

# EXHIBIT A

## REQUIREMENTS

HIDALGO COUNTY

REQUEST FOR PROPOSAL

**“SELF INSURES HEALTH CARE CLAIMS AUDITING SERVICES”**

RFP NO: [2012-289-12-04-YZV](#)

**HIDALGO COUNTY**  
**REQUEST FOR PROPOSAL**  
**“SELF-INSURED HEALTH CARE AUDITING”**  
**RFP No: 2013-289-12-04-YZV**

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**OVERVIEW:**

Hidalgo County (hereinafter called “County”) is seeking proposals from interested firms and individuals, (hereinafter called “Proposer”) to provide **“Self-Insured Health Care Auditing Services”**. Sealed proposals will be accepted until **9:30 A.M., Wednesday, DECEMBER 04, 2013. ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

**PROJECT DESCRIPTION:**

**Background**

Hidalgo County changed their third party administrator (TPA) for its self-funded health insurance program from Mutual of Omaha to Blue Cross in 2007. Blue Cross Blue Shields of Texas (BCBS) provided the Administrative Services Only (ASO) for medical for 2011, 2012, and current 2013 plan years. BCBS provided two PPO plans with Blue Choice to the subscribers and dependents. BCBS was the Pharmacy Benefits manager (PBM) during any of the plan years. The PMB for all years was Prime. Blue Cross has provided the individual and aggregate stop loss insurance for all plan years.

The County provides health benefits to pre-Medicare employees.

The plan is financed on a self-funded basis where weekly medical, and pharmaceutical claims for the County plan are paid. For the 2011 plan year, 42,000 medical service claims and 80,000 pharmacy claims costs totaling \$16,000,000. For 2012 plan year, 45,000 medical service claims, and 78,000 pharmacy claims paid totaling \$18,000,000. For 2013 plan year, approximately 20,000 medical claims. 40,000 pharmacy totaling \$16,000,000. In addition, The County had individual stop-loss insurance to mitigate risk when claims reach over \$150,000 for plan year 2011, 2012 and \$170,000 for 2013 per individual covered. Standard medical ASO fees, are invoiced by Blue Cross and paid on a monthly basis.

Deliver Submittal to:  
RFP No: **2013-289-12-04-YZV**  
Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
New Administration Building  
2802 So. Business Hwy 281  
Edinburg, Texas 78539

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

All applicable forms in this packet must be filled in its entirety and submitted with proposal response. Incomplete sections may be considered for probable cause of disqualification and/or non-compliance.

## **SECTION I GENERAL TERMS AND CONDITIONS:**

**ADDITIONAL INFORMATION:** Hidalgo County is requesting that sealed proposals must be routed to Martha L. Salazar, CPPB, Purchasing Agent, Hidalgo County Purchasing Department, with a **Physical location of:** 2802 So. Business Hwy 281, **(Southeast Corner of Canton & Business Highway 281)** Hidalgo County New Administration Building, Edinburg, Texas, 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN** Wednesday, **NOVEMBER 27, 2013** at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, **NOVEMBER 29, 2013**. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

All costs and expenses associated with the preparation and submission of all (bid, proposals, request for qualification and quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to HIDALGO COUNTY.

**NUMBER OF PROPOSALS TO BE SUBMITTED:** An original and seven (7) copies of RFP should be submitted.

**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. Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSER.**

**PROPOSER'S AFFIDAVIT:** Prior Contract award, respondents to this RFQ 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 (3) that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

**NON-COLLUSION:** Submitters, by submitting the signed Proposer's Affidavit, certify that the accompanying submission is not the result of , or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS:**

Submitters must submit completed form enclosed herein.

**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 PROPOSALS:** 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 (RFP) 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 request for proposals with qualifications, to make sure that it is stamped with date and time by the County Purchasing staff.

**SIGNING OF PROPOSALS:** In order to be considered all submittals **must** be signed by an person authorized to bind the company or firm. **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.

**DURATION OF CONTRACT:**

Effective date to commence is \_\_\_\_\_ . The term of the contract is for an initial period of \_\_\_\_\_ with County's option to renew \_\_\_\_\_ additional \_\_\_\_\_ terms.

Hidalgo County reserves the right to continue this proposal for an additional sixty (60) day "Grace Period" at the end of the contract term due to unforeseen delay of award for the next contract term.

**DAVIS BACON ACT:**

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications (if applicable).

**SECTION II RFP REQUIREMENTS**

**REQUEST FOR PROPOSAL:** The required contents and limitations for the preparation of the RFP 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.

**CONTENTS:** The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

**FIRM QUALIFICATIONS:** This section should contain the qualifications of the organization and the office location(s) involved. Additionally, this section should include:

- a. A description of the firm's personnel and their most recent similar projects;
- b. A summary of the work plan, approach, tasks and outline of information that will be required from Hidalgo County;
- c. A typical schedule for the completion of this type of project; and
- d. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided;
- e. Experience, expertise, and reliability are considered in the evaluation process, Therefore, submit any information which documents these traits in past performance, especially those related to the requirements of this RFP;
- f. Provide the following information related to previous and current clients which are considered identical or similar to the requirements of this RFP or which indicate experience in auditing plans of this size;
- g. Name, address, and telephone number of at least three (3) client groups of similar size to Hidalgo County and a contact person for each;
- h. A brief, written description of the specific prior services performed including the number of covered employees, and dates of service.

**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.

**REQUIRED CERTIFICATIONS AND SUBMITTAL:** This section will contain any licenses and certifications as required by the State of Texas and Hidalgo County. The Group Health Consultant firm(s) should add copies of their Professional Liability Insurance.

**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.

**SCOPE OF SERVICES:**

It is the intent of the County to verify that the TPA and PBM have been administering the Hidalgo County Health Benefit Plan in accordance with the terms of the contracts in place at the time of claim adjudication.

All data files necessary for testing will be requested from BCBS and Prime by the Proposer. Additionally, eligibility verification for the claim population will be confirmed by the County. Provided below is a list of areas that will be expected to be covered in the audit. Due to the period being audited and the changes in contracts, please provide the recommended sample technique and size. The Proposer may recommend additional testing areas as appropriate.

Identify problem areas and claim payment mistakes.

Provide a final written report with findings, documented inefficiencies, and recommendations for any service improvements as identified through the audit.

**METHODOLOGY AND MINIMUM SAMPLE SIZE:**

The proposal should include the recommended sample size based on the following approximate number and value ad claims paid:

- 42,000 medical service claims, and 80,000 pharmacy claims paid for the 2011 plan year totaling \$16 million
- 45,000 medical service claims, and 78,000 pharmacy claims paid for the 2012 plan year totaling \$18 million
- 30,000 medical service claims, and 40,000 pharmacy claims paid through July 31, 2013 for the plan year 2013 totaling \$16 million

This should include how the sample will be selected to ensure sufficient coverage of high risk claims as well as the number of strata used and the dollar range of each stratum in the sampling methodology, if applicable. In addition, a description of the methodology that will be used to extrapolate the sample audit results across the entire population shall be provided. The following statistical parameters should be used for each sample from each plan year:

Confidence Level:	97%
Reliability (Precision)	+/-2%
Expected Error Rate:	Less than 5%

## **MEDICAL CLAIMS PROCESSING AND PAYMENTS:**

Through analysis of paid medical claims data received from the BCBS for the 2010 calendar year and January 01, 2011 to September 30, 2011:

- a) Determine whether any claimants met the requirements to apply for stop loss insurance during the audit period.
- b) Identify potential duplicate payments, including claims for the same services with different procedure codes.
- c) Perform an analysis of procedure codes taking into consideration all elements that affect pricing (provider type, point of service, diagnosis, secondary diagnosis, etc.) and identify questionable variances. Report variances to the Human Resources staff and assist in determining cause and recommending possible steps for resolution.
- d) For all plan years, review performance standards included in the contract between BCBS and Hidalgo County and determine whether the stated benchmarks were met.
- e) For all plan years, review cumulative claims data and determine the annual network provider discounts.
- f) Provide sufficient evidence (such as copies of billing errors, coding errors, etc.) to substantiate any errors.
- g) For the plan year 2011, review claims data and determine that claims were paid in accordance with Hidalgo County's desire to remain grandfathered.

For a sample of medical claims, perform a detailed line item review of provider billings to include the following tests:

- Verify the provider status on the date of service as being In Network or Out of Network.
- Re-adjudicate the claims sampled as appropriate. Tests should include a review of pricing, verifying that procedure codes on the date of service were for benefits covered under the plan, look for potential up-coding or unbundling, mutually exclusive codes, sex inappropriate procedure codes, excessive billed quantities, etc. Review contracts as necessary.
- Verify that sufficient documentation was provided to support the claim payment and an adequate review was performed, taking into consideration the claim dollar amount.
- Determine whether the proper application of deductibles and/or timely coordination of benefits and subrogation took place (integration with Medicare, third party liability, duplicate coverage, and worker's compensation), including retirees and active employees over the age of sixty-five (65). For identified claims, where it is applicable, determine if funds were received and applied to the County or were deducted from the bill accurately.
- For plan all plan years, determine whether claims were submitted by the provider and paid by BCBS in accordance with performance contract standards for health benefits terms, including timeliness, financial accuracy, and procedural accuracy.
- Provide sufficient evidence (such as copies of billing errors, coding errors, etc.) to substantiate any errors.

## **PHARMACEUTICAL CLAIMS PROCESSING AND PAYMENTS:**

Thorough analysis of paid pharmaceutical claims data received from the TPA for the 2011, 2012, and 2013 plan years:

- Identify potential duplicate payments.
- For all play years, ensure rebates were credited according to contract terms.
- Provide sufficient evidence to substantiate any errors.

For a sample of pharmaceutical claims, perform these additional tests:

- Determine whether pharmaceutical claims were paid according to the agreed upon discount arrangements and reimbursement rates and assigned to the appropriate tier for payment.
- Determine calculation accuracy including ingredient cost and dispensing fees.
- Provide sufficient evidence (such as copies of billing errors, coding errors, etc.) to substantiate any errors.

When fieldwork is complete, review the results with BCBS then meet with the County present the results of the audit and assist with securing any corrective action necessary.

#### ***Communication and Collaboration with Hidalgo County Employment Benefits Division Staff.***

The County's Consultant may accompany the winning proposer to the audit site. The Employee Benefits Division staff will expect progress reports throughout the engagement and, at the discretion of Employment Benefits Division, some of the progress report information will be requested in writing. These reports will include details of issues to date. Also, it is expected that the County's Consultant may meet with the Proposer's staff as the need arises and after the audit has been performed. The selected Proposer will be requested to provide a copy of all electronic data obtained during the course of the audit in a delimited text file (including the table definition that describes the data elements), as legally permitted per BCBS.

#### ***Deliverables:***

A final report will be presented to the County which should include, although not be limited to, the following:

- A projection of the range of the total dollar population of claims paid for the audit period determined statistically from the sampling results and the sampling criteria for each calendar year audited.
- A Projections of total errors in the population based on the sampling results (by play year), including the methodology used for the projection.
- A schedule for known errors with sufficient detail to present to BCBS and/or Prime for refund or settlement, including the cause(s) of the error, if determinable.
- The dollar amount of the error should be presented in a format that will indicate a detailed description of the claim, the original amount paid, amount per audit the difference between the original amount paid and amount per audit, and explanation of the error.

- Specific recommendations on processes and procedures to prevent and detect future errors.

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

Any compensation paid would come directly from percentage mutually agreed by Hidalgo County and Proposer. This includes, but is not limited to, quarterly reports, statistical data, analysis and any other information required by Hidalgo County.

- Compensation will be dependent upon contingency basis of mutually agreed to percentage (%) basis in a range of \_\_\_\_\_ (#) percent with a cap of \_\_\_\_\_ (#) percent.

DRAFT

### **SECTION III: SELECTION AND SCHEDULES**

**SELECTION PROCEDURES:** The RFP shall be submitted according to the schedule below. The County of Hidalgo is not required to select the proposal with the lowest fees, but shall take into consideration other factors, including past experience, qualifications, evidence of good organization background, references, ability to provide requested services any other factors found necessary for quality services.

#### **RFP Scoring and Ranking:**

- (A) Hidalgo County Commissioner's Court and/or an Evaluation Committee (selected and/or designated by County Commissioner's Court) will review, score and evaluate the proposals received in response to this Hidalgo County Request for Proposals.
- (B) After the proposals have been reviewed, scored and evaluated, a grid will be presented to Commissioner's Court for the purposes of ranking.
- (C) Hidalgo County Commissioner's Court, at its sole discretion, may elect (after the proposals have been reviewed, scored and evaluated and presented to Commissioner's Court for the purpose of ranking), to have participants make presentations in order to complete and finalize the ranking.

**Negotiation Process:** Hidalgo County Commissioner's Court will authorize the Purchasing Department to proceed to negotiate the proposal section of the RFP with the number one ranked firm. The firm will submit a detailed Scope of Services, project schedule/portion and flat fee proposal for negotiation. The consulting services firm shall be compensated by the County on an agreed upon flat fee. No commission fees will be allowed. After negotiations, if a contract for the engagement cannot be successfully completed for Commissioners Court's approval, the Purchasing Department will recommend to Commissioners Court that negotiations be ceased and the process will proceed with the second ranked firm. This process will continue until negotiation efforts are successful. The County of Hidalgo reserves the right to reject any and all RFP/Q's.

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 (30) day's written notice prior to cancellation.

**EVALUATION SYSTEM:** The evaluation consists of a 100-point scoring system. Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFP.

**EXHIBIT B**

**EVALUATION/SELECTION CRITERIA**

**HIDALGO COUNTY  
REQUEST FOR PROPOSAL**

**"SELF INSURED HEALTH CARE CLAIMS AUDITING SERVICES"**

**RFP NO: 2013-289-00-00-YZV**

# **RFP - EVALUATION CRITERIA**

Proposals will be graded on a 100 point system with emphasis on ability to service Hidalgo County including, but not be limited to, items listed below:

- |   |               |
|---|---------------|
| <b>A QUALIFICATIONS AND EXPERIENCE</b>  | <b>30 PTS</b> |
| <ul style="list-style-type: none"><li>➤ Substantial successful experience in competing similar projects that includes representations regarding the firm's qualifications</li><li>➤ Demonstrates skill appropriated to this project and the technical capabilities and professional competence of the Proposer and assigned personnel</li></ul> |               |
| <b>B PROPOSER'S RECORD OF PERFORMANCE</b>   | <b>25 PTS</b> |
| <ul style="list-style-type: none"><li>➤ Record of performance on similar projects based on previous work with the County and/or other client references</li></ul>   |               |
| <b>C COST</b>   | <b>25%</b>    |
| <b>D SUBSTANTIAL CAPABILITY</b>   | <b>20%</b>    |
| <ul style="list-style-type: none"><li>➤ Substantial capability to meet schedules and deadlines</li><li>➤ Capability to complete projects without having major cost escalations, change order or overruns</li></ul>  |               |

**EXHIBIT "B"**  
**RFP EVALUATION FORM**  
**"SELF INSURED HEALTH CARE CLAIMS AUDITING SERVICES"**

<u>Selection Criteria</u>	<u>Minimum Points</u>	<u>Score</u>
<b>1. QUALIFICATIONS AND EXPERIENCE</b> <span style="float: right;">30 PTS</span>		
➤ Substantial successful experience in competing similar projects that includes representations regarding the firm's qualifications.	0-15	
➤ Demonstrates skill appropriate to this project and the technical capabilities and professional competence of the Proposer and assigned personnel.	0-15	
Comments/Rationale for points:	<b>TOTAL:</b>	=====
<b>2. PROPOSER'S RECORD OF PERFORMANCE</b> <span style="float: right;">25 PTS</span>		
➤ Record of performance on similar projects bases on previous work with the County and/or other client references		
Comments/Rationale for points:	<b>TOTAL:</b>	=====
<b>3. COST</b> <span style="float: right;">25 PTS</span>		
➤ Cost	0-25	
Comments/Rationale for points:	<b>TOTAL:</b>	=====
<b>4. SUBSTANTIAL CAPABILITY</b> <span style="float: right;">20 PTS</span>		
➤ Substantial capability to meet schedules and deadlines.	0-10	
➤ Capability to compete projects without having major cost escalations, change orders or overruns	0-10	
Comments/Rationale for points:	<b>TOTAL:</b>	=====
<b>TOTAL SCORE:</b>		=====

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

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

## CONTRACT

This professional services contract is executed this \_\_\_\_ day of \_\_\_\_\_, 2013 by and between County of Hidalgo, Texas, hereinafter called the County, and \_\_\_\_\_.

**WHEREAS**, the County has issued a Request for Proposal (RFP 13-289-YZV) for Self-Insured Health Care Claims Auditing Services; and

**WHEREAS**, the proposal submitted by \_\_\_\_\_ has been selected as the proposal which best meets the needs of the County to provide such professional services;

**WITNESSETH: IN CONSIDERATION** of mutual promises of the parties contained herein and other good and valuable consideration, the parties agree as follows:

1. \_\_\_\_\_ shall provide the County with the necessary professional services to audit all funds including those which are covered under the provisions of the Single Audit Act.
2. The term of the contract shall run from the date of execution and shall complete the audit within one-hundred and eighty (180) working days. The County and the contractor may, upon written mutual consent, extend the term by providing written notice of its intent not less than forty-five (45) days prior to the end of the term.
3. The professional audit services shall be provided in accordance with the terms and conditions set forth in the Request for Proposal, attached hereto. An engagement letter will be executed by authorized representatives of both parties.
4. \_\_\_\_\_ shall be compensated for services rendered under this contract in accordance with the terms and conditions set forth in Exhibit A. The City shall reimburse travel, lodging or meal expenses according to the IRS Department of Treasury Publication 1542, Per Diem Rates.
5. No work shall be performed beyond the present scope of this contract without express prior approval by the governing body of the County.
6. The County or \_\_\_\_\_ shall have the right to terminate the contract upon 30 days written notice.
7. Neither party may assign any of its rights or delegate any of its obligations under this agreement, without the express written consent of the other. It is agreed that the failure of any party to invoke any of the available remedies under this agreement or under law in the event of one or more breaches or defaults by any party under the agreement shall not be construed as a waiver of such provisions and conditions and shall not prevent the parties from invoking such remedies in the event of any future breach or default.

8. Each paragraph of this agreement is severable from all other paragraphs. In the event any court of competent jurisdiction determines that any paragraph or subparagraph is invalid or unenforceable for any reason, all remaining paragraphs and subparagraphs shall remain in full force and effect.
9. This agreement shall be interpreted according to and enforced under the laws of the State of Texas.
10. This agreement contains the entire agreement of both parties hereto, and no other oral or written agreement shall be binding on the parties hereto. This agreement supersedes all prior agreements, contracts and understandings of any kind between the parties relating to the subject matter hereof. This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this professional services contract on or as of the date first written above.

**COUNTY OF HIDALGO, TEXAS**

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

**PROVIDER/FIRM**

By: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Approved by Commissioner's Court: \_\_\_\_\_, 2013

**ATTEST:**

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

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
 Attorney