

**APPROVED**

**AI-28794**

**41. A. 4.**

**CC REGULAR**

**Meeting**

**10/04/2011**

**Date:**

**Submitted For: Martha Salazar**

**Submitted By: Vangie Garcia, PURCHASING DEPT.**

**Department: PURCHASING DEPT.**

**Information**

**CAPTION**

a. Requesting exemption from competitive bidding requirements under Texas Local Government Code, 262.024(a)(7)(A)"Items for which competition is precluded because of existence of patents, copyrights, secret processes or monopolies" in connection with the "Support and Maintenance Agreement" for the Hosting and Government Content Management System of Hidalgo County's Website with Icon Enterprises, d/b/a CivicPlus;

b. Approval of a "Sole Source Declaration" for Icon Enterprises, d/b/a CivicPlus with authority to enter into an annual support and maintenance agreement in the amount not to exceed **\$13,500.00**.

**BACKGROUND**

County previously approved sole source and agreement on 12/07/2010 for the term ending October 31, 2011 in the amount of \$12,600.00.

A requisition for the amount of \$13,500.00 will be issued before current term expires.

**Fiscal Impact**

**FISCAL YEAR: 2011**

**ACCT. #: 1100-415-00-200-002-0-336**

**FUNDS AVAILABLE Y/N?:**

**MATCHING FUNDS Y/N?:**

**BUDGETARY IMPACT:**

**Attachments**

**Sole Source Documentation**

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Purchasing Department	Marty Salazar	09/28/2011 04:31 PM
Budget & Management	Merlen P. Munoz	09/29/2011 08:07 AM
Purchasing Department	Marty Salazar	09/28/2011 04:31 PM
Budget & Management	Merlen P. Munoz	09/29/2011 08:07 AM

Rosalinda Cantu  
Auditor's Office

Form Started By: Vangie Garcia

Started On: 09/23/2011 04:46 PM

approved

- A. AI-28857 Approval of Interlocal Cooperation Agreement between Hidalgo County and City of Edcouch (stray animals)

20.

**Budget & Management - Sergio Cruz: Dina Trevino**

approved

- A. AI-28718 TxDot (1315):
  1. Discussion, consideration, acceptance and approval of Advance Funding Agreement between County of Hidalgo and Texas Department of Transportation covering Off-System Bridge Replacement and Rehabilitation for the CR 229 (Mile 17 1/2 Rd) at the Drainage Ditch Creek bridge project.

approved

- 2. Authority for County Judge to sign the Advance Funding Agreement.

approved

- 3. Approval of 2011 interfund transfer from Precinct #1 Road & Bridge (1200) to TxDot Projects (1315) in the total amount of \$5,211.02 to fund Hidalgo County's estimated share for the CR 229 (Mile 17 1/2 Rd) at the Drainage Ditch Creek bridge project.

approved

- 4. Approval to pay TxDot the proportionate share (\$518.40) of the estimated cost for the CR 229 (Mile 17 1/2 Rd) at the Drainage Ditch Creek bridge project.

approved

- B. AI-28876 Discussion, consideration and approval to submit an Economically Disadvantaged Counties Program (EDCP) application and affidavit for consideration of local participation reduction for the Mile 2 N From SH 364 to Inspiration Rd (CSJ: 0921-02-921) Project.

C. Budget Appropriations:

approved

- 1. AI-28800 TxDot Notes Payable (1315): Approval of 2011 appropriation of funds into TxDot Notes Payable in the total amount of \$39,062.20.

21.

**Purchasing Department - Marty Salazar: Darlene Betancourt**

**Notes:**

**A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.**

**B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).**

A. Hidalgo County

- 1. Current inter-local(s) and/or contract(s) for the "Housing of Inmates"

nothing to report a-c

**Presentation for discussion, consideration and action**

Including, but not limited to, the following items in connection with New Adult Detention Center:

- a) Detention Facility Law Enforcement Center Design- Build Contract with including action regarding Landmark Application for payment, final punch list and release of retainage
- b) Construction of additional pod(s)
- c) Selection and engagement of an architect for the construction of additional pods

- 3. Presentation for discussion, consideration and action (if necessary) including, but not limited to the following:

nothing to report a-c

- a) Renovations of administration building
- b) Other ongoing county owned building construction, renovation repair projects
- c) Emergency situations occurring since last agenda meeting

- 4. AI-28794 a. Requesting exemption from competitive bidding requirements under Texas Local Government Code, 262 024(a)(7)(A)"Items for which competition is precluded because of

approved

existence of patents, copyrights, secret processes or monopolies" in connection with the "Support and Maintenance Agreement" for the Hosting and Government Content Management System of Hidalgo County's Website with Icon Enterprises, d/b/a CivicPlus;

approved



b. Approval of a "Sole Source Declaration" for Icon Enterprises, d/b/a CivicPlus with authority to enter into an annual support and maintenance agreement in the amount not to exceed \$13,500.00.

approved

5. AI-28807

a. Requesting authority/approval to cancel project due to no qualifying bids received for RFB No 2011-209-08-17-YZV - Hidalgo County "Lease of Office Space to House Judicial Courtroom" or, in the alternative;

b. Requesting authority to re-advertise the project using the original CC approved procurement packet.

no action  
approved  
approved

6. AI-28863

a. Discussion and applicable action if necessary in connection with construction materials testing services contract #C-10-319-10-19-L & G Laboratory , LLC, Article 3 (attached herein) to clarify that the Work Authorization is sufficient notification by County to firm and no additional written notification is necessary;

b. Discussion and applicable action if necessary in connection with surveying, appraisal, construction materials testing and any other professional service contract(s) (samples attached herein) to clarify those Articles that state either work authorizations or purchase orders constitute notice "in writing" by the County and that no additional written document is required.

B.

Pct. 1

1. AI-28826

a. Status report and recommendations related to negotiations with the number one ranked firm of G.A.S. Enterprises, Inc.;

approved at 6%

b. Acceptance and approval of final negotiated contract document (authorized for negotiations by CC on 07/12/11) including G.A.S. Enterprise's reconsideration of his best and final offer for the provision of the Construction Management Services For Design And Construction Of A New Constable Building-Precinct One, OR, in the alternative;

no action

c. Authority to cease negotiations with the number one ranked firm;

no action

d. Authority to commence negotiations with the number two ranked firm of Dannebaum Engineering for the provision of the Construction Management Services For Design And Construction Of A New Constable Building-Precinct One;

no action

e. Recommendation by Hon. Celestino Avila, Constable, Precinct #1 for CC to consider and approve the "cancellation" of project management services for the project and have work assigned to County staff.

2. AI-28820

Approval and acceptance of contract document with Guzman & Munoz Engineering & Surveying (authorized for negotiations by CC 8-16-11) for the provision of Professional Surveying Services for "Road and Bridge, C.I.P. and Other Projects in General" on an as needed basis for Hidalgo County Precinct #1.

approved

3. AI-28873

Acceptance and approval of Supplemental Agreement No. 1 to Work Authorization No. 2 of an increase amount of \$115,014.00 for the completion of the Right-of-Way Map with the additional twenty-five (25) parcels in connection to Contract #C08-417-12-09-PO#644483 with L & G Engineering for professional engineering services for the "FM 493 from US 281 (Military Highway) to Business 83" Project.

approved

C.

Pct. 3

<b>Organization</b>	Hidalgo County	<b>URL</b>	http://www.co.hidalgo.tx.us/	
<b>Street Address</b>	2812 S. Business Hwy. 281			
<b>Address 2</b>				
<b>City</b>	Edinburg	<b>State</b>	TX	<b>Postal Code</b> 78539
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.				
<b>Emergency Contact &amp; Mobile Phone</b>	Karina Cardoza, 956-343-0011			
<b>Emergency Contact &amp; Mobile Phone</b>	Renan Ramirez, 956-457-0792			
<b>Emergency Contact &amp; Mobile Phone</b>	Michelle Villarreal, 956-640-9875			
<b>Billing Contact</b>	Renan Ramirez	<b>E-Mail</b>	Renan.ramirez@co.hidalgo.tx.us	
<b>Phone</b>	956-292-7010	<b>Ext.</b>	<b>Fax</b>	956-318-2152
<b>Billing Address</b>	P.O. Box 207			
<b>Address 2</b>				
<b>City</b>	Edinburg	<b>ST</b>	TX	<b>Postal Code</b> 78540
<b>Tax ID #</b>	74-6000717	<b>Sales Tax Exempt #</b>		
<b>Billing Terms</b>	Semi-Annual	<b>Account Rep</b>	Carrie Broeckelmann	
<b>Info Required on Invoice (PO or Job #)</b>				
<b>Contract Contact</b>	Karina Cardoza	<b>Email</b>	Karina.cardoza@co.hidalgo.tx.us	
<b>Phone</b>	956-292-7026	<b>Ext.</b>	<b>Fax</b>	956-318-2152
<b>Project Contact</b>	Karina Cardoza	<b>Email</b>	Karina.cardoza@co.hidalgo.tx.us	
<b>Phone</b>	956-292-7026	<b>Ext.</b>	<b>Fax</b>	956-318-2152

### Terms & Conditions

#### Billing & Payment Terms

1. Annual Support, Maintenance & Hosting invoices may be prorated in order to correlate with the Client's budget year.
2. Fees for CivicPlus Annual Support, Maintenance & Hosting services are invoiced prior to the year of service and are due by the first of the following month, but no sooner than 30 days from invoice date.
3. If the Client's account exceeds 90 days past due, Annual Support, Maintenance & Hosting will be discontinued until the Client's account is made current. Client will be given 30 days notice prior to discontinuation of services for non-payment.
4. Provided the Client's account is current, at any time the Client may request an electronic copy of the website Customer Content and Content Management System (CMS) Software. Client agrees to pay \$250 per completed request. Provided the Client's account is current, upon termination of services client may request a complimentary electronic copy of website Customer Content and CMS Software.

**Agreement Renewal**

5. Either party may terminate the Annual Support, Maintenance & Hosting Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date.
6. In the event that neither party gives 60 days notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term.
7. In the event of early termination of this Agreement by the client, full payment of the remainder of the contract is due within 15 days of termination.
8. Each year this Agreement is in effect, charges for Annual Support, Maintenance & Hosting services may be increased by CivicPlus by no more than 5% per annum.

**Support**

9. CivicPlus will provide unlimited telephone support Monday-Friday, 7:00 am – 7:00 pm (Central Time) excluding holidays, for all trained Client staff. Emergency Support is provided on a 24/7/365 basis for emergency contacts named by the Client. Client is responsible for providing CivicPlus with contact updates.
10. Support includes providing technical support of the CivicPlus Content Management Software, application support (pages and modules), and maintenance of Client's website. Following initial setup, additional page design, graphic design, user training, site modification, and custom programming may be contracted separately for an additional fee.
11. During the period of this agreement and subsequent annual renewals, CivicPlus warrants that it will, without additional charge to the client, immediately correct any problems or defects discovered in the Software and reported to CivicPlus by the client, such warranty to include ongoing maintenance upgrades and technical error correction.
12. CivicPlus provides online website statistics software at no extra charge. If Client desires to use other website statistic software, CivicPlus will provide the necessary log file access.

--Remainder of this page left intentionally blank--

**Annual Support, Maintenance and Hosting Fee**

<b>Current Annual Support, Maintenance and Hosting Fee</b> Server Storage not to exceed 20GB Media Center Storage not to exceed 10GB	<b>\$13,500</b>
<b>Annual Increase</b>	<b>\$00</b>
<b>Pay this Amount</b> (Paid semi-annually in January and November)	<b>January - \$11,250 + November - \$2,250 = \$13,500</b>

<b>Annual Support, Maintenance &amp; Hosting Service Include the Following:</b>		
<b>Support</b>	<b>Maintenance of CivicPlus Application &amp; Modules</b>	<b>Hosting</b>
7-7 (CST) Mon-Fri (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 2-hour Response during Normal Hours Usability Improvements Integration New & Upgraded Services Proactive Support for Updates & Fixes Online Training Manuals Monthly Newsletters Phone Consulting CivicPlus Connection CivicPlus University	Install Service Patches for OS Upgrades Fixes Improvements Integration Testing Development Usage License	Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Natural Gas Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware

**Acceptance**

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

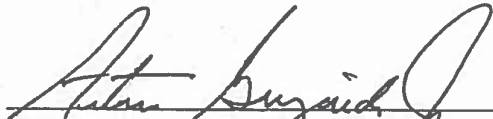
Hidalgo County, TX	Approved by Commissioners' Court on <u>10/4/11</u>	Date <u>10/21/2011</u>
CivicPlus	Date	Date

<b>Sign and Fax this Copy</b>  Attn: Contract Manager Fax: 785-587-8951	<b>And – Mail Two (2) Signed Originals</b>  CivicPlus Contract Manager 317 Houston St., Suite E Manhattan, KS 66502
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We will fax a counter-signed copy of the faxed contract back to you so we can continue services. Upon receipt of two signed originals, we will counter-sign and return one copy for your files.

**ICON ENTERPRISES D/B/A CIVICPLUS  
"HIDALGO COUNTY'S WEBSITE-ANNUAL SUPPORT  
AND MAINTENANCE AGREEMENT"**

ATTEST:

  
\_\_\_\_\_  
Arturo Guajardo, Jr., County Clerk

APPROVED AS TO FORM:  
ATLAS & HALL

By:   
\_\_\_\_\_  
Stephen L. Crain

APPROVED BY COMMISSIONERS COURT: OCTOBER 4, 2011



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

## MEMORANDUM

### “SOLE SOURCE DECLARATION”

TO: Hidalgo County Commissioner’s Court

FROM: Martha L. Salazar, CPPB  
Hidalgo County Purchasing Agent *mls*

DATE: October 4, 2011

RE: “Sole Source Declaration” – Support and Maintenance With Icon Enterprises dba CivicPlus

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In 2007, Hidalgo County acquired the Website Development Designer Project with Icon Enterprises dba CivicPlus for the creation of Hidalgo County’s Official Website. The website was created to effectively provide anyone viewing, a robust site that is easy to navigate and find the desired content as well as providing Hidalgo County Departments with a secure and easy method of maintaining frequently updated portions of their data via user friendly administration consoles.

The frequent updates to the site have been completed in-house by Hidalgo County via an easy to use “Content Management System” which includes the maintenance and support of the “Hosting and Contents Management System” by Icon Enterprises dba CivicPlus.

Furthermore, Hidalgo County Commissioners Court back on December 7, 2010, approved the exemption request under the Texas Local Government Code, 262.024(a)(7)(A) “Items for which competition is precluded because of existence of patents, copyrights, secret processes or monopolies” in connection with the “Support and Maintenance” for the Hosting and Government Content Management System of Hidalgo County’s Website Icon Enterprises, d/b/a CivicPlus.

In addition, approved the “Sole Source Declaration” for Icon Enterprises d/b/a CivicPlus” with the authority to enter into an annual support and maintenance agreement.

The annual support is due to expire on October 31, 2011 and Hidalgo County still requires the continuation of the support and maintenance services which are proprietary components (Hosting And Contents Management System) of Icon Enterprises dba CivicPlus. Therefore, Hidalgo County requires the continued renewal of the support and maintenance with Icon Enterprises dba CivicPlus for this coming fiscal year.

**HIDALGO COUNTY PURCHASING DEPARTMENT**  
**SOLE SOURCE AFFIDAVIT**

**THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER**

Before me, the undersigned official, on this day, personally appeared Jesse Manning  
A person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Jesse Manning. I am over the age of 18, have never been convicted of crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Icon Enterprises, Inc. d/b/a CivicPlus.
3. The above named company or firm is the sole source for the following item(s), product(s) or services(s):  
CivicPlus Government Content Management System
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent copyright, secret process or monopoly as stated under Section 262.024(a)(7)(A), of the Local Government Code. Also, attached hereto is a sole source letter which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuations of any/all business with Hidalgo County.

Signature \_\_\_\_\_

SWORN AND SUBSCRIBED TO under oath before me on 26<sup>th</sup> day of September, 2011.

Mary Ubel  
NOTARY PUBLIC



Mary Ubel  
PRINTED NAME

7-29-2013  
MY COMMISSION EXPIRES

COMPANY NAME: Icon Enterprises, Inc. d/b/a CivicPlus

ADDRESS, CITY, STATE & ZIP CODE: 317 Houston St., Suite E, Manhattan, KS 66502

PHONE NUMBER: 888-228-2233

CONTACT NAME AND TITLE: Jesse Manning, Vice President of Business Development

WEB ADDRESS: civicplus.com EMAIL: accounting@civicplus.com

FEDERAL TAX ID NUMBER: 48-1202104 TEXAS SALES TAX NUMBER: n/a



September 26, 2011

To the County of Hidalgo, Texas,

This letter serves to notify you that Icon Enterprises, Inc., d/b/a CivicPlus, a vendor licensed to do business in the State of Texas, is the sole provider of maintenance and upgrades for the CivicPlus Government Content Management System (GCMS) that enable municipal website administrators to manage critical aspects of their online presence.

While the operation of the CivicPlus GCMS can be hosted and supported by outside entities, a critical piece of our recurring services includes our continuous maintenance of the code base and provision of upgrades to existing features and functionality within the GCMS. CivicPlus also provides new modules and functionality as a part of the recurring maintenance and support plan. Given the proprietary nature of our GCMS and the expertise of our development team in maintaining and upgrading that software, no other company is able to provide the maintenance and upgrade services offered by CivicPlus.

Additionally, our Network Operations Center is specifically optimized for CivicPlus-built websites, providing for redundant power and internet services, daily backups and an extensive disaster-recovery plan. And through a continuing relationship, our clients benefit from access to our online community and training features.

In order to maintain our quality relationship with the County, we will ensure that the annual maintenance fees are locked in at the current rate of \$13,500 per year and that CivicPlus support staff work with County staff to incorporate all CivicPlus-provided upgrades, as desired.

Regards,

A handwritten signature in black ink, appearing to read 'Jesse J. Manning'.

Jesse J. Manning, CivicPlus  
Vice President of Business Development  
Main 888-228-2233 x262  
Direct 785-323-4762  
Fax 785-587-8951  
[www.CivicPlus.com](http://www.CivicPlus.com)

## Chapter 271.

(b) The requirements established by Subsection (a) apply to contracts for which payment will be made from current funds or bond funds or through time warrants. Contracts for which payments will be made through certificates of obligation are governed by The Certificate of Obligation Act of 1971 (Subchapter C, Chapter 271). Contracts for which payment will be made through anticipation notes are subject to the competitive bidding provisions of The Certificate of Obligation Act of 1971 (Subchapter C, Chapter 271) in the same manner as certificates of obligation.

(c) In applying the requirements established by Subsection (a), all separate, sequential, or component purchases of items ordered or purchased, with the intent of avoiding the requirements of this subchapter, from the same supplier by the same county officer, department, or institution are treated as if they are part of a single purchase and of a single contract. In applying this provision to the purchase of office supplies, separate purchases of supplies by an individual department are not considered to be part of a single purchase and single contract by the county if a specific intent to avoid the requirements of this subchapter is not present.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, § 57(a), eff. Aug. 28, 1989; Acts 1989, 71st Leg., ch. 1250, § 9, eff. Sept. 1, 1989; Acts 1991, 72nd Leg., ch. 16, § 13.02(b), eff. Aug. 26, 1991; Acts 1993, 73rd Leg., ch. 757, § 13, 38, eff. Sept. 1, 1993; Acts 1997, 75th Leg., ch. 442, § 1, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 505, § 2, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 436, § 4, eff. May 28, 2001; Acts 2001, 77th Leg., ch. 1063, § 2, eff. Sept. 1, 2001; Acts 2001, 77th Leg., ch. 1409, § 4, eff. Sept. 1, 2001; Acts 2003, 78th Leg., ch. 1276, § 12.004, eff. Sept. 1, 2003.

§ 262.0235. PROCEDURES ADOPTED BY COUNTY PURCHASING AGENTS FOR ELECTRONIC BIDS OR PROPOSALS. The county purchasing agent, before receiving electronic bids or proposals, shall adopt rules in conformance with Section 262.011(o) to ensure the identification, security, and confidentiality of electronic bids or proposals.

Added by Acts 2001, 77th Leg., ch. 1063, § 3, eff. Sept. 1, 2001.

§ 262.024. DISCRETIONARY EXEMPTIONS. (a) A contract for the purchase of any of the following items is exempt from the requirement established by Section 262.023 if the commissioners court by order grants the exemption:

- (1) an item that must be purchased in a case of public calamity if it is necessary to make the purchase promptly to relieve the necessity of the citizens or to preserve the property of the county;
- (2) an item necessary to preserve or protect the public health or safety of the residents of the county;
- (3) an item necessary because of unforeseen damage to public property;
- (4) a personal or professional service;
- (5) any individual work performed and paid for by the day, as the work progresses, provided that no individual is compensated under this subsection for more than 20 working days in any three month period;
- (6) any land or right-of-way;
- (7) an item that can be obtained from only one source,

including:

(A) items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies;

(B) films, manuscripts, or books;

(C) electric power, gas, water, and other utility services; and

## Evangelina Garcia

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**From:** Edna Kirby [edna.kirby@co.hidalgo.tx.us]  
**Sent:** Monday, September 26, 2011 3:23 PM  
**To:** 'Evangelina Garcia'  
**Cc:** 'Renan Ramirez'  
**Subject:** RE: Scanned from IT-DEPT 09/23/2011 13:42

Vangie,

As per Mr. Renan, go ahead and proceed.

Regards,  
*Edna Kirby*  
[edna.kirby@co.hidalgo.tx.us](mailto:edna.kirby@co.hidalgo.tx.us)  
Administrative Assistant II  
100 E Cano 4th Floor  
Edinburg, Texas 78539  
p. 956.292.7010 Ext. 6017  
f. 956.318.2152  
[Hidalgo County, Texas](#)

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**From:** Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]  
**Sent:** Monday, September 26, 2011 2:30 PM  
**To:** 'Edna Kirby'; renan.ramirez@co.hidalgo.tx.us  
**Cc:** 'Karina Cardoza'  
**Subject:** FW: Scanned from IT-DEPT 09/23/2011 13:42

Edna,

Please show this information to Renan and let him know that I will be placing an agenda item for Tuesday, October 4, 2011 unless he gives me direction not to proceed. Ask him to please review the agreement with the price info and if he has any concerns with this item being placed on the agenda.

Appreciate your assistance to this.

Thank you

*Vangie Y. Garcia, Contract's Manager*  
2802 S. Business Hwy. 281  
New Administration Building  
Edinburg, Texas 78539  
(956) 292-7000-Extension 1856  
email: [evangelina.garcia@co.hidalgo.tx.us](mailto:evangelina.garcia@co.hidalgo.tx.us)

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**From:** Amy Vikander [mailto:vikander@civicplus.com]  
**Sent:** Monday, September 26, 2011 2:15 PM  
**To:** Evangelina Garcia  
**Cc:** renan.ramirez@co.hidalgo.tx.us; 'Edna Kirby'; 'Karina Cardoza'  
**Subject:** RE: Scanned from IT-DEPT 09/23/2011 13:42

Attached is your hosting renewal and Sole Source Document. Please let me know if you need a hard copy mailed out as well.

**Amy Vikander, CivicPlus**  
Director of Client Care

Main 888-228-2233 x290  
Direct 785-323-4706  
Fax 785-587-8951  
[www.CivicPlus.com](http://www.CivicPlus.com)

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**From:** Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]  
**Sent:** Monday, September 26, 2011 9:39 AM  
**To:** Amy Vikander  
**Cc:** renan.ramirez@co.hidalgo.tx.us; 'Edna Kirby'; 'Karina Cardoza'  
**Subject:** RE: Scanned from IT-DEPT 09/23/2011 13:42

I apologize Ms. Vikander, I presumed that you had been provided that response by Ms. Cardoza but nonetheless, the three will be as follow:

Karina Cardoza, (956) 343-0011  
Michelle Villarreal, (956) 640-9875  
Renan Ramirez, (956) 457-0792

Let me know if there's anything else that you may need.

Thank you

*Vangie Y. Garcia, Contract's Manager  
2802 S. Business Hwy. 281  
New Administration Building  
Edinburg, Texas 78539  
(956) 292-7000-Extension 1856  
email: [evangelina.garcia@co.hidalgo.tx.us](mailto:evangelina.garcia@co.hidalgo.tx.us)*

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**From:** Amy Vikander [mailto:vikander@civicplus.com]  
**Sent:** Monday, September 26, 2011 9:21 AM  
**To:** Evangelina Garcia  
**Cc:** 'Edna Kirby'; renan.ramirez@co.hidalgo.tx.us; 'Karina Cardoza'  
**Subject:** RE: Scanned from IT-DEPT 09/23/2011 13:42

I am working on completing this request. I will still need three emergency contacts with phone numbers. Please provide phone numbers that can be used after normal business hours .

**Amy Vikander, CivicPlus**

Director of Client Care  
Main 888-228-2233 x290  
Direct 785-323-4706  
Fax 785-587-8951  
[www.CivicPlus.com](http://www.CivicPlus.com)

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**From:** Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]  
**Sent:** Monday, September 26, 2011 8:06 AM  
**To:** Amy Vikander  
**Cc:** 'Edna Kirby'; renan.ramirez@co.hidalgo.tx.us; 'Karina Cardoza'  
**Subject:** RE: Scanned from IT-DEPT 09/23/2011 13:42

Good Morning Amy,

I responded to questions #1 & 3, #2 would be responded by Karina Cardoza and Edna Kirby sent you the tax exempt for #4. I need to have the information as requested in the email that I sent you on Friday, September 23, 2011 and or there will be no agreement in place when the current one expires on October 31, 2011.

Said request for sole sourcing for this new term needs to be placed on Commissioners Court for approval within ample time, therefore, please forward as requested the sole source letter and affidavit as detailed in the email sent on Friday.

Please call me should there be any questions regarding this matter.

Thank you

*Vangie Y. Garcia, Contract's Manager  
2802 S. Business Hwy. 281  
New Administration Building  
Edinburg, Texas 78539  
(956) 292-7000-Extension 1856  
email: [evangelina.garcia@co.hidalgo.tx.us](mailto:evangelina.garcia@co.hidalgo.tx.us)*

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**From:** Amy Vikander [<mailto:vikander@civicplus.com>]  
**Sent:** Friday, September 23, 2011 4:34 PM  
**To:** Edna Kirby  
**Cc:** [evangelina.garcia@co.hidalgo.tx.us](mailto:evangelina.garcia@co.hidalgo.tx.us); 'Renan Ramirez'  
**Subject:** RE: Scanned from IT-DEPT 09/23/2011 13:42

Thanks for the information I will still need the answers to the below questions highlighted in yellow in order to complete the request.

Please feel free to contact me with any questions you may have.

Have a nice weekend.

**Amy Vikander, CivicPlus**

Director of Client Care  
Main 888-228-2233 x290  
Direct 785-323-4706  
Fax 785-587-8951  
[www.CivicPlus.com](http://www.CivicPlus.com)

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**From:** Edna Kirby [<mailto:edna.kirby@co.hidalgo.tx.us>]  
**Sent:** Friday, September 23, 2011 2:06 PM  
**To:** Amy Vikander  
**Cc:** [evangelina.garcia@co.hidalgo.tx.us](mailto:evangelina.garcia@co.hidalgo.tx.us); 'Renan Ramirez'  
**Subject:** FW: Scanned from IT-DEPT 09/23/2011 13:42

Hi Amy,

Attached is the Tax Exempt Form that you have requested.

Thank you,  
Edna Kirby

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**From:** Karina Cardoza [<mailto:karina.cardoza@co.hidalgo.tx.us>]  
**Sent:** Monday, August 01, 2011 1:31 PM  
**To:** 'Evangelina Garcia'; Renan Ramirez, Chief Information Officer  
**Subject:** FW: Civic Plus Agreement

Hi Vangie,  
Please see below. Can you answer questions 1, 3, & 4? I will provide the answer to # 2.

Thank you!

Karina Cardoza, Director  
**THE COUNTY OF HIDALGO, TEXAS**  
Executive Office - Public Affairs Division  
2818 S. Business Hwy 281  
Edinburg, Texas 78539  
p 956.292.7026  
c 956.343.0011  
f 956.292.7766  
e [karina.cardoza@co.hidalgo.tx.us](mailto:karina.cardoza@co.hidalgo.tx.us)  
w [www.co.hidalgo.tx.us/followus](http://www.co.hidalgo.tx.us/followus)

**From:** Amy Vikander [mailto:[vikander@civicplus.com](mailto:vikander@civicplus.com)]  
**Sent:** Monday, August 01, 2011 11:53 AM  
**To:** [karina.cardoza@co.hidalgo.tx.us](mailto:karina.cardoza@co.hidalgo.tx.us)  
**Subject:** FW: Civic Plus Agreement

Good morning Karina. I will get this drawn up for you and sent hopefully today. If you could provide me with the following information it would help complete the request:

1. Our system indicates the address to be 100 N. Closner Blvd., On the attached it is listed as 2812 S. Business Hwy 281, which is the address that should be listed on the agreement?
2. Please provide three emergency contacts with phone numbers that these people can be reached outside business hours
3. Billing Contact is currently listed as Renan Ramirez, is this to remain the same?
4. Please provide Tax ID or Sales Tax Exempt #

Once this information is received I can complete the request and send it off to you. Thanks for your time, have a great afternoon.

**Amy Vikander, CivicPlus**  
Director of Client Care  
Main 888-228-2233 x290  
Direct 785-323-4706  
Fax 785-587-8951  
[www.CivicPlus.com](http://www.CivicPlus.com)

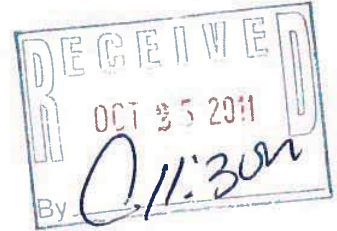


# CIVICPLUS

HELPING COMMUNITIES ENGAGE & INTERACT

October 24, 2011

Hidalgo County Purchasing Department  
Attn: Vangie Garcia  
2812 S. Business Highway 281  
Edinburg, TX 78539



Dear Vangie Garcia,

Enclosed please find 2 copies of the contract with CivicPlus. Upon counter-signature, return one copy for our files.

Please let me know if I may be of further assistance.

Sincerely,

**Mary Ubel • CivicPlus & ePowered Schools**  
**Business Development Specialist & Contract Manager**  
Main 888-228-2233 x383  
Fax 785-587-8951  
[www.CivicPlus.com](http://www.CivicPlus.com)