

**EXHIBIT A**  
**REQUIREMENTS**

**HIDALGO COUNTY**  
**REQUEST FOR QUALIFICATIONS**

**Chief Physician Services for the Health  
Department-Hidalgo County**

**RFQ NO:**

Hidalgo County is inviting statements of qualifications from qualified Physicians to serve as the Chief Physician for the County Health Department . The County of Hidalgo is seeking to enter into a services contract(s) with a state-registered/licensed (Texas) physician. The Hidalgo County Purchasing Department will receive sealed envelopes containing statements of qualifications for the provision of “**Chief Physician Services for the County Health Department-Hidalgo County**” as specified herein. Statements of qualifications will be accepted until **9:30 A.M., Wednesday, \_\_\_\_\_**. **ANY RFQ RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFQ No:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
100 E. Cano, 4<sup>th</sup> Floor  
Edinburg, Texas 78539

**The Submittal Envelope Must Show the RFQ Number, Name and Acceptance Date.** The following outlines the Request For Qualifications:

## **SECTION I GENERAL TERMS AND CONDITIONS**

**ADDITIONAL INFORMATION:** Hidalgo County is requesting that statements of qualifications be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 100 E. Cano, 4<sup>th</sup> Floor, Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN** Wednesday, \_\_\_\_\_, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Monday, \_\_\_\_\_ at 2:00 P.M.. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

### **DISCLOSURE OF CONFLICT OF INTEREST:**

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County (“the County”) to disclose in the Conflict of Interest Questionnaire (“the CIQ”) attached as **Exhibit D**, the vendor, person, consultant or contractor’s affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk’s Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contracts or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please Submit completed CIQ forms to the Hidalgo County

### **PROPOSER’S AFFIDAVIT:**

Respondents to this RFQ 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 telephonic 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 cost occasioned thereby.

**RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:**

It is the responsibility of the submitter to review the Request for Qualifications (RFQ) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict the submitters ability to comply with. 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.

**RFQ DELIVERY:**

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

**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-ASSIGNMENTS:**

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

**TERM OF CONTRACT:**

The term of the agreement will be for an initial period of two(2) years with County's option to renew for two(2) additional one(1) year terms.

**DAVIS BACON ACT:**

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

## **SECTION II - RFQ REQUIREMENTS**

### **REQUEST FOR QUALIFICATIONS:**

The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFQ. A total of **one (1) original and ten (10) copies** of the RFQ shall be submitted to the address on the cover letter.

**CONTENTS:** The required contents for the RFQ 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.

### **PHYSICIAN QUALIFICATIONS-REQUIREMENTS:**

The County of Hidalgo is seeking to contract with a competent qualified physician, to serve as the Chief Physician for the County Health Department. This section will contain the minimum requirements to qualify a competent physician to serve as the Chief Physician for the County Health Department, including but not limited to the following:

- Personal Curriculum Vitae;
- Registered and licensed to practice in the State of Texas. Copy of current/valid license must be included in this response;
- Must be certified (or eligible for certification) by the Board of Certification of Family Practitioners or have a minimum of five (5) years experience in the Family Practice.
- Revocation or suspension of the Chief Physician's medical license will be cause for immediate termination of the contract. All qualified physician(s) are required to furnish a certification or acknowledgment stating that the physician(s) is free from suspension or debarment pursuant to federal regulation 45CRF76;
- Certification form is included in this packet and must be completed and submitted as part of the response to the RFQ/P;
- The qualified physician should provide a copy of their Professional Liability Insurance(malpractice) as well as all other applicable insurances as required by Hidalgo County and as detailed in Exhibit "C" contained herein;

### **PERSONNEL AND STAFFING:**

The Chief Physician should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Bio graphic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

### **REQUIRED CERTIFICATIONS AND SUBMITTAL:**

This section will contain copies of any licenses, registrations, certifications, as required by Hidalgo County, the State Of Texas, etc. The qualified physician should add copies of their Professional Liability Insurance. Hidalgo County requires limits as described and detailed in Exhibit "C"-Insurance Requirements contained herein.

### **SCOPE OF SERVICES.**

The Chief Physician Services contract will encompass all project-related Health Department services to the County of Hidalgo including, but not limited to, the following:

- a. Providing and maintaining a medical license under which all medical activities of the Health Department

- employees will take place;
- b. Providing standing delegation orders to nurse practitioners and nurses and supervising medical procedures and practices performed by the public health nursing staff;
  - c. Providing medical services and established protocols and practices to implement Texas Department of Health programs in Hidalgo County, including the pre-natal/obstetrical, family planning, women's health, well child, Tb control, STD (sexually transmitted diseases) control, and immunization programs.
  - d. Providing or arranging for 3<sup>rd</sup> trimester care and delivery of high risk women from our program who are unable to find a physician willing to care for them;
  - e. Ensuring that county and state procedures and standards of practice are followed in the clinical/medical operations of the Health Department;
  - f. Assisting with the diagnosis and treatment (if needed,) of patients with communicable diseases (STD's, Tb, etc., 8 to 16 hours/week). Be prepared to undergo additional training/orientation, as necessary, to be able to screen chest x-rays for Tb, assess and treat Tb patients and STD patients in case the regular provider is unavailable.
  - g. Provide 8 to 16 hours of primary care for indigent patients per week in one of the county clinics;
  - h. The number of hours per week stated in subparagraphs f. and g. includes record reviews and Nurse Practitioner supervision requirements in subparagraph b. The actual time required each week will not normally exceed 16 hours per week.
  - i. Serving as the Health Authority for Hidalgo County and as such be available after hours, weekends, and Holidays as needed, in case of natural disaster/emergency, terrorist attack, or other emergency circumstances;
  - j. The Chief Physician must report any and all problems or recommended changes in operations of health department clinic facilities to the Health Department Director. The Chief Physician may assist the Director in developing solutions or implementing changes approved by the Director. The Director will not interfere with the Chief Physician's exercise of professional medical judgement in matters relating to medical practice or procedures. The Chief Physician will not interfere with the Director's exercise of professional administrative and environmental health judgment in all other matters not relating to clinical medicine;
  - k. The Chief Physician shall prepare, maintain, and submit all records that are designated, required, or prescribed either by the County, the Health Department or the State of Texas. Such records will remain the property of Hidalgo County;
  - l. The Chief Physician shall, upon request, assist and participate in In-service training sessions and discussion meetings regarding the treatment and care of patients and activities related to the operation of the Health Department when requested by the Director;
  - m. In the event County exercises its option to terminate as further described herein the Chief Physician agrees to continue to render all services until such time as new Chief Physician's contract is awarded.
  - n. The Chief Physician may occasionally will be required to, at his own expense, travel within the four-county (Hidalgo, Willacy, Cameron, and Starr)- Rio Grande Valley Area. Should travel be required outside the four-county and Rio Grande Valley Area, the Chief Physician shall be reimbursed by the County in the same amount and manner as for Hidalgo County employees.

**PHYSICIAN(S) 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 ten (10) copies.**

### **PART III-SELECTION AND SCHEDULES**

**SELECTION PROCEDURES:**

**Proposal Ranking:** A Departmental Committee will evaluate and rank the written RFQ&Ps. After the RFQ&Ps have been ranked, the department will make a recommendation to the Hidalgo County Commissioners' Court.

**Negotiation 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 RFQ&Ps.

**Termination of Services:**

Any contract awarded to a qualified physician will be in effect until **(a) the contract expires, (b) performance of all services ordered, or (c) terminated by County with ninety(90) day's written notice prior to cancellation, (d) or until County has engaged the services of a new Chief Physician.**

**PROPOSAL SUBMITTED TO:** An original and ten (10) copies of RFQ&Ps should be submitted to:

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

RFQ&Ps must be submitted by **no later than 9:30 a.m. on Wednesday, July 9, 2003.**

**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 RFQ&P. RFQ&P submittal evaluation will be based on the criteria outlined in Exhibit B.