



Hidalgo County Head Start Program

P.O. Box 0117 Edinburg, Texas 78540-0117 (956) 383-0706

TO: Commissioners' Court

FROM: Teresa Flores, Executive Director

A handwritten signature in cursive script that reads 'Teresa Flores'.

SUBJ: Consultant Services

DATE: September 30, 2009

Three (3) quotes for services have been secured for the training/staff development and the consultant's resumé has been evaluated to identify the best consultant to deliver the services. In addition Head Start staff has attended presentations made by this consultant. As a result of this review, Bill Crawford, Ph.D. has been rated as the best consultant to deliver the services.

MEMO

TO: TERESA FLORES / Program Director
FROM: RICARDO GONZALEZ, Attorney at Law
RE: EMPLOYING PROFESSIONAL SERVICES
DATE: OCTOBER 1ST, 2009

Its my understanding you intend to employ two (2) consultants who operate, and/or are employed by two (2) different consulting services providers providing different consulting services.

After speaking with County Procurement Department, it is my understanding that they would like a memo from me justifying the program not having to request bids on these services.

From your explanation that the services that were provided, I believe that the services being provided are professional services because these people have certain education, specialize training, certifications, and its not held by an average individual.

The professional services are exempt from the bidding process.

The Head Start Program has its own budget which its Policy Council approves and its also approved by County Commissioner's Court.

Within the Head Start budget, monies are budgeted for professional services and consultants. The program also has its own independent accounting. Head Start also issues its own procurement orders separate from Hidalgo County.

Based on my reading on the Hidalgo County Procurement Procedures, Head Start will have to request an exemption on contracting with these two (2) consultants.

Therefore, please request that the County Commission authorize and exempt from bidding for these two (2) consultants.

Assuming these services are less than \$5,000.00, you will have to obtain a minimum of three (3) quotes to satisfy the County's Procurement Rules.