

HIDALGO COUNTY
Professional Consulting Services
Contract # C-11-117-08-02

ATTACHMENT "A"

WORK AUTHORIZATION No.3

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of the Service Contract made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, "**GODINEZ COMMUNICATIONS**," professional consultant of McAllen, Texas , hereinafter called "**Consultant**."

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the CONSULTANT to provide professional consulting services as it pertains to the following:

Provide communications and public engagement strategies and services to Hidalgo County Precinct 4 to assist raising the awareness and education of County and Precinct 4 services and programs for the community.

The scope of services to be provided by the **CONSULTANT** is identified in **EXHIBIT "B"- Scope of Services to be Provided by the Consultant** attached hereto. The project work schedule is identified in **EXHIBIT "C" – Project Work Schedule** attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is \$ 34,965. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as **EXHIBIT "C" – Project Work Schedule and EXHIBIT "D" - Consultant Cost/Rates** attached hereto.

PART 3. PAYMENT

Compensation and payment to the **CONSULTANT** for the services established under this Work Authorization shall be made in accordance with Article/Part/Section 3 of the Agreement.

PART 4. FUNDING

This Work Authorization NO.1 shall be funded through funding source:

Account No. **(DBM WILL IDENTIFY FUNDING WITHIN THIS AGENDA)**
Requisition Number **(REQUISITION # TO BE PROVIDED ONCE FUNDING HAS BEEN IDENTIFIED)**

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion of scopes of the work.

PART 6. RESPONSIBILITIES AND OBLIGATIONS

This Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and confirmation by Hidalgo County Commissioner Joseph Palacios as to content and detail of this Work Authorization No. 1.

HIDALGO COUNTY PRECINCT 4

BY: _____

Joseph Palacios, County Commissioner Precinct 4

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on as indicated below and effective as of _____ day of , 2011.

**THE CONSULTANT:
GODINEZ COMMUNICATIONS**

**THE OWNER:
HIDALGO COUNTY**

BY: _____
Brian Godinez

BY: _____
Ramon Garcia, County Judge

ATTEST:

BY: _____
Arturo Guajardo, Jr., County Clerk

LIST OF ATTACHMENTS

ATTACHMENT "B" - Scope of Services to be Provided by the Consultant

ATTACHMENT "C" - Work Schedule

ATTACHMENT "D" - Consultant Cost/Rates

ATTACHMENT "E" - Insurance Requirements Provided by the Consultant

ATTACHMENT "B"

Scope of Services to be Provided by the Consultant

The project will consist of working closely (daily, weekly and/or monthly) with Hidalgo County, County Commissioner Joseph Palacios, Precinct 4 staff and resources, as well as with the communities of Hidalgo County Precinct 4, and provide professional communications and public engagement strategies and services to assist raising the awareness and education of County and Precinct 4 services and programs for the community, including:

- Assist with the development and coordination of objectives, strategies and message for Hidalgo County Precinct 4's communications and public engagement plan;
- Assist with the implementation of a communications and public engagement plan including the possible design and development of tactics, tools and materials for community wide distribution and dissemination;
- Possible design and development of various tactics, tools and materials that may include but is not limited to research, survey, message, photography, video, graphics, newsletters, news releases, brochure, website, fact sheets, online banners, news conferences, periodic progress reports, presentations, briefings, fliers, television programming, editorial pieces, advertisements, outreach events or forums utilized to raise the awareness and education of community services and programs.
- Cooperate and coordinate fully with the County Commissioners' Court, Precinct 4 staff and resources;
- Report and consult to the County and Precinct 4 as often as reasonably necessary;
- Prepare a Work Authorization document, which will include a description of the work to be performed, including a description of the tasks, and work schedule, and an estimated cost proposal as authorized by the County;

ATTACHMENT "D"
Consultant Cost/Rates

For and in consideration of the **Services** attached to this Agreement and to be rendered by the **Consultant**, the **Owner** shall pay the **Consultant** the **fee** as defined in this Agreement, and as more particularly identified as follows:

Description - All Inclusive		Hourly Fees
Principal-in-Charge		\$135
Graphic Design		\$65
Copy Writing		\$55
Administrative Support		\$45
Material Rates		
Item	Unit Rate	
Mileage (outside of Hidalgo County)	IRS Allowable Rate	
Sub-consultant Fees	Billable Hourly Rate + 10%	
Reimbursement expenses (e.g. travel out of area, printing)	At cost plus 10% (pre-approved by the County)	

ATTACHMENT "E"

Insurance Requirements Provided by the Consultant

