



Hidalgo County Head Start Program Policy Council Agenda

DATE: March 20, 2013


SUBJECT: Discussion/Approval to Contract with Ann Awalt to assist with the Development of the Strategic Plan for the Hidalgo County Head Start Program, Quote #2013-005-03-18


RATIONALE/NEED: The development of the Strategic Plan is required by the Head Start Performance Standards every five years.

RECOMMENDATION: Administration recommends approval.

COST: \$6,650.00

RELATED INFORMATION INCLUDED: Agreement

INITIATED BY: Ambrosio Tovar, Procurement Director 

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director 

PROGRAM DIRECTOR'S APPROVAL: Jerem Flores 



HIDALGO COUNTY HEAD START PROGRAM

P. O. BOX 0117 ♠ EDINBURG, TEXAS 78540♠ TEL: (956) 383-0706 ♠ FAX: (956) 380-2588

TO: Edmundo Garcia, Assistant Director

FROM: Ambrosio Tovar, Procurement Director *A. Tovar*

DATE: March 6, 2013

SUBJ: Community Assessment
Strategic Plan

This year the program must prepare a comprehensive Community Assessment and a complete Strategic Plan as per Head Start Standards. The program must entertain Sealed Quotes in order to complete these projects.

Due to time constraints all supporting documentation will be provided at the next scheduled meeting of March 20, 2013. As in the previous years we expect to work with consultants that have Head Start experience.

Please excuse the shortness of notice but these are crucial tasks that must be done for anticipated Federal review.

Should you have any questions please call me. Thank you.

THE STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

**CONTRACT FOR CONSULTING SERVICES
C-13-005-XX-XX**

THIS AGREEMENT (The “Agreement”) is made effective **March 26, 2013** by and between **HIDALGO COUNTY HEAD START PROGRAM**, (hereinafter “the Program”) a federally funded program under the auspices of HIDALGO COUNTY, TEXAS, a political subdivision of the State of Texas and Ann Awalt (hereinafter “Consultant”) to serve at the pleasure of the Hidalgo County Head Start Program.

W I T N E S S E T H:

WHEREAS, Program desires to contract with a Consultant to provide the services necessary to the Program that are more specifically described on Appendix A attached hereto and incorporated herein at this point for all purposes (“the Services”);

WHEREAS, Consultant has agreed to provide the Services enumerated hereinafter to Hidalgo County Head Start Program.

NOW, THEREFORE, for the mutual consideration expressed hereinafter, Program

and Consultant agree as follows:

1. Consultant agrees to provide the Program the Services to the Program in connection **“Strategic Plan”**.
2. As consideration for the services of Consultant described herein, Program Agrees to pay Consultant the fees as outlined in Appendix B, which is attached, to and made a part of this Agreement.
3. Consultant must comply with all applicable Program policies.

Notwithstanding the foregoing sentence, Consultant represents and maintains that it is an independent Contractor and is not an employee of the Program or any agency thereof, and represents and warrants that Consultant does not desire or request any fringe benefits provided to employees of the Program. Consultant agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder.

4. Any contract award to Consultant will be in effect until (a) the Agreement expires, (b) delivery and acceptance of products, and/or performance of

services ordered, or (c) terminated by Program without cause on thirty (30 days) written notice prior to cancellation.

5. Consultant may not assign the obligations or rights under this Agreement to any person without the prior written consent of the Program.

6. Consultant agrees to comply with the Title VI of the Civil Rights Act of 1964. The term of this Agreement will be effective as of April 1, 2013, and expires June 30, 2013

7. Notice. Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be sent personally against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith.

If to Program:

Hidalgo County Head Start Program
Attn: Teresa Flores
P.O. BOX 0117
Edinburg, Texas 78540

9. No Waiver. No waiver by Program of any breach of any provision of this Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

10. Entire Agreement. This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representations or agreements in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by Program and Consultant and not otherwise.

11. Texas Law to Apply. This Contract shall be construed under and in Accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

12. Additional Documents. The parties hereto covenant and agree that they will execute such other further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this

Agreement.

13. Successors. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrator, legal representatives, successors, and assigns where permitted by this Agreement.

14. Assignment. This Agreement shall not be assignable; provided, however, that Consultant may assign its right to receive payments hereunder for the purpose of obtaining financing so long as Consultant is not excused from and/or does not delegate its duties hereunder.

15. Headings. The headings and captions contained in this Agreement are solely for convenient reference and shall not be deemed to affect the meaning or interpretation of any provision or paragraph hereof.

16. Gender and Number. All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may be appropriate.

17. Authority to Execute. The execution and performance of this Contract by Program and Consultant have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes and valid and enforceable obligations of Program and Consultant in accordance with its terms.

18. Ethical Provision. It is understood that the employee of Program or individuals acting as agents for Program are not authorized to receive any type of personal payment, reimbursement, compensation, commission, gift or gratuity for services provided under this Agreement. Consultant warrants that no employee or agent of the Program has been retained to solicit or secure this Agreement and that Consultant has not paid or agreed to pay any employee of Program any fee, commission, percentage brokerage fee, gift or any other consideration contingent upon the making of this Agreement, or as an inducement for entering into this Agreement. The unauthorized offering or receipt of such payments may result in the immediate termination of this Agreement.

19. Commitment of Current Revenues Only. In the event that, during any term hereof, the Program does not appropriate sufficient funds to meet the obligations of the Program under this Agreement, Program may terminate this Agreement upon thirty (30) days written notice to Consultant. Program, agrees however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of Program pursuant to the provision of Tex. Loc. Govt. Code Ann §271.903 (Vernon Supp. 1995).

20. Indemnity and Hold Harmless. Consultant agrees to indemnify and hold Program harmless from any loss, costs, liabilities or damages which are incurred by Program which are primarily attributable to the acts or omissions of Consultant or the acts or omissions of Consultant's employees, agents or other representatives, including the violation of any law or regulation related to Consultant's duties under this Agreement.

To the extent permitted by applicable law, Program agrees to indemnify

and hold Consultant harmless from any loss, costs, liabilities or damages which are incurred by Consultant which are primarily attributable to the acts or omissions of Program or the acts or omissions of Program employees, agents or other representatives, including the violation of any law or regulation related to Program's duties under this Agreement.

21. Representation and Warranties. In the event any representation or warranty of Consultant hereunder is or becomes incorrect or untrue, Consultant agrees to promptly notify Program thereof, in which event Program may, in its sole discretion, elect to terminate this Agreement, for cause. Consultant acknowledges and agrees that Program has relied and continues to rely upon the representations and warranties of Consultant as herein contained.

EXECUTED and effective as of the _____ day and _____, 2013 first written above.

APPROVED BY COMMISSIONERS COURT ON: _____

Consultant:

Program:

Hidalgo County Head Start Program

BY: _____

Ann Awalt

BY: _____

Ramon Garcia, County Judge

BY: _____

(Print Name)

BY: _____

Consultant

BY: _____

Teresa Flores, Executive Director

APPROVED AS TO FROM:

OXFORD & GONZALEZ

BY: _____

Arturo Guajardo, Jr., County Clerk

BY: _____

Ricardo Gonzalez

APPROVED AS TO FROM

ATLAS, HALL & RODRIGUEZ, L.L.P.

BY: _____

Stephen L. Crain

APPENDIX “A”

The Services include, but are not limited to, the items listed below;

- Identify Activity Areas: This is a three day process that will involve consultation with staff and input from the Board, Policy Council and Community Partners. Interviews and focus groups may be used to define activity areas, using information from the Program’s Community Assessment.
- Surveys: This is a two day activity that will result in the design and distribution of surveys that will prioritize and provide additional and background information on the activity areas previously identified.
- Analysis of Surveys: This is a two day activity that will result in the compilation of surveys and the prioritization of activity areas.
- Strategic Planning Meeting: This is a one day activity conducted with staff and other representatives, as appropriate, that will review and validate the prioritization of activity areas.
- Develop and Strategic Plan: This is a ten day process that will result in a five year plan for the identified and prioritized activity areas.
- Strategic Planning Meeting: This is a one day activity conducted with staff and other representatives, as appropriate, that will review, finalize and validate the Strategic Plan.

APPENDIX “B” CONSULTANT FEE

Program agrees to pay a professional consultant fee in the amount of

\$6,650.00 (six thousand six hundred and fifty Dollars)