

EXHIBIT A
REQUIREMENTS

**HIDALGO COUNTY COMMUNITY
SUPERVISION & CORRECTIONS DEPT.
REQUEST FOR PROPOSAL AND QUALIFICATIONS**

**RFP/Q- Psychiatric Evaluation Services for
Hidalgo County Community Supervision & Corrections Department
RFP/Q NO: 06-323-09-13-VGG**

Hidalgo County Community Supervision & Corrections Department is inviting statements of qualifications from competent, interested and qualified Vendors for the purpose of providing services for psychiatric evaluations. The Hidalgo County Purchasing Department will receive sealed envelopes containing statements of qualifications for the provision of "**RFP/Q-Psychiatric Evaluation Services for Hidalgo County Community Supervision & Corrections Department**" as specified herein. Statements of qualifications will be accepted until **9:30 A.M., Wednesday, September 13, 2006. ANY RFP/Q RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFP/Q No: 06-323-09-13-VGG
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
100 E. Cano, 4th Floor
Edinburg, Texas 78539

The Submittal Envelope Must Show the RFP/Q Number, Name and Acceptance Date.

The following outlines the Request For Proposal and Qualifications:

SECTION I: GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION:

Hidalgo County is requesting that statements of proposals and qualifications be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 100 E. Cano, 4th Floor, Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN Wednesday, August 30, 2006, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, September 01, 2006. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

PROPOSER'S AFFIDAVIT:

Respondents to this RFP/Q must submit a signed Proposer's Affidavit (attached herein in Exhibit "D") certifying that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit; (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit; or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF BIDS:

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT:

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:

It is the responsibility of the submitter to review the Request for Proposals and Qualifications (RFP/Q) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

PROPOSAL DELIVERY:

Hidalgo County requires submitters, when hand delivering qualifications, to have a Purchasing Department representative time/date stamp and initial the envelope when dropping RFP/Q off.

SIGNING OF QUALIFICATIONS:

In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES:

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING:

The successful submitter may not subcontract the award without the written consent of Commissioners Court of Hidalgo County.

ADDITIONAL INFORMATION TO TERMS AND CONDITIONS:

All costs and expenses associated with the preparation and submission of (bids, proposal and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

SECTION II: RFP/Q REQUIREMENTS

Request For Proposals and Qualifications:

The required contents and limitations for the preparation of the RFP/Q are described in this section. Failure to provide the requested information or adhere to any Hidalgo County limitations will result in disqualification of the submitted RFP/Q. A total of **one (1) original and seven (7) copies** of the RFP/Q shall be submitted to the address on the cover letter.

Contents:

The required contents for the RFP/Q are presented below in the order they should be incorporated into the submitted document.

Understanding of the Project:

This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

Qualifications:

Services. The VENDOR shall, in accordance with the terms of this AGREEMENT, provide all necessary personnel, equipment, materials, supplies, facilities, and services (except as may be furnished by the DEPARTMENT as specified in writing as part of this AGREEMENT) and do all things necessary for, or incidental to, the provision of the services listed as follows:

The Vendor shall provide psychiatric evaluation services upon request by the department. Evaluation services may include mental status, personality, behavioral, and sociological screening. The Vendor shall conduct a clinical interview, administer any psychological tests deemed necessary, score and interpret said tests, and write and submit a report to the department within 30 days of the first interview.

The Vendor shall provide the department, and/or its representatives (Community Supervision Officers) the necessary case consultation after a psychiatric evaluation has been completed. This case consultation will be afforded to the department at no extra cost.

Referrals. The DEPARTMENT retains control over the Defendants referred to VENDOR for the provision of services. If the Defendant is determined to be in need of additional or different services, the Defendant is to be referred back to the DEPARTMENT for further action. The process by which this action will occur will be addressed in the Operations Plan, if applicable.

Court Testimony. VENDOR agrees to provide testimony in court, if required, at no additional cost to the DEPARTMENT.

No-Shows. DEPARTMENT will not pay the full rate to VENDOR for Defendants who fail to attend sessions or meetings.

The Vendor shall inform the department's representative (Community Supervision Officer) if the client fails to appear for any and all appointments, initial or subsequent.

The Vendor shall submit a statement for payment of services performed in the format labeled Exhibit B within 30 days of the service date.

The Vendor shall submit the assessment report to the department Director within 10 days of service date.

The Vendor shall treat the client's record as confidential in accordance with federal regulations and state laws. The Vendor shall release information as indicated in the Release of Confidential Information. This form is required in order to effect the necessary exchange of information between the department and the Vendor (Exhibit D).

The Vendor shall adopt and implement workplace guidelines concerning persons with AIDS and HIV infections and shall also develop and implement guidelines regarding confidentiality of AIDS and HIV related medical information for employees of said Vendor and for clients, inmates, patients and residents served by the Vendor in accordance with the provisions found in Acts 1989, 71st Leg., Ch 1195, Section 5.03 and Section 5.04.

TERM OF CONTRACT:

The term of the contract shall be for a two (2) year period, with the County's sole discretion to extend the contract for an additional one (1) year.

Hidalgo County reserves the right to continue this proposal for an additional sixty (60) day Grace Period at the end of the contract under the same rates, terms and conditions for unforeseen delay during the procurement process.

PROPOSERS ARE NOT TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001), et seq. Once selected, proposer is to provide a fee proposal based on the scope of work.

NUMBER OF COPIES TO BE SUBMITTED:

Hidalgo County requires **one (1) original submittal and seven (7) copies.**

PART III: SELECTION AND SCHEDULES

SELECTION PROCEDURES:

The RFP/Q shall be submitted according to the schedule below.

Proposal Ranking: An Evaluation Committee will evaluate and rank the written RFP/Q's. After the RFP/Q's have been ranked, the department will make a recommendation to the Hidalgo County Commissioner's Court.

Negotiation Process:

If negotiations prove unsuccessful, the next highest ranked VENDOR will be contacted. Hidalgo County reserves the right to reject any and all RFP/Q's.

Any contract awarded to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products and/or performance of services ordered, or (c) terminated by Hidalgo County with thirty day's written notice prior to cancellation.

PROPOSAL SUBMITTED TO: An original and seven (7) copies of RFP/Q's should be submitted to:

Martha L. Salazar, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building; 100 E. Cano, 4th Floor
Edinburg, Texas 78539

RFP/Q's must be submitted by **no later than 9:30 a.m. on Wednesday, September 13, 2006.**

EVALUATION:

The evaluation system consists of a 100-point system. The Proposer's will be ranked after evaluation. Categories under the 100-point system include response to RFP/Q. RFP/Q submittal evaluation will be based on the criteria outlined in Exhibit B.