



Hidalgo County Purchasing Department  
2812 S. Business Highway 281  
New Administration Building  
Edinburg, Texas 78539  
(956) 318-2626 / Fax: (956) 318-2629

TO: Proposal Evaluation Committee Team Member

FROM: Hidalgo County Purchasing Department

DATE:

SUBJECT: Request for Proposal:

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Pursuant to Commissioner's Court of Monday, \_\_\_\_\_, you have been selected and assigned the task of scoring, grading and evaluating the responses received for the reference project.

Hidalgo County Purchasing Department received proposals on Wednesday, \_\_\_\_\_ for the above mentioned project. A total of \_\_\_\_\_ proposals were received and a copy of each is attached.

In accordance with the County Purchasing Act, the above-referenced project was issued as a competitive proposal (RFP) and, therefore, all information contained in the response(s) is to be kept **CONFIDENTIAL** until award and final approval of contract by Hidalgo County Commissioner's Court.

Until that time, and due to the confidential nature of these proposals, **no discussion of these proposals shall occur with anyone outside the Purchasing Department for questions, clarifications, information or guidance.** The Proposal Packet with ALL of its contents cannot not be reproduced for any reason and must be returned to Buyer in its entirety (including the grading/scoring sheets) after the evaluation is complete.

The entire procurement packet is included so that you can review the project and the evaluation criteria that will be utilized to determine which firm submitted the most responsible and best value proposals. **PLEASE BE ADVISED AND INSTRUCTED THAT THE SCORING, GRADING AND EVALUATING OF EACH RESPONSE IS TO BE COMPLETED INDIVIDUALLY and PRIVATELY.** The following protocol is to be utilized for purposes of evaluating all proposals;

- o Review the RFP and become thoroughly familiar with the solicitation request/packet;
- o Review the Evaluation Form to be familiar with the Criteria that is listed;
- o Review the proposals making notes as you go relative to how well they meet the evaluation criteria;
- o Scoring Sheets are provided. Please make any notations necessary to document your scores.
- o Evaluate each firm against the criteria, not each other.
- o Scores are given up to the percentage available in the category.
- o The evaluation consists of a total of one hundred (100) point scoring system with 100 points being the best.

After completing your evaluation, all documentation including responses and evaluation forms must be returned by no later than \_\_\_\_\_.

I understand the above information and instruction and agree to not reveal any content of any proposal to anyone. I will not discuss any details, contents or aspects of the responses. I will report any vendor contact concerning this evaluation process or any undue influence on my evaluation of proposal to the responsible buyer at the Purchasing Department. Any committee member may request a "joint meeting of the members" if felt that it is warranted and necessary.

**Please sign below and acknowledge that you have read the instructions and will honor all the aspects of your most important task including the Confidentiality clause. Thereafter, return said memorandum (via email) to: \_\_\_\_\_ or fax (956) 292-7612.**

**Thank you for your cooperation in this important matter.**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_