

REQUEST FOR PROPOSALS  
Hidalgo County Juvenile Justice Center  
“WRAP AROUND PROGRAM”

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



**LEGAL NOTICE**

**RFP NO: 2012-131-00-00-CGA**

1. Sealed proposals/qualifications will be received for Hidalgo County for: **“WRAP AROUND PROGRAM”**, 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 RFPs 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: 2012-131-00-00-CGA-“WRAP AROUND PROGRAM”** and in County's Purchasing Department, **physical address: 2802 S. Business Hwy. 281; mailing address: 2812 S. Hwy. Business 281, New Administration Building, Edinburg, Texas, on or before 9:30 a.m., Wednesday, \_\_\_\_\_, 2012.**

**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 OR PACKAGE WITH REFERENCE TO : RFP NO: 2012-131-00-00-CGA –“WRAP AROUND PROGRAM”.**

**WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE TO (956) 292-7612 OR VIA E-MAIL TO [cris.villarreal@co.hidalgo.tx.us](mailto:cris.villarreal@co.hidalgo.tx.us) , BY NO LATER THAN WEDNESDAY, \_\_\_\_\_ 2012 At 5:00 P.M. RESPONSES WILL BE SENT TO ALL APPLICANTS BY FRIDAY, \_\_\_\_\_, 2012. 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 item(s) listed under this proposal that it deems necessary to accommodate budgetary and/or operational requirements; **B.** right to 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 proposals 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 proposals.
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 /qualifications 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/Qualifications. 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, CPPB, 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 – **“WRAP AROUND PROGRAM”**
  - 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:

**Judge Mario E. Ramirez, Jr. Juvenile Justice Center**  
**Maria Elena Gaitan, Accountant**  
**P O Box 267**  
**Edinburg, TX 78540**  
**956-587-6200**

17. Schedule of Events

**Projected Proposal/Qualifications Opening, 9:30 A.M., \_\_\_\_\_, 2012**  
**Project/Anticipated Award Date: \_\_\_\_\_, 2012**  
**Commence Work or Deliver Products \_\_\_\_\_, 2012**

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.**

- ~~. 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 material men 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 No. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSER.**

- 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.
- 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.
- 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 proposers' 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 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 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 none conforming.

DRAFT

**Request for Proposal/Qualifications  
"WRAP AROUND PROGRAM"**

**RFP NO: 2012-131-00-00-CGA**

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 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 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.

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: \_\_\_\_\_

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

**EXHIBIT “A”**  
**REQUIREMENTS/SCOPE OF SERVICES**

(NIGP CODES: 952-95- YOUTH CARE SERVICES;  
952-15-CASE MANAGEMENT SERVICES)

DRAFT

Hidalgo County – Judge Mario E. Ramirez, Jr. Juvenile Justice Center  
Request for Proposals  
“WRAP AROUND PROGRAM”

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**Overview:**

Hidalgo County (hereinafter referred to as “COUNTY”) is soliciting proposals for “Judge Mario E. Ramirez, Jr. Juvenile Justice Center – Wrap Around Program”. The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals for the provision of “Wrap Around Program” as specified herein. Sealed Proposals will be accepted until 9:30 A.M., Wednesday, \_\_\_\_\_, 2012. ANY PROPOSALS RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.

Deliver Submittal to:

RFP No: 2012-131-00-00-CGA

<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 Acceptance Date.

The following outlines the Request For Proposal (RFP):

**SECTION I -GENERAL TERMS AND CONDITIONS**

**ADDITIONAL INFORMATION:** Hidalgo County is requesting that request for proposals be routed to Martha L. Salazar, CPPB, Purchasing Agent, at: 2802 South Business Hwy 281, New Administration Building, Edinburg, Texas 78539. All inquiries must be directed to Hidalgo county Purchasing Agent, Martha L. Salazar. Hidalgo County will assist the Hidalgo County Juvenile Justice Center in addressing any and all inquiries. All responses will be distributed through Hidalgo County Purchasing Department.

WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACIMILE (956) 292-7612 or emailed: [cris.villarreal@co.hidalgo.tx.us](mailto:cris.villarreal@co.hidalgo.tx.us), BY NO LATER THAN 5:00 P.M. WEDNESDAY, \_\_\_\_\_ 2012. Responses will be sent to all applicants via facsimile or email by Friday, \_\_\_\_\_ 2012 at 5:00 p.m. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

**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 – Judge Mario E. Ramirez, Jr. Juvenile Justice Center  
Request for Proposals  
“WRAP AROUND PROGRAM”

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 Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encourage 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:**

Prior Contract award, respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in **Exhibit E**) certainly that the submission is (1) not the result of Collusion 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-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.

**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**.

Hidalgo County – Judge Mario E. Ramirez, Jr. Juvenile Justice Center  
Request for Proposals  
“WRAP AROUND PROGRAM”

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**NUMBER OF COPIES TO BE SUBMITTED:** A total of one (1) original and seven (7) copies of the RFP shall be submitted to the address on the cover letter.

**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 Board of Judge's or Commissioners' Court of Hidalgo County.

**TERM OF CONTRACT:**

Term of contract will be for a period of one year (1) commencing upon Hidalgo County Commissioner's Court and/or Board of Judge's final approval, and may be extended at the sole discretion of County for two (2) additional one (1) year terms, under the same rates, terms, and conditions.

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 in award of new proposal for next contract term, under the same rates, terms and conditions.

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.

**DAVIS BACON ACT: (IF Applicable)**

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

## SECTION II - RFP REQUIREMENTS/SCOPE OF SERVICES

**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.

**UNDERSTANDING OF THE PROJECT:**

This section should demonstrate the proposers understanding of the project needs, the services required, and any local issues or concerns. Briefly explain how long you have been organized and your business objectives. Explain how long you have been in business. This description should be concise, candid, and limited to 3 pages in length.

**REQUIRED CERTIFICATES AND SUBMITTAL:**

This section will contain **any/all** licenses, registrations, permits, and certifications as required by the STATE OF TEXAS and HIDALGO COUNTY that you possess that deem you as a qualified to provide "Wrap Around Program Services."

If proposer/vendor cannot meet any of the following services/responsibilities, such exceptions must be noted on the company's cover letter.

Hidalgo County – Judge Mario E. Ramirez, Jr. Juvenile Justice Center  
Request for Proposals  
“WRAP AROUND PROGRAM”

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**Scope Of Services:**

Judge Mario E. Ramirez, Jr. Juvenile Justice Center is soliciting proposal from individuals, agencies or entities for the Alternative to Out of Home Placement Program utilizing the “Wrap Around Program” approach for delivery of services. It consists of a mix of culturally competent services that wrap the youth and family with services to increase chances of maintaining success in their communities. We anticipate that youth and their families will be served by this program for six (6) to twelve (12) months. Service delivery will include a combination of services including immediate intervention, comprehensive assessments, advocacy, crisis stabilization, case management, skill building services, therapeutic support services, Youth and Family Service Planning, discharge planning and aftercare. The following components are critical to implementing and operating a comprehensive and successful program.

**Firms Qualifications:**

Judge Mario E. Ramirez, Jr. Juvenile Justice Center is soliciting to contract with licensed professionals who are qualified to deliver the services for “Wrap Around Program”. The person(s) directly performing the services are required to submit their licenses/credentials, qualifications to perform necessary services. Photostat copies are acceptable.

**Personnel And Staffing:**

The proposers 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. Information regarding the credentials, education and experience with other “Wrap Around Program Services” is required and will be scored accordingly during the evaluation process.

**Caseworker Minimum Qualifications:**

Bachelor's degree in a social service or related field, with (2) years experience working with emotionally disturbed adolescents and their families; may include part-time, volunteer or internship experience. A master's degree in social services or related field may substitute for minimum requirements. Any educational or experiential qualifications to be considered as equivalent, in lieu of the above minimums, require prior approval from the Director or designee.

**Clinical Director/ Clinical Minimum Qualifications:**

Master's degree in the Human Service discipline. Possess a minimum of two years of related experience working with children/adolescents and families in a therapeutic treatment environment, or a or a Bachelor's degree in social services or related field with at least five (5) years' related experience. Qualified experience must focus on community based programs, treatment facilities and/or direct practical experience with children and family therapy. Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), or individual actively working toward licensure as a mental health professional is preferred. Any educational or experiential qualifications to be considered as equivalent, in lieu of the above minimums, require prior approval of the Director or designee.

**Admin Asst. Minimum Qualifications:**

High School diploma or GED, with at least one (1) year administrative/clerical/secretarial experience or nine (9) months' formal training.

**Case Manager Minimum Qualifications:**

Bachelor's degree in a social service or related field, with (2) years experience working with emotionally disturbed adolescents and their families; may include part-time, volunteer or internship experience. A master's degree in social

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services or related field may substitute for minimum requirements. Any educational or experiential qualifications to be considered as equivalent, in lieu of the above minimums, require prior approval from the Director or designee.

**Program Director Minimum Qualifications:**

Bachelor's degree in a social service or related field, with a total of five (5) years supervisory/administrative experience with a Masters degree in social services or related field, with a total of two (2) years supervisory/administrative experience with troubled youth. Any educational or experiential qualifications to be considered as equivalent, in lieu of the above minimums, require prior approval of the Director or the designee.

**PROGRAM OVERVIEW:**

The proposal shall include a detailed functional description of the services to be provided and how these services will be delivered.

- **Culturally Competent Services-** The program is structured to provide services in a culturally competent manner to youth and their families. Culturally sensitive programming includes *Cultural Competency Training, Recruitment and Employment of Multiracial Staff, Culturally Appropriate Materials and Information, Culturally Competent Resources and Activities.*
- **Immediate Intervention Response within 24 - 48 hours** – Conduct initial meeting at family's home, placement facility or other appropriate location within 24 – 48 hours of receipt of referral; If there is a need for a quicker response time due to court orders or detention situation, arrangements will be made to respond within 2 hours and meet youth and family at court or the detention facility.
- **24 hour Crisis Intervention and Safety Planning** – Provide crisis intervention and safety planning 7 days per week, 24 hours per day, 365 days per year.
- **Comprehensive Assessments** – The general assessment will identify strengths/needs and status in multiple domains including: education, safety issues in the home and community, family, self, and psychosocial needs. Additional areas of assessment include the following:
  - *Placement and/or housing needs;*
  - *Supportive family and community ties;*
  - *Peer network and support;*
  - *Delinquency history;*
  - *Substance use and/or abuse;*
  - *Mental and physical health status;*
  - *Economic status;*
  - *Individual strengths;*
  - *Talents and interests; and*
  - *Detailed family history, including family strengths, relationships, and challenges.*
- **Youth and Family Support Teams-** In line with the wrap around approach, youth and family support teams are created to include the client and family, service providers and natural supports to ensure that all vested individuals and organizations have a part in the success of the youth in maintaining in the community.
- **Youth and Family Team Service Planning** – Youth and Family Team Service Planning uses a collaborative process driven by the perspective of the family. The Team would include the youth and family as well as a mix of professional supports, natural supports, and community members. The Service Plan is based on the strengths and culture of the youth and their family, and ensures that the process is ***driven by the needs of the family.***
- **Youth and Family Team Service Plan Reviews** – The Service plan will be updated a minimum of once a month for the length of the program. The full Youth and Family Support Team is expected to participate.
- **Flexible Service Hours** – Sufficient flexible staffing required to ensure that services are available to families during

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non-traditional work hours and weekends.

- **Case management and Care Coordination** – The contracted service provider will serve as the single point of contact for youth and families served by the program. Case managers will act as wrap around services coordinators, facilitators and advocates working with the family, community, and collaborating agencies, to discover family strengths, set goals, determine major needs, and develop strength-base options for the family. As facilitators, the Case managers will also ensure all services are put in place and coordinated, and will monitor treatment outcomes. The contracted Service provider will be responsible for the management and continuity of care including the following:
  - *Facilitating the development, review, and evaluation of the Youth and Family Service Plan based on the youth's and family's strengths-based assessment and culture;*
  - *Developing and advocating for provision of services and resources needed by the youth and family, but that may not be currently available to the family;*
  - *Linking youth and family to identified needed services;*
  - *Checking with the youth and family to ensure that formal and informal support systems are functioning properly;*
  - *Monitoring service needs and ensuring positive family, social, education, and health outcomes for enrolled youth;*
  - *Coordinating of case planning and services with the probation department and all involved public and private community partners to ensure awareness of youth services, milestones, or discharges; and*
  - *Empowering families to build upon their strengths and culture to develop new competencies – identifying how strengths and family culture will be used to meet needs and reach goals.*
- **Therapeutic Support for youth and families** - The therapeutic support program component will provide assessment, crisis stabilization and safety planning as well as family and/or individual counseling as needed. If it is assessed that the need for therapeutic services is extensive, then this service need might be addressed by referring and linking the youth and family to a local provider.
- **Youth Skill Development Groups** – Group sessions should address the youth's progress in the program as well as address a variety of treatment and development issues such as anger management, impulse control, adolescent sexuality, job readiness skills, problem solving, making appropriate decisions and other issues pertinent to the youth. Whenever possible parents or guardians will be requested to participate in the “Strengthening Family Program” Groups.
- **Monitoring/Supervision** – provide accountability of the youth and ensure public safety through frequent face to face and telephone contacts depending on the youth's risk level.
- **Education Advocacy and Support** – If the youth is not in school, the Case managers will assist the youth in enrolling in their local school or most appropriate educational program. Also assist the youth to locate tutoring, mentoring, and/or after school programs that will support the youth in meeting their academic goals.
- **Discharge Planning** – The Youth and Family Support Team will create a Discharge Plan that will address the status of the Youth and Family Service Plan goals. The Discharge plan will highlight the areas of improvement as identified by the youth and family. The Team will spend specific actions the team will take to ensure that the noted improvements can be sustained. In addition, the family will be provided with a list of resources that they may access without required involvement from the contracted service provider and the probation department.
- **Aftercare** – The contracted program staff will remain informally accessible to the youth and family for one (1) month after the client and family have been discharged in efforts to provide continuity of care and respond to questions or concerns. The staff will contact the client and family 30 days after being discharged. Aftercare may include referring participants to appropriate support services and agencies, including child care, youth and family counseling, employment agencies, parenting educations, housing assistance, substance abuse treatment, and benefit assessment agencies.

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- **Data Driven Programming** – Tracking of outcomes and performance measures are required to ensure that the program is being effective. Comprehensive data management system is required to generate reports to measure selected target outcomes.

**PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:**

Proposer(s) is to provide a standard fee. Prices for all goods and/or services shall be negotiated to a firm amount for the duration of this contract/grant or as agreed to in terms of time frame. All prices must be written in ink or typewritten. Where unit pricing and extended pricing differ unit pricing prevails.

- A. Within this description, please describe how each of the above defined common service expectations in the Program Delivery subsection of the RFP will be addressed:
- Initial Service Response within 24 hours of Referral;
  - Flexibly Deployed Staff providing In-Home Services during Non-Traditional hours (including 24 hour service availability);
  - Individualized Service Planning & Delivery;
  - Sufficient Responsiveness & Support to Family Crises to be perceived as an alternative to Law Enforcement and the Court;
  - Building on Individual & Community Strengths;
  - Cultural Competence;
  - Monitoring & Supervision to address risk taking behaviors; and,
  - Collaborative Relationships with Systems Partners.
- B. In addition the program overview must include but not be limited to:
- A description of the staffing pattern to meet the service response requirements of the initiative. Please include the educational background and experiences of the projected team members. (NOTE: While the annual funding represents a significant investment by Hidalgo County for these services, the projected service intensity and flexibility of service hours will necessitate an innovative approach for the deployment of staff. Describe your Agency's strategy to address these challenges in coverage including employing a blend of full/part time staff and/or other professional contractual relationships. What specific successes have you achieved toward addressing similar challenges;
  - Identify your Agency's direct experience working with each of the following:
    - Law Enforcement Agencies;
    - Family Court
    - County Juvenile Justice
    - Emergency Services Providers; and,
    - Other Relevant Human Service Organizations
  - Identify all inter-organizational partnerships or affiliations applicants intend to pursue in carrying out a 24 hour mobile response capacity;
  - Please provide a brief implementation plan that addresses each of the following:
    - Outline timelines and milestones associated with the implementation of the program;
    - Describe agency readiness and ability to implement and staff the program in a timely manner; and,
    - Give specific examples of timely implementation and ramp up of new programs within your Agency.
- C. What is the depth of your knowledge of Texas juvenile laws, guidelines, and procedures in relation to the Hidalgo County Juvenile Probation Department.?
- D. Documentation of Outcomes: Please provide all relevant data regarding your Agency's successes in achieving valued outcomes for children and youth from the defined target population. To the extent possible, please document

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outcomes and milestones achieved in each of the following areas:

- Successfully Engaging the Youth and Families in Service;
- Building Parental Supervisory Skills;
- Reducing Violations that Increase the Risk of Further System Penetration:
  - Re-Offending Rates;
  - No Shows for Court hearings Rates
  - Other Probation and/or Court Violation Rates;
  - Curfew Violations Rates; and
  - Truancy Rates
- Successful Diversion from Institutional Care:
  - While Enrolled in Service;
  - Post Enrollment; and,
- Improved School Performance.

### SECTION III – SELECTION/EVALUATION/RANKING

#### SELECTION/EVALUATION/RANKING PROCESS:

The evaluation consists of a 100-point scoring system based on the “Evaluation Criteria”-Exhibit B. The participants will be ranked after evaluations and presented to Hidalgo County Board of Judges. Categories under the 100-point system include response to RFP. RFP submittal evaluation will be based on the criteria outlined below.

(A) The Hidalgo County Juvenile Justice Director and/or an Evaluation Committee (selected and/or designated by Hidalgo County Juvenile Board of Judges or its representative(s) will review, score and evaluate the RFPs received in response to this “Request For Proposals”.

(B) After the RFPs have been reviewed, scored and evaluated, the Juvenile Justice Director or its representative(s) will present the grid to the Hidalgo County Board of Judges for the purposes of ranking.

(C) **Proposals will be graded on a 100-point system with emphasis on ability to service Judge Mario E. Ramirez, Jr. Juvenile Justice.**

1. **QUALIFICATIONS:**

**(30 Points)**

The participant(s)/company” should provide information related to its Qualifications. The participant/company must be registered and licensed to practice in the State Of Texas. Must provide a copy of certificates, licenses, permits, etc., required by the County, State of Texas and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the “Wrap Around Services” as required. A list of, and scope of, similar projects for comparative purposes shall be included in response.

2. **UNDERSTANDING THE SERVICES/METHODOLOGY:**

**(20 Points)**

The participant(s) must state, the approach and /or methodology, in achieving and rendering all services detailed and required as the “Wrap Around Program” by the “Judge Mario E. Ramirez, Jr.

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3. **COST:** (20 Points)  
Provide state fee cost per juvenile, parent, group, family group, per hour sessions as requested in scope of services and requirements herein. Hidalgo County requests that any/all participant(s) submitting a proposal fee(s) as being requested shall not exceed the statutory state rate fees.
4. **EXPERIENCE/ABILITY TO COMMIT TO ALL REQUIRED “SERVICES”** (30 Points)  
The participant(s) should provide as much background information as to it’s experiences in providing similar services to juveniles, family, groups, etc.”

**NEGOTIATION PROCESS:**

Emphasis will be placed on the compliance with all requirements, costs, qualified and experienced personnel and the most efficient plan in order to implement the “Wrap Around Program” for Judge Mario E. Ramirez, Jr. Juvenile Justice Center. Accuracy and completeness are essential. Hidalgo County Judge Mario E. Ramirez Jr., Juvenile Justice Center and Hidalgo County Commissioners’ Court reserves the right to reject any and all RFPs.

**RFP SUBMITTED TO:**

**US Postal Mail Address:**

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

**Physical Address:**

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
Administration Building  
2802 S. Business Hwy. 281  
Edinburg, Texas 78539

RFPs must be submitted by no later than 9:30 a.m. on Wednesday, \_\_\_\_\_ 2012.

**ADDITIONAL INFORMATION:**

All costs and expenses associated with the preparation and submission of (rfp’s, bids, proposals and/or quotes) shall be the responsibility of the participant and no reimbursement for such charges or expenses shall be passed onto Hidalgo County / Judge Mario E. Ramirez, Jr. Juvenile Justice Center.

Hidalgo County has the authority to utilize State Contracts from its membership with their existing or new cooperatives whenever it is in the County’s best interest to do so.

**EXHIBIT “B”**

**SELECTION/EVALUATION CRITERIA**

**DRAFT**

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**SELECTION/EVALUATION/RANKING PROCESS:**

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

Proposals will be graded on a 100-point system with emphasis on ability to service Judge Mario E. Ramirez, Jr. Juvenile Justice Center. The evaluation consists of a 100-point scoring system based on the “Evaluation Criteria”-Exhibit B. The participants will be ranked after evaluation. The Hidalgo County Juvenile Justice Director and/or an Evaluation Committee (selected and/or designated by Hidalgo County Board of Judges will review, score and evaluate the RFPs received in response to this “Request For Proposals”.

After the RFPs have been reviewed, scored and evaluated, the committee will present the grid to the Hidalgo County Board of Judge's for the purposes of ranking.

**THE FOLLOWING CRITERIA WILL BE UTILIZED IN EVALUATING THE PROPOSALS:**

1. **QUALIFICATIONS:** **30%**  
The proposer shall provide information related to its qualifications. The proposer must be registered and licensed to practice in the State of Texas. The proposer must provide copies of license and certificates, permits, etc., and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the services requested in this RFP.
2. **UNDERSTAND THE SERVICES/METHODOLOGY:** **20%**  
The proposer must state, the approach and/or methodology, in achieving and rendering all services detailed and required for the “Wrap Around Program” for Hidalgo County Juvenile Justice Center.
3. **COST:** **20%**  
Proposer shall provide state fee cost per juvenile, parent, group, family group per hour sessions as requested in scope of services and requirements. Hidalgo County Juvenile Justice Center requests that any/all proposer(s) submitting a proposal fee(s) as being requested shall not exceed the statutory state rate fees.
4. **EXPERIENCE/ABILITY TO COMMIT TO ALL REQUIRED SERVICES:** **30%**  
The proposer should provide as much background information as to its experiences in providing similar services to juveniles, parents, etc.

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**Selection Criteria**

Points

Score

**1. QUALIFICATIONS :**

The proposer shall provide information related to its qualifications. The proposer must be registered and licensed to practice in the State of Texas. The proposer must provide copies of license and certificates, permits, etc., and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the services requested in this RFP.

30 Points

\_\_\_\_\_

Comments/Rationale For Points: \_\_\_\_\_

**2. UNDERSTANDING THE SERVICES/METHODOLOGY:**

The proposer must state the approach and/or methodology, in achieving and rendering all services detailed and required for the “Wrap Around Program” for Hidalgo County Juvenile Justice Center.

20 Points

\_\_\_\_\_

Comments/Rationale For Points: \_\_\_\_\_

**3. COST:**

Proposer shall provide state fee cost per juvenile, parent, group, family group per hour sessions as requested in scope of services and requirements. Hidalgo County Juvenile Justice Center requests that any/all proposer(s) submitting a proposal fee(s) as being requested shall not exceed the statutory state rate fees.

20 Points

\_\_\_\_\_

Comments/Rationale For Points: \_\_\_\_\_

**4. EXPERIENCE/ABILITY TO COMMIT TO ALL REQUIRED “SERVICES”**

The proposer should provide as much background information as to its experiences in providing similar services to juveniles, parents, etc.

30 Points

\_\_\_\_\_

Comments/Rationale For Points: \_\_\_\_\_

**Total Score**

\_\_\_\_\_

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

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