference: No

Solicitation

System: Bonfire

CDBG-DR

Funded: No

Reviewed By: • Harris County Purchasing • Universal Services - Technology

*Pursuant to Tex. Loc. Gov't Code §262.0295(a) and §262.030(d), for any RFP contract submitted and included on this request, submission shall constitute (1) a determination by the Purchasing Agent that it is **impractical** to prepare detailed specifications for an item to support the award of a purchase contract, and (2) a **notification** to the commissioners court of the same. If such letter is returned to Purchasing without alterations by commissioners court, that (3) shall constitute a **finding** by commissioners court that it is impractical to prepare detailed specifications for that item to support the award of a purchase contract, and the Purchasing Agent may use the multistep competitive proposal procedure, or an "RFP" as per Tex. Loc. Gov't Code §262.0295 and §262.030.*

Sincerely,

Kimberly J. Williams, JD
Purchasing Agent

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FOR INCLUSION ON COMMISSIONERS COURT AGENDA MAY 28, 2026