

RFP NO: **2011-103-04-20-YZV**

Buyer: YOLANDA Z VELASQUEZ

Tel. No: (956) 318-2626

## REQUEST FOR PROPOSALS

### HIDALGO COUNTY-PRECINCT 3

**"LEASE/OCCUPANCY OF BUILDING (OFFICE SPACE) – PRECINCT 3 AREA  
(SULLIVAN CITY) FOR NON-PROFIT ORGANIZATIONS"**

### PROPOSAL ACCEPTANCE DATE

**APRIL 20, 2011**

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
Physical Address: 2802 S. Business Hwy. 281  
Mailing/US Postal Address: 2812 S. Business Hwy. 281  
Edinburg, Texas 78539  
(956) 318-2626



Form HCPD-04

1. **Sealed Proposals w/qualifications** will be received for "**Hidalgo County-PRECINCT 3 "LEASE/OCCUPANCY OF BUILDING (OFFICE SPACE) – PRECINCT 3 AREA (SULLIVAN CITY) FOR NON-PROFIT ORGANIZATIONS"**", in accordance with the requirements attached hereto as Exhibit "A." Proposals should address all requirements set forth. Proposals 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 COPIES** are required, with the vendor's 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: 2011-103-04-20-YZV- Hidalgo County- PRECINCT 3 "LEASE/OCCUPANCY OF BUILDING (OFFICE SPACE) – PRECINCT 3 AREA (SULLIVAN CITY) FOR NON-PROFIT ORGANIZATIONS"**" and at County's Purchasing Department with a physical address: 2802 S. Business 281 and a mailing address: 2812 S. Business Hwy 281, New Administration Building, Edinburg, Texas **on or before 9:30 a.m. WEDNESDAY, APRIL 20, 2011.**

**NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFP 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 WITH THE FOLLOWING REFERENCE: RFP NO: 2011-103-04-20-YZV-HIDALGO COUNTY PRECINCT 3- "LEASE/OCCUPANCY OF BUILDING (OFFICE SPACE) – PRECINCT 3 AREA (SULLIVAN CITY) FOR NON-PROFIT ORGANIZATIONS"**

**WRITTEN QUESTIONS WILL BE ACCEPTED via facsimile to (956) 292-7612 or via email to [yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us). by NO LATER THAN Wednesday, April 13, 2011, at 5:00 p.m. Responses will be sent to all applicants by Friday April 15, 2011 at 5:00 p.m. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.****

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 items(s) listed under this proposal that it deems necessary to accommodate budgetary and/or operational requirements; **B)** reject any or all proposals/qualifications 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 and/or services to be provided or rendered at a County owned or operated

location, each submitter 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 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 accept 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 Hidalgo 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 RFP's.
11. Costs are to be net F.O.B. destination 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's 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 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:**
  - 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, CPPB, Purchasing Agent  
(956) 318-2626
16. **BILLING AND PAYMENT INSTRUCTIONS:**
  - Invoices must include:
    - a) Name and address of successful submitter

- b) Name and address of receiving department or official
  - c) Purchase Order Number (if any)
  - d) Notation - **“HIDALGO COUNTY PRECINCT 3 LEASE/OCCUPANCY OF BUILDING (OFFICE SPACE) – PRECINCT 3 AREA (SULLIVAN CITY) FOR NON-PROFIT ORGANIZATIONS”**
  - 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:

**Ray Eufrazio, CPA, Hidalgo County Auditor**  
**2802 S. Business Hwy 281**  
**Edinburg, TX 78539**  
**(956) 318-2511**

**17. SCHEDULE OF EVENTS**

<b>Proposal Acceptance Date:</b>	<u>APRIL 20, 2011</u>
Award of Contract	<u>2011</u>
Commence Work or Deliver Products	<u>2011</u>

**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 submitters 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 also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.

- ~~• Together with the signing of a contract or issuance of a purchase order following the acceptance of a proposal, and prior to commencement of the actual work, the proposer shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.~~
- ~~• If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and materialmen have been paid.~~
- ~~• If a contract is for the construction, alteration or repair of public buildings or public works, the contractor shall provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch. 2253.~~
- ~~• For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.~~

19. **ETHICAL STANDARDS:**

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.
- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

20. **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 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 N. Clossner, 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.
- 24 . 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.
25. 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.
26. 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.
27. 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.

28. Successful proposer shall warrant that all items/services shall conform to 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 Proposal 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.
29. 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.
30. 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.
31. 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.
32. 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  
HIDALGO COUNTY- PRECINCT 3**  
**“LEASE/OCCUPANCY OF BUILDING (OFFICE SPACE) – PRECINCT 3 AREA (SULLIVAN CITY)  
FOR NON-PROFIT ORGANIZATIONS”**

To: Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Physical Address: 2802 S. Business Hwy. 281  
Mailing/US Postal Address: 2812 S. Business Hwy. 281  
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 submitter proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned submitter 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 Request for 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.

Submitter 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 accepting proposal, as contained in the Requirements.

Respectfully submitted,

Bidder: \_\_\_\_\_  
Address: \_\_\_\_\_  
By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_



**EXHIBIT A**  
**REQUIREMENTS**

**HIDALGO COUNTY**  
**REQUEST FOR PROPOSAL**

**“LEASE/OCCUPANCY OF BUILDING (OFFICE SPACE) – PRECINCT 3 AREA (SULLIVAN CITY)  
FOR NON-PROFIT ORGANIZATIONS”**  
**RFP NO: 2011-103-04-20-YZV**

**EXHIBIT "A"**  
**REQUEST FOR PROPOSAL**  
**"LEASE/OCCUPANCY OF BUILDING (OFFICE SPACE)-PRECINCT 3 AREA**  
**(SULLIVAN CITY) FOR NON-PROFIT ORGANIZATIONS"**  
**RFP NO: 2011-103-04-20-YZV**

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The County of Hidalgo is offering lease/occupancy of building space located at 371 E. Expressway 83, Sullivan City, Texas in the Precinct № 3 Area for non-profit organizations qualifying under section 501 (c) (3) Internal Revenue Code of 1986, as amended. Hidalgo County is requesting proposals for the provision of health care services to medically underserved, uninsured, and economically depressed constituency of the Hidalgo County Precinct № 3 Area. The County of Hidalgo encourages organizations and/or programs of this nature to submit their proposals for the provision of "Lease/Occupancy of Building (Office Space) for Non-Profit Organizations" as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, Month 00, 2011**. **ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFP Number: **2011-103-04-20-YZV**

**"Lease/Occupancy of Building (Office Space) – Precinct 3 Area (Sullivan City) for Non-Profit Organizations"**

<u>US Postal Mail Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2812 S. Business Hwy 281 Edinburg, Texas 78539	<u>Physical Address:</u> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2802 S. Business Hwy. 281 Edinburg, Texas 78539
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**The Submittal Envelope Must Show The RFP Number, Name And Opening Date.**  
The following outlines the Request For Proposals:

**SECTION I -GENERAL TERMS AND CONDITIONS**

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

**PROPOSER'S AFFIDAVIT:**

Respondents to this RFP 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 (3) 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 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 proposers 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 proposals, 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.

Hidalgo County reserves the right to continue this proposal for an additional sixty (60) day "Grace Period" at the end of the contract term for unforeseen delay of award for next term and contingent upon cost remaining unchanged.

**DAVIS BACON ACT:**

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications **(if applicable)**.

**NUMBER OF COMPIES TO BE SUBMITTED:**

A total of **one (1) original and seven (7) Copies**.

## **SECTION II - RFP REQUIREMENTS**

### **REQUEST FOR PROPOSALS:**

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.

### **TERM OF CONTRACT:**

The initial term of the lease shall be for \_\_\_\_ ( )Years, from the date the lease is awarded. Hidalgo County Commissioner's Court at its sole discretion may extend the lease for \_\_\_\_ ( ) additional year extension under same rates, terms and conditions.

The County has the option to extend for sixty (60) day grace period at the end of the contract for unforeseen delays on subsequent contract under the same rates, terms and conditions, if applicable

### **PROJECT OVERVIEW:**

The lease/occupancy of building space located in Sullivan City, Texas in the County of Hidalgo Precinct № 3 Area is to a qualifying non-profit organization providing health care services to the to the medically disadvantaged. The amount of space available for occupancy is approximately \_\_\_\_\_square feet. Lessee shall be responsible for utilities and basic maintenance of the premises, to include but not be limited to the following:

1. Own electric meter;
2. Pro-rated water amount of water usage;
3. Pro-rated security system, fire system and monitoring of these systems;
4. Refuse dumpsters and any and all other utilities used on the premises
5. Basic maintenance of facility.

### **PROJECT REQUIREMENTS:**

#### **A. WHO MAY APPLY:**

All non-profit health services providers/organizations wishing to provide health oriented services to families in Hidalgo County Precinct № 3 Area.

#### **B. ALLOWABLE USE OF FACILITY:**

Eligible Organizations non-profit health services provider/organizations qualified under section 501 (c) (3) Internal Revenue Code of 1986, and as amended that offer comprehensive health care services to the medically disadvantage.

#### **C. OTHER INFORMATION:**

- o The Lessee shall obtain approval from County for all improvements (permanent or non-permanent) constructed upon the leased premises. All improvements made by Lessee shall become the property of the County at the end of the term of the lease.

- If any non-permanent improvements are removed (with County's approval), the property must be left in the original state or condition as when leased.

**D. PROGRAM ABSTRACT (limited to one (1) page):**

The organization must provide a brief summary or overview of the proposed services to be provided including;

- a) A statement of need;
- b) The number of staff to be involved in the project
- c) The organization description
- d) The major organization objectives and services in the project

**E. PROGRAM NEEDS ASSESSMENT (limited to two (2) pages):**

- a) The applicant must provide an explanation of need for use of the facility. Included must be a statement that identifies the geographic area of the county to be served, as serving at least 25% economically deprived families.
- b) Based on the results of a needs assessment on the targeted population, the organization must describe the needs of the population to be served. Substantiate the need with relevant data; and include demographic data

**F. PROGRAM DESCRIPTION, NARRATIVE (limited to three (3) pages):**

The organization must provide a narrative description of the services to be provided. The organization will clearly explain, in detail as possible, the program design and details for carrying out the requirements of the project requirements in order to be considered for occupancy.

**G. PROGRAM EVALUATION DESIGN (limited to two (2) pages):**

The overall purpose of the evaluation is to document and disseminate information identifying the programs available in the County that results in notable gains organization that offers comprehensive health care services to medically under-served, underinsured, and economically depresses constituency of the County in Precinct № 3. Area (Sullivan City) Proposers should provide an evaluation design with measureable goals and objective of the project.

Evaluations will be conducted for each of the organizations according to the evaluation guidelines approved by the County Commissioners Court. In order to be considered for lease/occupancy of building (office space), the organization must state that it will comply with any evaluation requirements that may be established by the County Commissioners Court.

**H. DESCRIPTION OF INTERAGENCY AGREEMENTS:**

- a) Describe any financial and/or non-financial interagency agreements with any federal, state, county, municipal or local agencies.
- b) Describe the history of the relationship and/or partnership between your organization and other federal, state, county, municipal or local organization(s)
- c) Describe agreements with other primary service providers designated to improve integration and delivery of program services. Provide as attachment, any written agreements that may exist with local social service providers.

**I. DESCRIPTION OF FUNDING SUPPORT**

- a) Describe how the not-for profit provider will receive funding support from other institution and organizations located in the proposed service area. Financial support may be through direct financial resources of services of in-kind donations to be made to the project.
- b) Describe the financial arrangements and submit any agreements that may be undertaken for the purpose of implementing the objectives of this project. The proposal should show evidence of support agreements.
- c) Provide a copy of annual budget and a year end programmatic report.

**ADDITIONAL INFORMATION:** Hidalgo County is requesting that request for proposals are routed to Martha L. Salazar, CPPB, Purchasing Agent, at 2802 South Business Hwy 281, New Administration Building, Edinburg, Texas 78539. All inquires must be directed to Hidalgo County Purchasing Agent, Martha L. Salazar. All responses will be distributed through Hidalgo County Purchasing Department. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE (956) 318-2629 or via email: [yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us) NO LATER THAN Wednesday, APRIL 13, 2011, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, Friday, APRIL 20, 2011. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

## **SECTION IV: SELECTION AND SCHEDULES**

### **A. SELECTION/EVALUATION/RANKING OF PROPOSALS**

The Hidalgo County Commissioners' Court and/or an Evaluation Committee (selected and/or designated by Commissioner's Court) will review, score and evaluate the RFP's received in response to this request for proposals. Thereafter, Hidalgo County Commissioners' Court will rank the respondents based upon their response to proposal and/or presentations to the Court.

The evaluation criteria will include, but not be limited to the following:

#### **1. EXPERIENCE/BACKGROUND**

**35 POINTS**

- a) Provides appropriate evidence of adequate staffing
- b) Adequacy of resources to perform these services
- c) Specific experience with public entity clients.
- d) Provide the required services at a reasonable cost

#### **2. PROPOSER'S CAPABILITY TO PROVIDE THE SERVICE REQUESTED**

**30 POINTS**

- a) The organizations design and details for carrying out the requirements of the project.
- b) The organizations evaluation design and goals and objectives of the project.
- c) The organizations description of the services to be provided

#### **3. CAPACITY OF PERFORMANCE**

**35 POINTS**

- a) Experience and knowledge necessary to provide the required service
- b) Provides sufficient description of relationship and/or partnership between organization and other federal, state, county, municipal or local agencies.
- c) Provides sufficient description of financial and/or non-financial interagency agreements with and federal, state, county, municipal or local agencies