



PURCHASING DEPARTMENT  
County Of Hidalgo

E-07-464-12-11

December 5, 2007

Dr. Marin Garza, M.D.  
Tropical Texas Center of MHMR  
P.O. Box Drawer 1108-5115 So. McColl Rd.  
Edinburg, Texas 78540

Via Fax (956) 969-0156

Re: **Extension of Contract No. C-05-377-12-20 - "Professional Medical Services"-Hidalgo County Sheriff's Office**

Dear Dr. Garza:

Please be advised that Hidalgo County will be requesting permission by the Hidalgo County Commissioners' Court at the regular meeting on, Tuesday, December 11, 2007 to exercise the (first 1<sup>st</sup> year) of the option to extend contract for an additional two (2) one (1) year terms (as stated in the current contract). Commencement date (if approved) will become effective as of January 1, 2008 under the same rates, terms and conditions and expiring on December 31, 2008.

Please acknowledge receipt of notice of intent to extend contract of same by signing below and returning to the Purchasing Department by no later than, Wednesday, December 5, 2007, 2:00 p.m., Via Facsimile to (956) 956-318-2629, Attn: Leticia Saenz, Contracts Mgr.

Dr. Marin Garza, M.D.

By: \_\_\_\_\_

Date: 12/5/07

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 318-2626 ext. 4861. Your cooperation in this matter is greatly appreciated and we hope your company will continue its business relationship with the County of Hidalgo.

Sincerely,

Leticia H. Saenz, CPPB  
Hidalgo County Contracts Manager

xc: File



Medical Professional Liability Insurance

Certificate Of Insurance

Advocate, MD Insurance of the Southwest Inc.
Claims Made
Physicians and Surgeons Liability Insurance Policy

Named Insured:

Policy Number: TX 12370

Renewal [X] New Policy [ ]

Marin Garza, M.D.
1901 S. 24th
Edinburg, TX 78539

Policy Period:

Effective Date: January 1, 2008 at 12:01 am

Expiration Date: January 1, 2009 at 12:01 am

Retroactive Date: January 1, 2006

Standard time at the address of the Named Insured

Coverage:

Professional Liability

Per Claim Limit of Liability: \$500,000

Annual Aggregate Limit of Liability: \$1,000,000

Coverage E Medical Board Defense

Per Claim Limit of Liability: \$ 20,000

Annual Aggregate Limit of Liability: \$ 60,000

Specialty: General Practice No Surgery

Disclaimer

The insurance afforded under this policy is subject to all terms, exclusions and conditions of the insurance policy. Should coverage be amended, altered or canceled, the obligation to notify the certificate holder, if any, is solely that of the insured and failure to provide such notice shall impose no obligation or liability of any kind upon Advocate, MD Insurance Company of the Southwest Inc., its agents or representatives.

Countersigned:

Handwritten signature of Donna G. Parker

AUTHORIZED REPRESENTATIVE

Issue Date:

December 10, 2007

Original

Advocate, MD Insurance of the Southwest Inc.
811 Barton Springs Road, Suite 800, Austin, TX 78704
800-686-2734 Main (512) 275-1830 Local (512) 275-1240 Fax
WWW.ADVOCATEMD.COM

41 This **Spectrum Policy** consists of the Declarations, Coverage Forms, Common Policy Conditions and any  
03 other Forms and Endorsements issued to be a part of the Policy. This insurance is provided by the stock  
IL insurance company of The Hartford Insurance Group shown below.  
SBM

**INSURER:** HARTFORD LLOYDS INSURANCE COMPANY  
785 GREENS PARKWAY, SUITE 200, HOUSTON, TX 77067  
COMPANY CODE: B

**Policy Number:** 65 SBM IL0341 DX



**SPECTRUM POLICY DECLARATIONS ORIGINAL**

**Named Insured and Mailing Address:** DR MARIN GARZA  
(No., Street, Town, State, Zip Code)

PO BOX 180  
LINN TX 78563  
USAA #: 112717850

**Policy Period:** **From** 10/04/07 **To** 10/04/08 1 YEAR  
12:01 a.m., Standard time at your mailing address shown above. **Exception:** 12 noon in New Hampshire.

**Name of Agent/Broker:** USAA INSURANCE AGENCY INC/PHS  
**Code:** 812846

**Previous Policy Number:** NEW

**Named Insured is:** INDIVIDUAL

**Audit Period:** NON-AUDITABLE

**Type of Property Coverage:** NONE

**Insurance Provided:** In return for the payment of the premium and subject to all of the terms of this policy, we agree with you to provide insurance as stated in this policy.

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**TOTAL ANNUAL PREMIUM IS:** \$350 MP

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Countersigned by *Margie K. Ape* 10/05/07  
Authorized Representative Date

00982

\*1500265IL03410101



**SPECTRUM POLICY DECLARATIONS (Continued)**

POLICY NUMBER: 65 SBM IL0341

<b>BUSINESS LIABILITY</b>	<b>LIMITS OF INSURANCE</b>
LIABILITY AND MEDICAL EXPENSES	\$2,000,000
MEDICAL EXPENSES - ANY ONE PERSON	\$ 10,000
PERSONAL AND ADVERTISING INJURY	\$2,000,000
DAMAGES TO PREMISES RENTED TO YOU ANY ONE PREMISES	\$ 300,000
AGGREGATE LIMITS	
PRODUCTS-COMPLETED OPERATIONS	\$4,000,000
GENERAL AGGREGATE	\$4,000,000
EMPLOYMENT PRACTICES LIABILITY COVERAGE: FORM SS 09 01	
EACH CLAIM LIMIT	\$ 5,000
DEDUCTIBLE - EACH CLAIM LIMIT NOT APPLICABLE	
AGGREGATE LIMIT	\$ 5,000
RETROACTIVE DATE: 10042007	

This **Employment Practices Liability Coverage** contains claims made coverage. Except as may be otherwise provided herein, specified coverages of this insurance are limited generally to liability for injuries for which claims are first made against the insured while the insurance is in force. Please read and review the insurance carefully and discuss the coverage with your Hartford Agent or Broker.

The Limits of Insurance stated in this Declarations will be reduced, and may be completely exhausted, by the payment of "defense expense" and, in such event, The Company will not be obligated to pay any further "defense expense" or sums which the insured is or may become legally obligated to pay as "damages".

00983  
\*1500265IL03410101





Medical Professional Liability Insurance

**Certificate Of Insurance**

Advocate, MD Insurance of the Southwest Inc.  
Claims Made  
Physicians and Surgeons Liability Insurance Policy

**Named Insured:**

Marin Garza, M.D.  
1901 S. 24th  
Edinburg, TX 78539

**Policy Number: TX 12370**

Renewal  New Policy

**Policy Period:**

Effective Date: January 1, 2008 at 12:01 am

Expiration Date: January 1, 2009 at 12:01 am

Retroactive Date: January 1, 2006

Standard time at the address of the Named Insured

**Coverage:**

**Professional Liability**

Per Claim Limit of Liability: \$500,000

Annual Aggregate Limit of Liability: \$1,000,000

**Coverage E Medical Board Defense**

Per Claim Limit of Liability: \$ 20,000

Annual Aggregate Limit of Liability: \$ 60,000

**Specialty:** General Practice No Surgery

**Disclaimer**

The insurance afforded under this policy is subject to all terms, exclusions and conditions of the insurance policy. Should coverage be amended, altered or canceled, the obligation to notify the certificate holder, if any, is solely that of the insured and failure to provide such notice shall impose no obligation or liability of any kind upon Advocate, MD Insurance Company of the Southwest Inc., its agents or representatives.

Countersigned:

*Danna G. Parker*

AUTHORIZED REPRESENTATIVE

Issue Date:

December 10, 2007

**Original**

Advocate, MD Insurance of the Southwest Inc  
811 Barton Springs Road, Suite 800, Austin, TX 78704  
800-686-2734 Main (512) 275-1830 Local (512) 275-1240 Fax  
WWW.ADVOCATEMD.COM

FTX1

TEXAS LIABILITY INSURANCE CARD

Name and Address of Insured

MARIN GARZA  
PEGGY B GARZA  
COL USA RET  
PO BOX 180  
LINN TX 78563-0180

MARIN GARZA  
PEGGY B GARZA

Insurance Company  
UNITED SERVICES AUTOMOBILE ASSN

Policy Number	7101 7	Effective Date	02/16/08	Expiration Date	08/16/08
Vehicle Make/Model/Vehicle Identification Number	CHEV AVALANC 1500 3GNEC12Z15G155844			Year	2005

This policy provides at least the minimum amounts of liability insurance required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicle and named insureds and may provide coverage for other persons and other vehicles as provided by the insurance policy.

b a c k

Texas Liability Insurance Card

Keep this card.

**IMPORTANT:** This card or a copy of your insurance policy must be shown when you apply for or renew your:

- motor vehicle registration
- driver's license
- motor vehicle safety inspection sticker.

You also may be asked to show this card or your policy if you have an accident or if a peace officer asks to see it.

All drivers in Texas must carry liability insurance on their vehicles or otherwise meet legal requirements for financial responsibility. Failure to do so could result in fines up to \$1,000, suspension of your driver's license and motor vehicle registration, and impoundment of your vehicle for up to 180 days (at a cost of \$15 per day).

**Additional copies available at [usaa.com](http://usaa.com).**  
POLICY SERVICE (800) 531-8111  
CLAIMS (800) 531-8222

THE STATE OF TEXAS

§

COUNTY OF HIDALGO

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**CONTRACT FOR SERVICES**

**C-05-377-12-20**

THIS AGREEMENT is made as of the 1<sup>st</sup> day of, January, 2006 by and between **HIDALGO COUNTY, TEXAS**, a political subdivision of the State of Texas (hereinafter "County") and **Marin Garza, M.D.** (hereinafter "Physician") to serve at the pleasure of the Hidalgo County Commissioners' Court.

W I T N E S S E T H:

WHEREAS, County desires to contract with a person to provide the services necessary to act as the provider of professional medical services for the residents of the Hidalgo County Adult Detention Facility (the "Clients" ) that are more specifically set forth hereinafter; and

WHEREAS, Physician has agreed to provide the services enumerated hereinafter for Hidalgo County Adult Detention Facility (the "Jail").

NOW, THEREFORE, for the mutual consideration expressed hereinafter, County and Physician agree as follows:

1. Physician agrees to provide to the Jail and its Clients the services required of Physician until replaced by Hidalgo County. These services include, but are not limited to:
  - (a) Providing and maintaining a medical license under which all medical activities of the Jail employees will take place;

**AI-6882****15.I.1.****HCSO-Extension-Contract No. C-05-377-12-20,C-05-377a-12-20, C-05-191-12-06 & C-06-286-11-21****CC REGULAR****Date:** 12/11/2007**Submitted By:** Letty Saenz, PURCHASING DEPT.**Submitted For:** Letty Saenz**Department:** PURCHASING DEPT.**Agenda Area:** Purchasing Department**Purchasing only:** Sheriff's Office**Information****CAPTION**

1. Requesting authority to exercise the first (1st) year of the additional two (2) one (1) year term extension as provided in current contract for: "Professional Medical Services" for the Hidalgo County Adult Detention Facility, under the same rates, terms and conditions with Dr. Marin Garza, M.D.- Effective: 01/01/08 - 12/31/08

2. Requesting authority to exercise the first (1st) year of the additional two (2) one (1) year term extension as provided in current contract for: "Professional Medical Services" for the Hidalgo County Adult Detention Facility, under the same rates, terms and conditions with Dr. Gumaro Garza, M.D.- Effective: 01/01/08 - 12/31/08

3. Requesting authority to exercise the first (1st) year of the additional three (3) one (1) year term extension as provided in current contract for: "Inmate Pay Telephone Services" for the Hidalgo County Sheriff's Office, under the same rates, terms and conditions with Evercom Systems, Inc. a division of Securus Technologies- Effective: 12/06/07 - 12/05/08

4. Requesting authority to exercise the one (1) year option to extend as provided in the current contract for: "Repairs of Kitchen Equipment and Appliances" for the Hidalgo County Sheriff's Office, under the same rates, terms and conditions with Hobart Corporation - Effective: 01/01/08 - 12/31/08

**BACKGROUND**

Letter of Extension-Dr. Marin Garza, M.D.

Letter of Extension-Dr. Gumaro Garza, M.D.

Letter of Extension-Evercom Systems, Inc. (Securus Technolgies)

Letter of Extension-Hobart Corporation

**Fiscal Impact****FISCAL YEAR:****ACCT. #:** 7-1100-423-21-280-002-0-331**FUNDS AVAILABLE Y/N?:****MATCHING FUNDS Y/N?:****BUDGETARY IMPACT:**

Items 1 & 2. Available balance is \$80,703.91 as of 12/6/07. Original 2007 budget was \$300,000.00 (presume similar funding in 2008).

**FISCAL YEAR:****ACCT. #:**

**FUNDS AVAILABLE Y/N?:**

**MATCHING FUNDS Y/N?:**

**BUDGETARY IMPACT:**

Item 3. Generates revenue for the jail commissary department (as per Virginia at the Sheriff's Office)

**FISCAL YEAR:**

**ACCT. #:** 7-1100-423-21-280-0020-432

**FUNDS AVAILABLE Y/N?:**

**MATCHING FUNDS Y/N?:**

**BUDGETARY IMPACT:**

Item 4. Available balance is \$20,436.34 as of 12/6/07. Original 2007 budget was \$77,000.00 (presume similar funding in 2008).

**Attachments**

Link: [Approval by HCSO on Extensions](#)

Link: [Extension-Dr. Marin Garza-Prof Physician Svc-HCSO](#)

Link: [Extension-Dr. Gumaro Garza-Prof Physician Svc-HCSO](#)

Link: [Extension-Evercom Systems Inc-Inmate Pay Telephone Svc-HCSO](#)

Link: [Extension-Hobart Corp-HCSO](#)

**Form Routing/Status**

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Letty Saenz	12/04/2007 03:59 PM	CREATED
1	Purchasing Department	Marty Salazar	12/06/2007 11:46 AM	APRV
2	Budget & Management	Damaris San Miguel	12/06/2007 03:05 PM	APRV
3	Dale Kennan	Dale Kennan	12/06/2007 03:45 PM	APRV
4	Auditor's Office			NEW
5	Court Administrator			
Form Started By: Letty Saenz			Started On: 12/04/2007 03:59 PM	

- (b) Providing standing delegation orders to nurse practitioners and nurses and supervising medical procedures:
- (c) Conduct physical examinations of the Clients as required by the Jail;
- (d) Conducting other evaluations and tests on each client as required by the Jail ;
- (e) Interpreting the results of any test conducted under (b) or (c) above and submitting a written report to the Jail of the results of such tests and examinations, as required by the Jail, including but not limited to, the Radiology Tests (i.e. X-rays for all inmates) performed on Hidalgo County Inmates involving and/or subject to tuberculosis;
- (f) Together with a nurse , provided at the sole cost and expense of the Jail, Physician will conduct and /or oversee Sick Call Clinics for all inmates incarcerated at the Jail who require medical services two (2) hours per day, twice a week. It will be the duty of the R.N. Supervisor and/or Infirmary Administrator to organize additional clinic visits by the Physician to follow up medications, treatments and similar requirements;
- (g) Physician shall adopt and implement workplace guidelines concerning inmates with AIDS and HIV infection and shall develop and implement guidelines regarding confidentiality of AIDS and HIV-related medical information for employees of Physician and for Clients, inmates, patients, and/or residents served by the Physician.

- (h) Provides consultation, hands on treatment and other related medical services to inmates while assessing their health needs and designing treatment plans during regularly scheduled visits to the Jail Facilities;
- (i) Physician shall refer inmates to a hospital or specialty clinic for treatment and care whenever the health care required is beyond the resources available at the jail;
- (j) Physician shall oversee the preparation, maintenance and submission of all records that are designated, required or prescribed be either the Jail or the Texas Commission on Jail Standards;
- (k) Physician shall permit Jail and the Texas Commission on Jail Standards to audit or inspect records and reports, review services and/or evaluate the performance of the services provided hereunder at any time;
- (l) Physician shall provide reasonable access to all records, books, reports and other data and information needed to accomplish reviews of activities, services and expenditures of the Jail;
- (m) Physician will order prescription medications utilizing the approved formulary provided by the jail, unless in the best interest of the patient as is deemed by the Physician;
- (n) The qualified Physician must provide and maintain a Texas Controlled Substance Registration listing the Jail's physical address in order to maintain and store/stock medications needed by the Contract Physician and Detention Infirmary Department;

2. Physician represents that he is a licensed physician licensed by the State of Texas and qualified to perform and execute the services provided above. If such license is suspended or revoked, this Contract shall automatically be terminated and Physician shall immediately notify the Hidalgo County Sheriff or such suspension or revocation.

3. As consideration for the above and foregoing, Physician shall submit a monthly billing statement to the Jail (P.O. Box 1228, Edinburg, Texas 78540). Said statement must provide an itemized list of services rendered to the Jail during the statement period. Upon receipt of said statement, the Jail shall submit a requisition for payment of said services in the customary manner provided for payments utilized by Hidalgo County, Texas. Physician shall be compensated in the amount of Three Thousand Three Hundred Thirty and No/100ths Dollars (\$3,330) per month for the services provided to the Jail hereunder.

4. Physician must comply with all applicable laws and regulations of the Jail and County policies. Notwithstanding the foregoing sentence, Physician represents and maintains that he is not an employee of the Jail, Hidalgo County, Texas, or any agency thereof, and represents and warrants that he does not desire or request any fringe benefits provided to employees of Jail, Hidalgo County, Texas, and/or any agency thereof, including, but no limited to benefits associated with Hidalgo County's Civil Service Program. Physician agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder.

5. The Jail and Physician agree that either party may terminate this contract at any time for any reason or no reason at all. Physician agrees to give County two

weeks notice of his intent to terminate Contract; however, if County is unable to find a suitable replacement, Physician agrees to continue for a period not to exceed thirty days at the same compensation stipulated in this Contract so that County may have an additional period of time to find a suitable replacement.

6. Physician agrees to provide professional liability insurance covering his activities in providing the services for County in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act, §101.001, et seq., Texas Civil Practices and Remedies Code, and shall furnish County a certificate issued by the insurer that such insurance is in full force and effect.

7. Physician may not assign the obligations or rights under this Contract to any person without the prior written consent of County.

8. Physician agrees to comply with the Title VI of the Civil Rights Act of 1964.

9. The term of this Contract shall be for a period of two (2) years and shall commence on January 1, 2006 and end on December 31, 2007 with the County's option to renew for two (2) one (1) year options.

12. Except as may be otherwise specifically provided in this Contract, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to County:

County of Hidalgo, Texas  
Attention: County Judge  
100 E. Cano, 2nd Floor  
Edinburg, Texas 78539

If to Physician:

Marin Garza M.D.  
PO Box 180  
Linn, Texas 78563

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the Unites States mail.

EXECUTED and effective as of the day and year first written above.

Approved by Commissioners' Court of Hidalgo County on this the 20th day of December, 2005.

Approved as to form:

Atlas & Hall LLP  
By: [Signature]  
Atlas & Hall, LLP  
Date: 1-4-06

Approved by Commissioners' Court  
on 12-20-05

COUNTY OF HIDALGO, TEXAS

By: [Signature]  
Ramon Garcia, County Judge  
Date: 1-6-06

ATTEST:

[Signature]  
Eddy Trevino, Acting County Clerk  
Date: 1/6/06

PHYSICIAN:

By: [Signature]  
Marin Garza, M.D.  
Date: 1/6/06

**EXHIBIT “A”**  
**RFP/Q**  
**REQUIREMENTS**

**EXHIBIT A**  
**REQUIREMENTS**

**HIDALGO COUNTY**  
**REQUEST FOR QUALIFICATIONS AND PROPOSAL**

**Physician(s) Services for the Adult Detention  
Facility**

**Bid No: 05-377-12-07ROL**

Hidalgo County is inviting statements of qualifications from qualified Physician(s) to provide physician services for Hidalgo County Adult Detention Facility. The County of Hidalgo is seeking to enter into a services contract(s) with a state-registered/licensed (Texas) physician(s). The Hidalgo County Purchasing Department will receive sealed envelopes containing statements of qualifications and proposals for the provision of "**Physician(s) Services for the Adult Detention Facility**" as specified herein.

Statements of qualifications and proposals will be accepted until **9:30 A.M., Wednesday, December 07, 2005. ANY RFQ&P RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

**RFQ&P No: 05-377-12-07ROL**  
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&P Number, Name and Acceptance Date.**

The following outlines the Request For Qualifications and Proposal:

SECTION I  
GENERAL TERMS AND CONDITIONS

**ADDITIONAL INFORMATION:** Hidalgo County is requesting that statements of qualifications and proposals 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, November 30, 2005, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, December 2, 2005. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

**CONFLICT OF INTEREST:** Submitters must have a "non-conflict of interest" affidavit on file prior to contract award.

**NON-COLLUSION:** Submitters, by submitting a signed submission, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

**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.

**RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:** It is the responsibility of the submitter to review the Request for Qualifications and Proposal (RFQ&P) 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 (December 7, 2005), 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 SOQ's, to have a Purchasing Department representative time/date stamp and initial the envelope when dropping RFQ&P 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 the Commissioners' Court of Hidalgo County.

## SECTION II

### RFQ&P QUALIFICATIONS/REQUIREMENTS/ SERVICES

**Request For Qualifications and Proposal:** The required contents and limitations for the preparation of the RFQ&P 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&P. A total of **one (1) original and ten (10) copies** of the RFQ&P shall be submitted to the address on the cover letter.

**Contents:** The required contents for the RFQ&P are presented below in the order they should be incorporated into the submitted document.

#### **PROJECT OVERVIEW:**

The County of Hidalgo must provide pursuant to Texas Commission on Jail Standards provisions, Chapter 273, "Health Services", (medical, dental and health services) in accordance with the approved health services plan. These services may include, but shall not be limited to, the services of a licensed physician, professional and allied health personnel, hospital, or similar service.

**PHYSICIAN(S) QUALIFICATIONS-REQUIREMENTS:** The County of Hidalgo is seeking to contract with a competent qualified physician(s) to provide services for the Adult Detention Facility. This section will contain the minimum requirements to qualify a competent physician(s) to provide services for the Hidalgo County Adult Detention

Facility, including but not limited to the following:

- Personal Curriculum Vitae;
- Registered and licensed to practice medicine by the Texas Board of Medical Examiners. Copy of current/valid license must be included in this response;
- Must have a minimum of (5) years experience in general practice;
- Must hold and maintain a current/valid certificates by the Drug Enforcement Agency and Texas Department of Public Safety Controlled Substances Registration.
- Revocation or suspension of the 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(s) 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;
- Must be or become a member of the Hidalgo County Medical Society;
- Serving on general call 24 hours a day, 7 days a week, except when out of town;
- When unavailable, physician must make all necessary arrangements for a substitute physician to perform the duties of correctional physician;
- Must provide sick call hours of two(2) hours per day, twice a week at the Hidalgo County Adult Detention Facility.

**Term of Agreement:** The term of the agreement will be for an initial period of 2 years with the County's option to renew for an additional 2 one(1) year terms under the same rates, terms and conditions.

Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term.

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 reimbursement for such charges or expenses shall be passed onto Hidalgo County.

**Required Certifications and Submittal:** This section will contain any licenses and certifications as required by HIDALGO COUNTY, the STATE OF TEXAS . The qualified physician(s) should add copies of their certificate of license from the Texas Board of Medical Examiners.

**SCOPE OF SERVICES:** The Physician Services contract will encompass all project-related medical services to the County of Hidalgo including, but not limited to, the following:

- (I) Providing and maintaining a medical license under which all medical activities of the Sheriff's Department employees will take place;
- (II) Providing standing delegation orders to nurse practitioners and nurses and supervising medical procedures;

- (III) Conducting physical examinations of the Clients as required by the Department;
- (IV) Conducting other evaluations and tests on each Client as required by the Department;
- (V) Interpreting the results of any test conducted under (b) or (c) above and submitting a written report to the Department of the results of such tests and examinations, as required by the Department including but not limit to, the Radiology tests (i.e. X-rays for all inmates) performed on Hidalgo County inmates involving and/or subject to tuberculosis;
- (VI) Together with a nurse, provide at the sole cost and expense of the Department, will conduct and oversee Sick Call Clinics for all inmates incarcerated at the Hidalgo County Adult Detention Facility who require medical services. It will be the duty of the R.N. Supervisor and/or Infirmery Administrator to organize additional clinic visits by the Contractor to follow up medications, treatments and similar requirements;
- (VII) Physician(s) shall adopt and implement workplace guidelines concerning inmates with AIDS and HIV infection and shall develop and implement guidelines regarding confidentiality of AIDS and HIV-related medical information for employees of Contractor and for Clients, inmates, patients, and/or residents served by the Contractor.
- (VIII) Provides consultation, hands-on treatment and other related medical services to inmates while assessing their health needs and designing treatment plans during regularly scheduled visits to the Jail facilities;
- (IX) Physician(s) shall refer inmates to a hospital or specialty clinic for treatment and care whenever the health care required is beyond the resources available in the jail;
- (X) Physician(s) shall oversee the preparation, maintenance and submission of all records that are designated, required or prescribed by either Department or the Texas Commission on Jail Standards;
- (XI) Physician(s) shall permit Department and the Texas Commission on Jail Standards to audit or inspect records and reports, review services and/or evaluate the performance of the services provided hereunder at any time;
- (XII) Physician(s) shall provide reasonable access to all records, books, reports and other data and information needed to accomplish reviews of activities, services and expenditures of the Department;
- (XIII) Physician(s) will order prescription medications utilizing the approved formulary provided by the jail, unless in the best interest of the patient as is deemed by the Physician;
- (XIV) The qualified Physician(s) must provide and maintain a Texas Controlled Substance Registration Certificate listing the Adult Detention Centers' physical address in order to maintain and store/stock medications as needed by the Contract Physician(s) and Detention Infirmery Department;

**Understanding of the Project:** This section should demonstrate the physician(s) understanding of the project needs, the services required, and any local issues or concerns. This description should be concise, candid, and thorough (not to exceed 3 pages in length).

**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.**

SECTION III  
SELECTION AND SCHEDULES

**SELECTION PROCEDURES:** The RFQ&P shall be submitted according to the schedule below.

**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.**

**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, December 07,2005.**

**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.

**EXHIBIT B**  
**SELECTION CRITERIA**

**HIDALGO COUNTY**  
**REQUEST FOR QUALIFICATIONS AND PROPOSAL**

**Physician Services for the**  
**Adult Detention Facility**  
**05-377-12-07ROL**

## **EVALUATION CRITERIA**

### **RFQ&P Evaluation Criteria**

The submitter's RFQ&P will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ&P Evaluation Form."

#### **1. Physician(s) Qualifications/Certifications/and other Credentials (30)**

The physician(s) should provide information related to his qualifications. The physician(s) must be registered and licensed to practice in the State of Texas. Physician(s) must provide a copy of certificate by the Board of Certification of Family Practitioners, and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the services required. A list of, and scope of, similar projects for comparative purposes shall be included in an appendix.

#### **2. Understanding the Services/Methodology (20)**

The physician(s) must state the approach and/or (methodology) in achieving and rendering all services detailed and required as the Physician(s) by the Hidalgo County Adult Detention Facility. If the Physician(s) currently has an active family practice, the Physician(s) must state in detail how he can comply and render all the services, and requirements detailed for the contract. Physician(s) should include any local issues or concerns that directly affect the physician's understanding of the project.

#### **3. Experience (20)**

The physician(s) meets the five (5) year practice required.

#### **4. Ability to Commit to all Services Required (30)**

The physician(s) should provide as much background information as to it's experience in providing similar services to City, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers.

## RFQ&P EVALUATION FORM

	<u>Selection Criteria</u>	<u>*RIF Range</u>	<u>*RIF Max.</u>	=	<u>Score</u>
1.	Physician Qualifications/ Certifications/and other Credentials	25-30	(30)	=	(    )
2.	Understanding of Services/ Methodology	15-20	(20)	=	(    )
3.	Experience	15-20	(20)	=	(    )
4.	Ability to Commit to all Services Required	25-30	(30)	=	(    )
<b>Total</b>			<u>100%</u>	<b>Total Score</b>	_____

Provider: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

\* The Relative Importance Factor (RIF) is the relative importance (or weight) of each criterion as it relates to the particular project, and must be within the specified acceptable range. The RIF is expressed as a percentage of the total importance of the project, and always totals 100%.

**EXHIBIT “B”  
RFP/Q  
RESPONSE**

Marin Garza, M.D.  
2016 John Avenue  
Edinburg, Texas 78539

### Previous Positions

July 1, 1975 – Dec. 31, 1990: (Partner) Edinburg Medical Center  
May 6, 1991 – Dec. 31, 1991: (Partner) Family Medicine Center  
1991 –1997: (Part Time) Hidalgo County Adult Detention Center (Jail)

### Present Position

Oct. 1991- Present: Medical Director at Tropical Mental Health and Mental Retardation in Edinburg

### Education

High School- Edinburg High School  
Degree: Graduate with Diploma, 1963

College: University Of Texas Austin

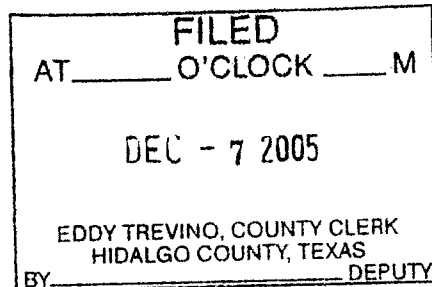
Degree: Bachelor of Science in Pharmacy, 1969

Graduate: University of California San Diego, School of Medicine

Degree: Doctor of Medicine (June 1975)

Internship: Completed a rotating internship at St. Joseph Hospital in Houston, Texas from 1975-1976. Have completed over 100 hours of CME annually over the last seven years. Only twenty-five hours yearly are required by Board of Medical Examiners. CME hours have been in psychiatry also have been attending Thursday morning psychiatry meetings at TTCMHMR for the past seven years. Dr. David Moron has been my psychiatric mentor as well as Medical Director.

Professional Activities: Texas Medical Association Texas National Guard: ~~twenty years~~ <sup>28</sup> Retired, still active. Hidalgo Starr County Medical Association Palmer Drug Abuse Program, Past Board Member Interim Director of Rehabilitation Program at Edinburg General Hospital: October 1990 to Dec. 1990, Team Doctor to Edcouch-Elsa School District: Sixteen years, Team Doctor for University of Texas Pan American, Team Doctor for Pharr San Juan Alamo School District: one year, University of Texas Pan American Health Center (part time) one year, Rio Grande Bible institute Health Clinic (part time) three years, Hidalgo County Boot Camp Health Clinic (part time) two years, Medical Director of Edinburg EMS Ambulance Services three years.



### Service Activities

Involved in Operation Desert Storm in Riyadh, Saudi Arabia, as a Lt. Col. With the Texas National Guard from January 10, 1990 thru March 18, 1990. I had intensive training in Mass Casualties, Acute Trauma Life Support. I have CPR Certification. I was Commander of Det 5- Starc Medical Unit in Texas Army National Guard based out of Camp Mabry in Austin, Texas.

### Service Activities Continuation

I was also State Surgeon for Texas National Guard. Commander of operation Lone Star last ~~two~~ <sup>five</sup> years and for current operation Lone Star 04 this July 2004. Board of Director in Rio Grande Valley Border Health Council. Board of Director for Rio Grande Drug and Alcohol Council. I am also member of Edinburg Golf Board for City.

# Priority COMMUNICATION PLANNER

Name:		E-mail:	
Company:			
Position:			
Address:			
Bus.:		www. 11/30/05	
Fax:		Res.:	
		Cell.:	

Type	Date/Note	Time/Seq.	Subject	Response	Follow-up Date
			<p>My Name is Main Gneza - born &amp; raised in Edinburg, TEXAS -            Graduate from UT Austin Pharmacy School in 1969 - from Univ. California - San            Diego - Medical School in 1975. - Did a Rotating Internship at            St. Joseph Hospital in Houston TEXAS. - Began General Practice            in 1975 and continued to practice County work at Tropical            TEXAS MHR doing Psychiatry and general medicine. -            I worked at Hidalgo County Jail for about 6 years doing            Court Job I am applying for (Medical Clinic) and            also started clinic at Hidalgo County Court Camp and did            Physical at Rehabilitation Center also - for several years.            I am Licensed to practice in TEXAS since 1975. As I said I            worked at Hidalgo County Rehabilitation Center from 1998-1999            and am aware of duties and responsibilities. -            Currently I work at Rehabilitation Center through Contract            through the MHR and do my clinic responsibly. I try            my best to be cost effective in use of formulas.            I am committed to do this job again if given the            job,</p> <p style="text-align: right;">Thank you Main Gneza</p>		

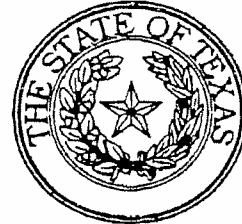
Over

**TEXAS CONTROLLED SUBSTANCES REGISTRATION CERTIFICATE**

TEXAS DEPARTMENT OF PUBLIC SAFETY  
 CRIMINAL LAW ENFORCEMENT DIVISION, NARCOTICS SERVICE  
 CONTROLLED SUBSTANCES REGISTRATION, PO Box 4087, AUSTIN, TEXAS 78773

DPS REGISTRATION NUMBER	DATE EXPIRED	FEE PAID
A00277-6	03/31/2008	EXEMPT
SCHEDULES	BUSINESS ACTIVITY	DATE ISSUED
(2,2N,3,3N,4,5)	PRACTITIONER	03/13/2007

THE TEXAS CONTROLLED SUBSTANCES ACT, CHAPTER 481 OF THE HEALTH AND SAFETY CODE, PROVIDES THAT THE TEXAS DEPARTMENT OF PUBLIC SAFETY MAY DENY A CONTROLLED SUBSTANCES REGISTRATION OR THAT A CONTROLLED SUBSTANCES REGISTRATION MAY BE SUSPENDED OR REVOKED.



REGISTERED NAME AND ADDRESS

MARIN GARZA MD  
 TROPICAL TEXAS CENTER FOR MHMR  
 5115 SOUTH MCCOLL ROAD  
 EDINBURG TX 78539

THIS REGISTRATION IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY AND NOT VALID AFTER THE EXPIRATION DATE.

TEXAS MEDICAL BOARD  
 AUSTIN, TEXAS 78773

PHYSICIAN PERMIT

THE STATE OF TEXAS

EXPIRATION DATE: 03-31-2008

THIS CERTIFIES THAT THE LICENSEE/HOLDER NAMED AND NUMBERED HEREON HAS PROVIDED THIS BOARD WITH THE INFORMATION REQUIRED AND PAID THE FEE FOR REGISTRATION FOR THE PERIOD INDICATED ABOVE.

PLEASE REEVALUATE THIS BOARD'S LISTED CHANGE OF ADDRESS.

**CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE**  
 UNITED STATES DEPARTMENT OF JUSTICE  
 DRUG ENFORCEMENT ADMINISTRATION  
 WASHINGTON, D.C. 20537

DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
AG69808-5	09-30-2010	Exempt
SCHEDULES	BUSINESS ACTIVITY	DATE ISSUED
2N,3,3N,4,5	PRACTITIONER	08-02-2007
GARZA, MARIN MD 1901 SOUTH 24TH STREET EDINBURG, TX 78539		

This registration is only for use at Federal or State Institutions.

Sections 304 and 1008 (21 U.S.C. 824 and 856) of the Controlled Substances Act of 1970, as amended, provide that the Attorney General may revoke or suspend registration to manufacture, distribute, dispense, import or export a controlled substance.

THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, BUSINESS ACTIVITY, OR VALID AFTER THE EXPIRATION DATE.

Form DEA-223 (05/04)

**EXHIBIT “B1”  
NEGOTIATED  
MONTHLY  
AMOUNT**



**PURCHASING DEPARTMENT**  
County Of Hidalgo

**MEMORANDUM**  
**(IMMEDIATE REVIEW AND RESPONSE REQUIRED)**

To: Marin Garza M.D.

From: Rolando "Roll" Flores, Buyer  
Hidalgo County Purchasing Department

Date: December 13, 2005

Re: Negotiation of proposal - "Physician(s) Services for the Adult Detention Facility".

**Bid # 06-377-12-07ROL**

Pursuant to action taken by Commissioner's Court on Tuesday, December 13, 2005 approval to negotiate a contract with (Marin Garza M.D.) for the above mentioned project. Please provide your **Best and Final Offer** to the Purchasing Department by **December 14, 2005 by or before 12:00 P.M.**

Best and final offer of the proposed contract amount of \$ 3,300.<sup>00</sup> Per month.

	<u>MARIN GARZA MD</u>	<u>12/13/05</u>
AUTHORIZED SIGNATURE	PRINTED NAME	DATE

**EXHIBIT “C”  
INSURANCE  
REQUIREMENTS**