

**HIDALGO COUNTY**  
**Professional Consulting Services**  
**Contract #C-11-117-08-02**

**WORK AUTHORIZATION NO. 4**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of the Service Contract made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, **Brian Godinez, D/B/A Godinez Communications**, professional consultant of McAllen, Texas, hereinafter called "**Consultant**".

**PART 1. SCOPE OF WORK:**

The purpose of this Work Authorization is for the **Consultant** to provide consulting services as it pertains to the following:

Provide communications and public engagement strategies and services to Hidalgo County Precinct 2 to assist raising the awareness and education of County and Precinct 2 services and programs for the community.

The scope of services to be provided by the **Owner** is identified in **EXHIBIT "A" – Scope of Services to be Provided by the Owner** attached hereto.

The scope of services to be provided by the **Consultant** is identified in **Exhibit "B"–Scope of Services to be Provided by the Consultant** attached hereto.

**PART 2. ESTIMATED COST:**

The estimated cost for services under this Work Authorization is \$34,500.00. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as **EXHIBIT "D"**.

**PART 3. PAYMENT**

Compensation and payment to the Consultant for the services established under this Work Authorization shall be made in accordance with Article 5 thru 6.6 and all applicable sections of the Agreement.

**PART 4. FUNDING**

This Work Authorization No. 4 shall be funded through funding source:

Account No. 3-1200-431-00-122-006-0-311

Requisition Number: 244032 (MUST BE INCLUDED)

**PART 5. PERIOD OF SERVICE:**

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion as indicated in the "Exhibit C-Preliminary Work Schedule".

**PART 6. RESPONSIBILITIES AND OBLIGATIONS:**

This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

**PART 7. ACKNOWLEDGEMENT AND CONFIRMATION**

Acknowledgement and confirmation by Hidalgo County Commissioner Hector "Tito" Palacios, as to content and detail of this Work Authorization No. # 4.

HIDALGO COUNTY PRECINCT NO. 2

COMMISSIONER HECTOR "TITO" PALACIOS

BY:  \_\_\_\_\_

**PART 8. ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on \_\_\_\_\_ as indicated below and effective as of \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**THE CONSULTANT:**  
Brian Godinez D/B/A  
Godinez Communications

**THE OWNER:**  
HIDALGO COUNTY

BY: \_\_\_\_\_  
Brian Godinez

BY: \_\_\_\_\_  
Ramon Garcia, County Judge

**ATTEST:**

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

**LIST OF ATTACHMENTS**

- ATTACHMENT "A" - Services to be Provided by the Owner
- ATTACHMENT "B" - Services to be Provided by the Consultant
- ATTACHMENT "C" - Work Schedule
- ATTACHMENT "D" - Cost Proposal

## **ATTACHMENT "B"**

### **Scope of Services to be Provided by the Consultant**

The project will consist of working closely (daily, weekly and/or monthly) with Hidalgo County, County Commissioner Hector Palacios, Precinct 2 staff and resources, as well as with the communities of Hidalgo County Precinct 2, and provide professional communications and public engagement strategies and services to assist raising the awareness and education of County and Precinct 2 services and programs for the community, including:

- Assist with the development and coordination of objectives, strategies and message for Hidalgo County Precinct 2's communications and public engagement plan;
- Assist with the implementation of a communications and public engagement plan including the possible design and development of tactics, tools and materials for community wide distribution and dissemination;
- Possible design and development of various tactics, tools and materials that may include but is not limited to research, survey, message, photography, video, graphics, newsletters, news releases, brochure, website, fact sheets, online banners, news conferences, periodic progress reports, presentations, briefings, fliers, television programming, editorial pieces, advertisements, outreach events or forums utilized to raise the awareness and education of community services and programs.
- Cooperate and coordinate fully with the County Commissioners' Court, Precinct 2 staff and resources;
- Report and consult to the County and Precinct 2 as often as reasonably necessary;
- Prepare a Work Authorization document, which will include a description of the work to be performed, including a description of the tasks, and work schedule, and an estimated cost proposal as authorized by the County;