

**HIDALGO COUNTY PURCHASING DEPARTMENT
PROPOSAL ACCEPTANCE SHEET**

DEPARTMENT NAME: Hidalgo County

**PROPOSAL ACCEPTANCE DATE:
NOVEMBER 29, 2006**

PROPOSAL ACCEPTANCE TIME: 9:30 A.M.

DESCRIPTION OF PROPOSAL: Prepaid Voluntary Legal Services -Hidalgo County

PROPOSAL NO: 2006-401-11-29-otm

RFP#	NAME OF COMPANY	ACKNOWLEDGMENT OF RECEIPT OF RFP RESPONSE	ADDENDUM
#01	Rusteberg & Associates 1010 E. Tyler Harlingen, Texas 78550	√	
#02	ARAG 11805 Oakfield Drive Louisville KY 40245	√	
#03	Pre-Paid Legal Services, Inc. One Pre-Paid Way Ada, Ok 74820	√	
#04			
#05			
#06			
#07			
#08			

PROPOSERS ARE NOT TO PROVIDE A FEE SCHEDULE (PROPOSAL) WITH THIS SUBMITTAL: The fee(s)/rate(s) 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.**

Each party submitting a proposal is asked to screen their designated proposals for correctness and compliance with the specifications.

The contents of the proposals shall be kept undisclosed during the process of negotiations. After the agreement is awarded, all proposals will be available for public inspection, subject to formal request for information form is submitted.

PART III-SELECTION AND SCHEDULES

SELECTION PROCEDURES: The RFP shall be submitted according to the schedule below.

-  **Request for Proposal Ranking:** At the sole discretion of Hidalgo County Commissioners' Court: (a) score/evaluate themselves and/or (b) may appoint or designate a Committee to score and evaluate the written RFPs. Firms may be asked to provide additional information for clarification purposes based on the information provided within the Proposal response. Thereafter, Hidalgo County Commissioners' Court will finalize the evaluation and rank the respondents based upon their presentations to the Court.

Negotiation Process: One finalist will be selected for the negotiation phase of the Request for Proposal process. If negotiations prove unsuccessful, the next highest ranked firm will be contacted. The County of Hidalgo reserves the right to reject any and all RFPs.

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 County with thirty day's written notice prior to cancellation. All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

PROPOSALS SUBMITTED TO: An original and seven (7) copies of RFPs should be submitted to:

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

RFPs must be submitted by **no later than 9:30 a.m. on Wednesday, November 29, 2006.**

EVALUATION: The evaluation system consists of a 100-point system. The firms will be ranked after evaluation. Categories under the 100-point system include response to RFP. RFP submittal evaluation will be based on the criteria outlined in Exhibit B.