

**EXHIBIT A**  
**REQUIREMENTS**

**HIDALGO COUNTY**  
**REQUEST FOR PROPOSAL**  
**with QUALIFICATIONS**

**"POOL OF PROFESSIONAL CONSULTANTS TO SEEK FUNDING AND  
ASSISTANCE THROUGH FEDERAL AND STATE AGENCIES,  
PRIVATE SECTOR(S) AND OTHER SOURCES"**  
(INCLUDING ALL FUNDING SOURCES, PROGRAMS, AND ENTITIES)

**RFP NO: 2012-176-00-00-CGA**

Hidalgo County is requesting for sealed proposals with qualifications from qualified **"Consultant(s)"** in order to establish a **"Pool of Professional Consultants To Seek Funding And Assistance Through Federal and State Agencies, Private Sector(s) And Other Sources"** on an **"As Needed Basis"**. Hidalgo County Purchasing Department will receive sealed proposals with qualifications for the provision and establishment of a **"Pool Of Professional Consultants To Seek Funding And Assistance Through Federal and State Agencies, Private Sector(s) And Other Sources"** as specified herein. Sealed proposals with qualifications will be accepted until **9:30 A.M., Wednesday, \_\_\_\_\_**. **ANY RFP/Q RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

**RFP/Q NO: 2012-176-00-00-CGA**

**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

**The Submittal Envelope Must Show the RFP Number, Name and Acceptance Date.**

The following outlines the Request For Proposal/Qualifications:

**SECTION I GENERAL TERMS AND CONDITIONS**

**ADDITIONAL INFORMATION:**

Hidalgo County is requesting that "Request For Proposal/Qualifications" be routed to Martha L. Salazar, CPPB, Purchasing Agent, at:

**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

**WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMIL NO LATER THAN Wednesday, \_\_\_\_\_ at 5:00 P.M. at (956) 292-7612, and/or BY EMAIL TO: [cris.villarreal@co.hidalgo.tx.us](mailto:cris.villarreal@co.hidalgo.tx.us) Responses will be sent to all applicants via facsimile by Friday, \_\_\_\_\_.** **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 for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

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

**PROPOSER'S AFFIDAVIT:**

Prior Contract award, respondents to this RFP/Q must submit a signed Proposer's Affidavit (attached herein in **Exhibit E**) certifying that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

**NON-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/Qualification (RFP/Q) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

**HAND DELIVERED PROPOSALS:**

Hidalgo County requires submitters, when hand delivering RFP/Q, to make sure that it is stamped with date and time by the County Purchasing staff.

**SIGNING OF PROPOSALS/QUALIFICATIONS:**

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.

**TERM OF CONTRACT:**

It is intended that the term of the contract will be for an initial period of two (2) years, with County's option to renew for an additional one (1) year term, under the 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.

**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**

**REQUEST FOR PROPOSAL/QUALIFICATION:**

The required contents and limitations for the preparation of the RFP/Q 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/Q. A total of **one (1) original and seven (7) copies** of the RFP/Q shall be submitted to the address on the cover letter.

**CONTENTS:**

The required contents for the RFP/Q are presented below in the order they should be incorporated into the submitted document.

**UNDERSTANDING OF THE PROJECT:**

This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

**FIRM QUALIFICATIONS:**

The County of Hidalgo is seeking to contract with competent, qualified "**Consultant(s)**", in order to establish a "Pool", that has had experience in, but not limited to, the following areas:

- Prefer a minimum of five (5) years responsible experience in business/government;
- Prefer a minimum of three (3) years recent experience in grant and/or technical writing;
- Must have experience relevant to Federal And State Agencies, Private Sector(s), and Other Sources For Funding;
- Must have staffing adequate to devote and assign proper personnel to perform and render all the services requested;
- Overall understanding of the "Project" as detailed in scope of work/services;
- Excellent financial-related background and interpersonal skills;
- Effective communication skills, both verbal and written;
- Excellent organizational and analytical skills;
- Ability to manage multiple priorities;
- Ability to formulate recommendations;
- Ability to compile and analyze financial data;

**FOR ADDITIONAL SPECIFICATIONS AND REQUIREMENTS-PLEASE REFER TO "SCOPE OF SERVICES" SECTION.**

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

**PERSONNEL AND STAFFING:**

The firm 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.

**SCOPE OF SERVICES:**

Hidalgo County is requesting proposals from experienced, qualified consultants in order to establish a "**Pool Of Professional Consultants**" to provide consulting services required to seek funding and assistance through federal and state agencies. The "**Pool Of Professional Consultants To Seek Funding And Assistance Through Federal and State Agencies, Private Sector(s) And Other Sources**" contract will encompass all project-related services to the County of Hidalgo including, but not limited to, the following:

Required services include, but may not be limited to the following:

- a. Review, prepare and/or coordinate grants/funding sources with the assistance of designated Hidalgo County Staff and/or Engineers and Architects;
- b. Provide governmental relations and representation before federal and state agencies, private sector(s) and other sources;
- c. Plan and coordinate meetings between County Officials and key representatives of federal and state agencies, private sector(s) and other sources;
- d. Plan, prepare, and coordinate development of appropriate legislation and appropriation requests to federal and state agencies, private sector(s) and other sources to be presented by

- County Officials and/or key representatives of the County;
- e. Plan, prepare and coordinate presentations for County Officials/Representatives to present before federal and state Agencies, private sector(s) and other sources;
  - f. Notwithstanding, before commencing, consultant shall **not engage** in any lobbying activity for which a license or registration is required under either state or federal law;
  - g. Attend meeting(s) with County Officials and Staff to understand the County's concerns and goals prior to commencing any activity relating to federal and state agencies, private sector(s) and other sources;
  - h. Coordinate with the County to jointly develop strategies relating to federal and state agencies, private sector(s) and other sources;
  - i. Assist the County in identifying and preparing for critical issues and concerns relating to federal and state agencies, private sector(s) and other sources;
  - j. Assist with providing appropriate input on any studies identifying concerns that impact the County relating to federal and state agencies, private sector(s) and other sources;
  - k. Coordinate and develop better working relationships with other urban counties, and any other appropriate leadership and personnel which may be helpful in coordinated response, in the areas of concern as reasonable and necessary relating to federal and state agencies, private sector(s) and other sources;
  - l. Meet with any and other individual(s) or group(s) involved on such matters of concern relating to federal and state agencies, private sector(s) and other sources;
  - m. Determine and communicate the various impacts to the County of any and/or such concerns relating to federal and state agencies, private sector(s) and other sources;
  - n. Obtain funding from federal and state agencies, private sector(s) and other sources to increase the County's capacity for services through grants and other funding sources.
  - o. Prepare and perform other assignments as requested accordingly;
  - p. Cooperate and coordinate fully with the County Commissioners' Court, the professional and administrative staffs of the County;
  - q. Report and consult to the County Commissioners as often as reasonably necessary;
  - r. Provide any other service(s) necessary or desirable for the development of the service(s);
  - s. Prepare grant applications/funding requests;
  - t. Prepare funding needs assessment;
  - u. Prepare and circulate funding alerts;
  - v. Consultant will identify, define, and develop funding sources to support existing and planned program activities as well as coordinate the development, writing, and submission of grant proposals to federal and state agencies, private sector(s) and other sources;
  - w. Knowledge of Texas County/Local Government, including knowledge of applicable statutes/regulations;
  - x. Will be required to collect, analyze, and reporting data on the performance of program activities that are funded by public and private sources;
  - y. Consultant will entail researching available grant funding for specific areas of county responsibility and interest (examples: criminal justice, health care, economic development, emergency management, etc.) technical research/writing required to prepare grant applications, prepares complex correspondence and grant reports/statistics and submits to local, federal, state agencies, private sector(s) and other sources, administration of awarded grants in compliance with all grant requirements, regulations, including monitoring of project activities, budgets, record keeping/reporting;

**NUMBER OF COPIES TO BE SUBMITTED:**

Hidalgo County requires **one (1) original submittal and seven (7) copies.**

**ADDITIONAL INFORMATION:**

Hidalgo County is requesting that any and all questions, inquiries, and all clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to, Martha L. Salazar, CPPB, Purchasing Agent, **Attn: Cris Ayala, via email:** [cris.villarreal@co.hidalgo.tx.us](mailto:cris.villarreal@co.hidalgo.tx.us), 2812 South Business Highway 281, Edinburg Texas 78539. **TELEPHONE CALLS WILL NOT BE ACCEPTED!**

Any/All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the proposer and not reimbursements for such charges or expenses shall be passed onto Hidalgo County.

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.

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

Proposer is to provide a fee proposal based on the scope of work and services.

**SECTION III: SELECTION AND SCHEDULES**

**I. SELECTION PROCEDURES/EVALUATION CRITERIA:**

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

- A. Evaluation Committee selected by Hidalgo County Commissioner's Court, Elected Official or User Department will review, score and evaluate the Request for Proposals with qualifications (RFP/Q's) received.
- B. After the RFP/Q's have been reviewed, scored and evaluated, a grid will be presented to Commissioner's Court for the purposes of ranking.
- C. Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFP/Q.

**II. SCORING AND EVALUATION PROPOSALS with QUALIFICATIONS**

Proposals will be evaluated and scored for innovation and completeness, in response to each of the elements outlined in the Scope of Services including but not be limited to, the items listed below:

**A. BACKGROUND - 15 POINTS**

- 1. Provides sufficient professional background.
- 2. Provides references.
- 3. Indicative of outstanding, or exceptional, performance required services for federal and state agencies, private sector(s) and other sources.

**B. COST - 20 POINTS**

Provides the required turnkey services at a reasonable cost.

**C. EXPERIENCE - 20 POINTS**

1. Experience in business/government relevant to federal and state agencies, private sector(s) and other sources.
2. Experience in business/governmental relations and representation before federal and state agencies, private sector(s) and other sources.
3. Knowledge of Texas County/Local Government, including knowledge of applicable statutes/regulations.
4. Extent of experience.

**D. PROPOSER'S QUALIFICATIONS - 20 POINTS**

1. Met minimum of five (5) years of experience in federal and state agencies, private sector(s) and other sources.
2. Met minimum of three (3) years of experience in grant and/or technical writing.
3. Experience relevant to federal and state agencies, private sector(s) and other sources for funding.

**E. CAPACITY OF PERFORMANCE - 25 POINTS**

1. Provides appropriate evidence of adequate staffing.
2. Staffing level/experience of staff.
3. Adequacy of resources to perform these services.

**TERMINATION OF SERVICES:**

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.

**PROPOSAL WITH QUALIFICATION SUBMITTED TO:** An original and seven (7) copies of RFP/Qs should be submitted to:

<p><b><u>US Postal Mail address:</u></b> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2812 S. Business Hwy. 281 Edinburg, Texas 78539</p>	<p><b><u>Physical Address:</u></b> Martha L. Salazar, CPPB, Purchasing Agent Hidalgo County Purchasing Department Administration Building 2802 S. Business Hwy. 281 Edinburg, Texas 78539</p>
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RFP/Qs must be submitted by **no later than 9:30 a.m. on Wednesday,** \_\_\_\_\_ **2012.**

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

**EXHIBIT B**  
**EVALUATION CRITERIA**

**HIDALGO COUNTY -  
REQUEST FOR PROPOSAL/QUALIFICATIONS**

**“POOL OF PROFESSIONAL CONSULTANTS TO SEEK FUNDING AND  
ASSISTANCE THROUGH FEDERAL, STATE, PRIVATE SECTOR(S)  
AND OTHER SOURCES”**

(INCLUDING ALL FUNDING SOURCES, PROGRAMS, AND ENTITIES)

**RFP/Q NO: 2012-176-00-00-CGA**

## SELECTION/EVALUATION CRITERIA

Proposals/Qualifications will be graded on a point system with emphasis on ability to service the County and experience in seeking funding and assistance through federal and state agencies, private sector(s) and other sources, including but not limited to the following:

**A. BACKGROUND - 15 POINTS**

1. Provides sufficient professional background
2. Provides references
3. Indicative of outstanding, or exceptional, performance required services for federal and state agencies, private sector(s) and other sources

**B. COST - 20 POINTS**

Provides the required turnkey services at a reasonable cost.

**C. EXPERIENCE - 20 POINTS**

1. Experience in business/government relevant to federal and state agencies, private sector(s) and other sources;
2. Experience in business/governmental relations and representation before federal and state agencies, private sector(s) and other sources;
3. Knowledge of Texas County/Local Government, including knowledge of applicable statutes/regulations;
4. Extent of experience;

**D. FIRM QUALIFICATIONS - 20 POINTS**

1. Met minimum of five (5) years of experience in federal and state agencies, private sector(s) and other sources;
2. Met minimum of three (3) years of experience in grant and/or technical writing;
3. Experience relevant to federal and state agencies, private sector(s) and other sources for funding;

**E. CAPACITY OF PERFORMANCE - 25 POINTS**

1. Provides appropriate evidence of adequate staffing;
2. Staffing level/experience of staff;
3. Adequacy of resources to perform these services;

**Total Points = 100 Points**

**RFP EVALUATION FORM**  
**“POOL OF PROFESSIONAL CONSULTANTS TO SEEK FUNDING AND ASSISTANCE THROUGH FEDERAL, STATE, PRIVATE SECTOR(S) AND OTHER SOURCES”**  
 (INCLUDING ALL FUNDING SOURCES, PROGRAMS, AND ENTITIES)

**SELECTION CRITERIA**

	<u>Min Points</u>	<u>Score</u>
<b>A. BACKGROUND</b>		
1. Provides sufficient professional background 2. Provides references 3. Indicative of outstanding, or exceptional, performance required services for federal and state agencies, private sector(s) and other sources	0-15 Points	_____
Comments/Rationale For Points: _____		

<b>B. COST</b>		
Provides the required turnkey services at a reasonable cost.	0-20 Points	_____
Comments/Rationale For Points: _____		

<b>C. EXPERIENCE</b>		
1. Experience in business/government relevant to federal and state agencies, private sector(s) and other sources; 2. Experience in business/governmental relations and representation before federal and state agencies, private sector(s) and other sources; 3. Knowledge of Texas County/Local Government, including knowledge of applicable statutes/regulations; 4. Extent of experience;	0-20 Points	_____
Comments/Rationale For Points: _____		

<b>D. FIRM QUALIFICATIONS</b>		
1. Met minimum of five (5) years of experience in federal and state agencies, private sector(s) and other sources; 2. Met minimum of three (3) years of experience in grant and/or technical writing 3. Experience relevant to federal and state agencies, private sector(s) and other sources for funding	0-20 Points	_____
Comments/Rationale For Points: _____		

<b>E. CAPACITY OF PERFORMANCE</b>		
1. Provides appropriate evidence of adequate staffing; 2. Staffing level/experience of staff; 3. Adequacy of resources to perform these services;	0-25 Points	_____
Comments/Rationale For Points: _____		

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

Total Score \_\_\_\_\_

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

DRAFT