

RFP No: 2009-093-00-00CGV

Buyer II: CRIS VILLARREAL

Tel. No: (956) 318-2626

**REQUEST FOR PROPOSALS**

**Hidalgo County**  
Edinburg, Texas

**RFP- "Internal Revenue Code 457 Deferred Compensation Plan  
For Hidalgo County"**  
March , 2009,

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
2812 So. Business Hwy 281 - New Administration Building  
Edinburg, Texas 78539

(956) 318-2626

Form HCPD-04

LEGAL NOTICE

**Bid No: 2009-093-00-00CGV**

1. Sealed proposals will be received for **"RFP Internal Revenue Code 457 Deferred Compensation Plan -Hidalgo County"**, in accordance with the requirements attached hereto as Exhibit "A." Proposals should address all requirements set forth. Proposers may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall proposal.
2. One (1) original and seven (7) copies of all proposals are required, with the proposers name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package, **"RFP NO.: 2009-093-00-00CGV - RFP Internal Revenue Code 457 Deferred Compensation Plan -Hidalgo County"** and in County's Purchasing Department, 2802 So. Business Hwy 281, New Administration Building, Edinburg, Texas, **on or before 9:30 a.m., Wednesday, March 11, 2009. NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY PROPOSAL RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO: "RFP-2009-093-00-00CGV -RFP Internal Revenue Code 457 Deferred Compensation Plan - Hidalgo County".** Hidalgo County reserves the right to refuse and reject any/all proposals and to waive any/all formalities or technicalities, or to accept the proposal considered the best and most advantageous to Hidalgo County.
3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this proposal that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all proposals submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal for approval. Receipt of any proposal shall under no circumstances obligate County to accept the lowest dollar proposal; and C. award of this contract shall be made to the responsible offeror whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.
4. Failure of the delivered item(s) to perform as specified, or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible proposer, or to reject all proposals and re-advertise.
5. For work to be performed at a County owned or operated location, each Proposer shall, in its sole discretion, visit the job site before preparing the proposal and thoroughly familiarize himself/herself with existing conditions. Proposer should take field dimensions and note all circumstances which affect the dollar amount of the proposal.

6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, Proposers are required to include illustrations, specifications, explanation of warranties, and service data with their proposal including catalogue numbers and any necessary references.
7. No proposal may be withdrawn within sixty (60) days from the scheduled time to open proposals.
8. Proposed prices are to remain firm for a minimum of ninety (90) days after priced proposal opening.
9. Any interpretations, amendments, corrections or changes to this proposal document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Proposals. Proposers shall acknowledge receipt of all addenda as a part of their proposal.
10. County reserves the right to accept or reject any or all proposals.
11. Costs are to be net F.O.B., County Prepaid.
12. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
13. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a proposal or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
15. DELIVERY INSTRUCTIONS: (IF APPLICABLE)
  - . No deliveries accepted after 3:00 P.M., Monday-Friday.
  - . At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, CPPB, Purchasing Agent before delivery will be accepted.
  - . If you need additional information call the office listed below:

Hidalgo County Purchasing Department  
Martha L. Salazar, CPBB, Purchasing Agent  
(956) 318-2626

16. BILLING AND PAYMENT INSTRUCTIONS:

- . Invoices must include:
  - a) Name and address of successful proposer
  - b) Name and address of receiving department or official
  - c) Purchase Order Number (if any)
  - d) Notation - **"RFP Internal Revenue Code 457 Deferred Compensation Plan -Hidalgo County"**
  - e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
- . Discount payments will be considered when offered.
- . Contact person for Billing and Payment questions:

Valde Guerra  
Hidalgo County Commissioners Court Executive & Budget Officer  
Budget and Management Office  
2802 So. Business Hwy 281  
Edinburg, TX 78539  
(956) 292-7025

17. Schedule of Events

<b>Proposal Opening, 9:30 A.M.</b>	<b>March</b>	<b>2009</b>
Award of Contract	_____	, 2008
Commence Work or Deliver Products	_____	, 2008

18. ~~Bid or Performance Bond and Debarment Certification; Payment Under Contract:~~

- . ~~If the contract proposed is for the construction of public works or is for a contract for goods and services exceeding \$100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All participants are required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.~~



- 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 contract 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 Proposer 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 complete CIQ forms to the Hidalgo County Clerk's Office located at 100 No. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse  
**COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSER.**

21. If, during the life of any contract or proposal awarded, the successful proposer's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
22. Proposals, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
23. Minimum Standards for Responsible Prospective Proposers: A prospective proposer must affirmatively demonstrate proposer's responsibility. A prospective proposer, by submitting a proposal, represents to County that it meets the following requirements:
  - Possess or is able to obtain adequate financial resources as required to perform under the proposal;
  - Be able to comply with the required or proposed delivery schedule;
  - Have a satisfactory record of performance;
  - Have a satisfactory record of integrity and ethics;
  - Be otherwise qualified and eligible to receive an award.

23. Successful proposer will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful proposer's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
24. **Any contract award to a successful proposer 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 (30) day's written notice prior to cancellation.**
25. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful proposer; County reserves the right to terminate any contract immediately in the event a successful proposer fails to:
- A. Meet schedules;
  - B. Pay any required fees or taxes; or
  - C. Otherwise perform in accordance with the requirements.
26. Successful proposer shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful proposer indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful proposer shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful proposer's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful proposer.
27. Successful proposer shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Proposals shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful proposer within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

28. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
29. The successful proposer shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.
30. Proposers shall provide with the proposal response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.
31. Proposers must provide **all** documentation requested with this Proposal in their response. Failure to provide this information may result in rejection of the proposal as non conforming.

Proposal  
for  
**RFP Internal Revenue Code 457 Deferred Compensation Plan -Hidalgo County**  
**RFP No: 2009-093-00-00CGV**  
March , 2009

To: Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
2812 So. Business Hwy 281 - New Administration Building  
Edinburg, Texas 78539

In accordance with the Requirements, and subject to all laws and regulations of the United States and state and local laws, the undersigned Proposer proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned Proposer further agrees, upon acceptance of its proposal, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Requirements within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Proposer acknowledges receipt of all of the pages of the documents referenced in the Invitation to Proposal Checklist presented in connection with this procurement. Proposer understands that Hidalgo County reserves the right to reject any or all proposals and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals, as contained in the Requirements.

Respectfully submitted,

Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT A**  
**REQUIREMENTS/SCOPE OF SERVICES/  
QUESTIONNAIRE**

**HIDALGO COUNTY  
REQUEST FOR PROPOSAL**

**RFP "Internal Revenue Code 457 Deferred Compensation Plan -Hidalgo County"**  
**RFP No: 2009-093-00-00CGV**

**HIDALGO COUNTY  
REQUEST FOR PROPOSAL  
“INTERNAL REVENUE CODE 457 DEFERRED COMPENSATION PLAN”  
RFP NO: 2009-093-00-00CGV**

**OVERVIEW:**

Hidalgo County is inviting for sealed proposals from qualified interested providers regarding the implementation and administration for the “**Internal Revenue Code 457 Deferred Compensation Plan**” offered by Hidalgo County for its employees. The County of Hidalgo is seeking to enter into a professional services contract(s) with a state-registered (Texas) providers. The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals for the provision of “**RFP Internal Revenue Code 457 Deferred Compensation Plan -Hidalgo County**” as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, March 11, 2009**. **ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

The Hidalgo County Drainage Districts No. 1 Board of Directors may, at their sole option, may utilize the “**Internal Revenue Code 457 Deferred Compensation Plan**” provider(s) selected by Hidalgo County. Should the Board of Director’s of Hidalgo County Drainage District No. 1 decide the firm selected as the Provider is the same as the one selected by Hidalgo County, the Provider shall offer Hidalgo County Drainage District No. 1 the same terms and provisions as if offers Hidalgo County.

Deliver Submittal to:

**RFP No: 2009-093-00-00CGV**  
Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
New Administration Building  
2802 So. Business Hwy 281  
Edinburg, Texas 78539

**The Submittal Envelope Must Show :**

**RFP No.: 2009-093-00-00CGV**  
**“Internal Revenue Code 457 Deferred Compensation Plan”**

The following outlines the Request For Proposal:

**SECTION I - GENERAL TERMS AND CONDITIONS**

**ADDITIONAL INFORMATION:**

Hidalgo County is requesting that sealed proposals must be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 2802 So. Business Hwy 281, at Hidalgo County New Administration Building, Edinburg, Texas 78539. All inquiries must be directed to Hidalgo County Purchasing Agent, Martha L. Salazar. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN Wednesday, February 20, 2008, at 5:00 P.M.** at (956) 318-2629. Responses will be sent to all applicants via facsimile by **Friday, February 22, 2008**. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

Any interpretations of the Request for Proposal, if made, will be made only by Addendum dully issued. A copy of such Addendum will be mailed or delivered to each person receiving the Request for Proposal. Hidalgo County will not be responsible for any other explanation or interpretation of the proposal made or given prior to the award of the contract. Any objections to the specifications or requirements as set forth in this Request for Proposal must be filed in writing.

Any deviation for the specifications set forth herein must be clearly pointed out; otherwise it will be considered that services proposed are in strict compliance with these specifications and the successful proposer will be held responsible thereof. Deviations shall be explained in detail. Proposers are to furnish all information requested in the Request for Proposal. Proposals not in compliance with these requirements may be subject to rejection.

#### **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 contract 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 bidder 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 complete CIQ forms to the Hidalgo County Clerk's Office located at 100 No. Closser, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSER.**

#### **PROPOSER'S AFFIDAVIT:**

Prior Contract award, respondents to this RFQ must submit a signed Proposer's Affidavit (attached herein in **Exhibit E**) 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-COLLUSION:** Submitters, by submitting the signed Proposer's Affidavit, 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 PROPOSALS:** 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 Proposal (RFP) 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.

**HAND DELIVERED PROPOSALS:** Hidalgo County requires submitters, when hand delivering statements of qualifications, to make sure that it is stamped with date and time by the County Purchasing staff.

**SIGNING OF PROPOSALS:** 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.

**DAVIS- BACON ACT:** All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

**TERM:** The initial term of contract/agreement will be for a period of three (3) years with the County's option for renew for an additional one (1) year under the same rates, terms and conditions and/or scope of services.

**ADDITIONAL INFORMATION TO TERMS AND CONDITIONS:**

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

Any contract awarded to a successful proposers will be in effect until (a) the contract expires, (b) delivery and acceptance of products and/or performance of service ordered, or (c) terminated by County with ninety (90) day's written notice prior to cancellation.

Any award of a contract as a result of this invitation will be made by written notification from Hidalgo County Purchasing Department. At this time, the Company/firm must be prepared to immediately begin execution of the appropriated agreements.

## **SECTION II RFP REQUIREMENTS**

### **Instructions for submitting Request For Proposal:**

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

### **In order for the proposal to be considered, the Proposer must:**

- Respond to all questions contained in **Sections II through V**, by restating each question and providing your response directly below the question. Proposals deviating from this format will not be considered.
- The proposal must be accompanied by a transmittal letter signed by an authorized official of the organization.
- Proposals must be received on or before **March 11, 2009, at 9:30 a.m.** Proposals received after this date and time will not be considered and will be returned unopened to the proposer.

### **Contents:**

1. Conditions of Proposal
  - a. All information required by the proposal form shall be furnished;
  - b. Specifications and necessary information are attached;
  - c. The County reserves the right to revise and amend the specifications prior to the date set for the opening. Such revisions or amendments, if any will be announced by addenda or amendments to the specifications. Copies of these addenda so issued will be furnished to all prospective proposers.
  - d. Proposals will be opened so as to avoid disclosure of contents to competing proposers, and not be made public during the process of negotiation. However, all proposals shall be opened for public inspection after the award to the contract, except for any bonafide secrets and/or confidential information contained in the proposal and identification as such.
  - e. All such requests for information can only be made in writing, sent by email or via fax on or before the deadline of February 20, 2008 to:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Fax No.: 956-318-2629 or 956-292-7612  
Email to: [martha.salazar@co.hidalgo.tx.us](mailto:martha.salazar@co.hidalgo.tx.us)

The required contents for the RFP 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.

**Organization Qualifications:** The County of Hidalgo is seeking sealed proposals for Internal Revenue Code Section 457 Deferred Compensation Administration and funding of vehicles. It is the intent of Hidalgo County that the section 457 Administrator provides administration of the plan with funding options as well as on-going financial and investment advice to all County participants. Competent organization(s) and/or companies, registered and licensed to practice in the State of Texas, that has had experience in, but not limited to, the following areas:

- Administrative Services
- Investment Options
- Local Servicing Capabilities
- Investments Philosophies with Historical outcomes

Additionally, this section should include a description of the organizations project personnel and their most recent similar projects. For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

**Personnel and Staffing:** The companies and/or firms should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic 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 any licenses and certifications as required by HIDALGO COUNTY, the STATE OF TEXAS that you possess that deem you as a qualified provider.

**PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:** Proposer is to provide a fee proposal based on the scope of work, including but not limited to the following:

- Identify all charges for administrative services;
- Administrative services include preparation of materials explaining the Deferred Compensation Plan, Record keeping, Transaction charges, Enrollment and for general reporting preparation.

### **SECTION III: SELECTION AND SCHEDULES**

#### **INSTRUCTIONS FOR SUBMITTING PROPOSAL:**

Sealed Request for Proposals must be submitted by no later than 9:30 a.m. on or before March , 2009. Overnight mail must also be properly labeled on the outside of the Express Envelope or Package with reference to: RFP No.: 2009-093-00-00CGV-“Internal Revenue Code 457 Deferred Compensation Plan”.

**NUMBER OF COPIES TO BE SUBMITTED:** Hidalgo County requires the sealed proposals must contain one (1) original submittal and seven (7) copies of bid and must be clearly identified and address for delivery to:

Martha L. Salazar, CPPB, Hidalgo County Purchasing Agent  
Hidalgo County Purchasing Department

**US Postal Mail/Courier Address**

2812 S. Business Hwy 281  
Hidalgo County New Administration Building  
Edinburg, Texas 78539

**Physical Location:**

2802 S. Business Hwy 281  
Hidalgo County New Administration Building  
(Southeast of Canton Rd & Business 281)  
Edinburg, Texas 78539

**SELECTION PROCEDURES:**

The RFP shall be submitted according to the schedule below. The County of Hidalgo is not required to select the proposal with the lowest fees, but shall take into consideration other factors, including past experience, evidence of good organization background, references, ability to provide requested services and any other factors found necessary for quality services.

**PROPOSAL RANKING:**

Hidalgo County Deferred Compensation Consultant will evaluate the proposals utilizing the evaluation criteria outlined in Exhibit “B” attached herein. Thereafter, Hidalgo County Commissioner’s Court will rank and/or award this proposal.

**1) Proposals will be graded on a point system with emphasis on ability to service the County and experience in administration of the Section 457 plans, including but not limited to the following:**

**a) Experience**

- i) Provides administration services for county governments.
- ii) Has worked with County government in this general region
- iii) Extent of experience

**b) Investment Vehicles**

- i) Comprehensiveness of Investment Offerings
- ii) 10 Year performance record of investment offerings

**c) Enrollment Capabilities**

- i) Group meetings
- ii) One-on-One enrollments
- iii) Electronic enrollment & eligibility
- iv) Reporting capabilities
- v) Manpower resources
- vi) Extent of experience

**d) Capacity of Perform**

- i) Staffing level/experience of staff
- ii) Adequacy of Resources
- iii) Professional liability insurance in force

**e) Broker/Agent**

- i) Local Office (Hidalgo County)
- ii) Experience in governmental entities
- iii) Staffing level/experience of staffing
- iv) Level of commitment to servicing the account
- v) Bilingual staffing capabilities
- vi) Errors & Omission Insurance (Min., \$1 million per occurrence)

<b>2) <u>Total Score</u></b>	<b><u>100 points</u></b>
<b>(a) Experience</b>	<b>25 points</b>
<b>(b) Investment Vehicles</b>	<b>10 points</b>
<b>(c) Enrollment Capabilities</b>	<b>25 points</b>
<b>(d) Capacity to Perform</b>	<b>15 points</b>
<b>(e) Broker/Agent</b>	<b>25 points</b>

**EVALUATION SYSTEM:** The evaluation consists of a 100-point scoring system. However, after the 100-point evaluation, Hidalgo County Commissioner's Court may elect to narrow the participating firms and request a presentation.

**Criteria Selection will be based on the following:**

1. Company Profile;
2. Investments Product and Philosophies with Historical outcomes;
3. Contract Charges and Flexibility
  - a. Fixed Annuity or Guaranteed Investment Options
  - b. Variable Annuity or Equity Investment Options
  - c. Mutual Funds
  - d. Annuity and Retirement Benefits
4. Administrative Services
5. Local Servicing Capabilities

**RFP/Scoring and Ranking:**

- Hidalgo County Commissioner's Court and/or an Evaluation Committee (selected and/or designated by County Commissioner's Court) will review, score and evaluate the proposals received in response to this Hidalgo County Request for Proposals.
- After the proposals have been reviewed, scored and evaluated, a grid will be presented to Commissioner's Court for the purposes of ranking. However, as detailed in the Selection Criteria (Exhibit B item 6), at the sole discretion of Commissioner's Court, a presentation may be requested from the participating firms that have scored at least 80 points in order to complete and finalize the ranking of the firms.

**Negotiation Process:** After ranking has been finalized, a fee proposal will be requested from the top-ranked firm. The County Commissioner's Court will then enter into negotiations process with the top ranked firm for the purpose of reaching an agreement. After an agreement is reached and negotiation efforts are successful, a contract in an approved County format will be drafted and executed with the firm for the required services. If negotiations prove unsuccessful, Commissioner's Court will terminate negotiations with the firm and will contact the next highest ranked firm to open negotiations. This process will continue until negotiation efforts are successful. The County of Hidalgo reserves the right to reject any and all RFPs.

Any contract awarded to a successful proposer 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.

Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFP.

**EXHIBIT B**  
**SELECTION CRITERIA/  
EVALUATION FORM**

**HIDALGO COUNTY  
REQUEST FOR PROPOSAL**

RFP "Internal Revenue Code 457 Deferred Compensation Plan -Hidalgo County"  
RFP No.: 2009-093-00-00CGV

EVALUATION

2009

2009

**EVALUATION CRITERIA**  
**RFP No.: 2009-093-00-00CGV**

**Exhibit "B"**

Proposals will be graded on a point system with emphasis on ability to service the County and experience in administration of the Section 457 plans, including but not limited to the following:

- |   |                          |
|---|--------------------------|
| <b>A. Experience</b>  | <b>25 points</b>         |
| 1. Provides administration services for county governments.       |                          |
| 2. Has worked with County government in this general region       |                          |
| 3. Extent of experience   |                          |
| <b>B. Investment Vehicles</b>                                     | <b>10 points</b>         |
| 1. Comprehensiveness of Investment Offerings                      |                          |
| 2. 10 Year performance record of investment offerings             |                          |
| <b>C. Enrollment Capabilities</b>                                 | <b>25 points</b>         |
| 1. Group meetings   |                          |
| 2. One-on-One enrollments   |                          |
| 3. Electronic enrollment & eligibility                            |                          |
| 4. Reporting capabilities   |                          |
| 5. Manpower resources   |                          |
| 6. Extent of experience   |                          |
| <b>D. Capacity of Perform</b>                                     | <b>15 points</b>         |
| 1. Staffing level/experience of staff                             |                          |
| 2. Adequacy of Resources  |                          |
| 3. Professional liability insurance in force                      |                          |
| <b>E. Broker/Agent</b>  | <b>25 points</b>         |
| 1. Local Office (Hidalgo County)                                  |                          |
| 2. Experience in governmental entities                            |                          |
| 3. Staffing level/experience of staffing                          |                          |
| 4. Level of commitment to servicing the account                   |                          |
| 5. Bilingual staffing capabilities                                |                          |
| 6. Errors & Omission Insurance (Min., \$1 million per occurrence) |                          |
| <b><u>Total Score</u></b>   | <b><u>100 points</u></b> |
| <b>A. Experience</b>  | <b>25 points</b>         |
| <b>B. Investment Vehicles</b>                                     | <b>10 points</b>         |
| <b>C. Enrollment Capabilities</b>                                 | <b>25 points</b>         |
| <b>D. Capacity to Perform</b>                                     | <b>15 points</b>         |

E. Broker/Agent

25 points

### RFP EVALUATION FORM

RFP "Internal Revenue Code 457 Deferred Compensation Plan-Hidalgo County"

RFP No.: 2009-093-00-00CGV

<u>Selection Criteria</u>	<u>Point Range</u>	<u>Score</u>
<b>A. Experience</b> Provides administration services for County governments; Has worked with County government in this general region; Extent of experience; <b>Comments:</b> _____	<b>25 points</b>	_____ _____ _____
<b>B. Investment Vehicles</b> Comprehensiveness of Investment Offerings; 10 Year performance record of investment offerings; <b>Comments:</b> _____	<b>10 points</b>	_____ _____
<b>C. Enrollment Capabilities</b> Group meetings; One-on-One enrollments; Electronic enrollment & eligibility; Reporting capabilities; Manpower resources; Extent of experience; <b>Comments:</b> _____	<b>25 points</b>	_____ _____ _____ _____ _____ _____
<b>D. Capacity of Perform</b> Staffing level/experience of staff; Adequacy of Resources; Professional liability insurance in force; <b>Comments:</b> _____	<b>15 points</b>	_____ _____ _____
<b>E. Broker/Agent</b>	<b>25 points</b>	

Local Office (Hidalgo County); \_\_\_\_\_  
Experience in governmental entities; \_\_\_\_\_  
Staffing level/experience of staffing; \_\_\_\_\_  
Level of commitment to servicing the account; \_\_\_\_\_  
Errors & Omission Insurance (Min., \$1 million per occurrence); \_\_\_\_\_  
**Comments:** \_\_\_\_\_

---

**Total Score**

**100 points**

**Total Score:** \_\_\_\_\_

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

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

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