

Zimbra

yolanda.velasquez@co.hidalgo.tx.us

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**RE: RFP 276-Records, Management & Document Imaging Process**

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**From :** Stephen L. Crain  
<scrain@atlashall.com>

Thu, Jul 31, 2014 03:33 PM

**Subject :** RE: RFP 276-Records, Management &  
Document Imaging Process

**To :** 'Yolanda Velasquez'  
<yolanda.velasquez@co.hidalgo.tx.us>

Hi Yolanda:

As per Mr. Crain, he has reviewed the RFP, you need to capitalize Contract. If you have any questions, please call our office.

Thank you,  
Marynel

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**From:** Marynel Trevino [mailto:[mntrevino@atlashall.com](mailto:mntrevino@atlashall.com)]

**Sent:** Thursday, July 31, 2014 3:24 PM

**To:** 'Steve Crain'

**Subject:** FW: RFP 276-Records, Management & Document Imaging Process

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**From:** Yolanda Velasquez [<mailto:yolanda.velasquez@co.hidalgo.tx.us>]

**Sent:** Thursday, July 31, 2014 2:50 PM

**To:** Marynel Trevino

**Subject:** Re: RFP 276-Records, Management & Document Imaging Process

Have made the change as requested.

Please advise.

Yolanda Velasquez, Buyer III  
Hidalgo County Purchasing Dept.  
Tel: (956) 318-2626 ext. 4881  
[yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)

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**From:** "Stephen L. Crain" <[scrain@atlashall.com](mailto:scrain@atlashall.com)>  
**To:** "Yolanda Velasquez" <[yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)>  
**Sent:** Thursday, July 31, 2014 2:27:51 PM  
**Subject:** RE: RFP 276-Records, Management & Document Imaging Process

Hi Yolanda:

Attached is page 3 with Mr. Crain's proposed changes.

Thank you,  
Marynel

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**From:** Yolanda Velasquez [<mailto:yolanda.velasquez@co.hidalgo.tx.us>]  
**Sent:** Thursday, July 31, 2014 1:33 PM  
**To:** Steve Crain  
**Subject:** Re: RFP 276-Records, Management & Document Imaging Process

Hello again,  
Added the language. Please review and advise.

Thanks

Yolanda Velasquez, Buyer III  
Hidalgo County Purchasing Dept.  
Tel: (956) 318-2626 ext. 4881  
[yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)

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**From:** "Steve Crain" <[scrain@atlashall.com](mailto:scrain@atlashall.com)>  
**To:** "Yolanda Velasquez" <[yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)>  
**Sent:** Thursday, July 31, 2014 12:06:18 PM  
**Subject:** RE: RFP 276-Records, Management & Document Imaging Process

Six months is pushing the limits but we can do six months. The language should read renewable on a month to month basis for a period not to exceed six (6) months.

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**From:** Yolanda Velasquez [<mailto:yolanda.velasquez@co.hidalgo.tx.us>]  
**Sent:** Thursday, July 31, 2014 11:27 AM  
**To:** Steve Crain

**Subject:** Re: RFP 276-Records, Management & Document Imaging Process

Hello,

Added language but can it be up to 6 months due to due to transition process in the case that current awarded vendor is not awarded the bid?

Yolanda Velasquez, Buyer III  
Hidalgo County Purchasing Dept.  
Tel: (956) 318-2626 ext. 4881  
[yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)

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**From:** "Steve Crain" <[scrain@atlashall.com](mailto:scrain@atlashall.com)>  
**To:** "Yolanda Velasquez" <[yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)>  
**Sent:** Thursday, July 31, 2014 11:04:58 AM  
**Subject:** RE: RFP 276-Records, Management & Document Imaging Process

Numbered paragraph 3 with respect to the contract continuing will have to limited to a "certain" number of months (not more than three).

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**From:** Yolanda Velasquez [<mailto:yolanda.velasquez@co.hidalgo.tx.us>]  
**Sent:** Thursday, July 31, 2014 9:18 AM  
**To:** Steve Crain  
**Subject:** Re: RFP 276-Records, Management & Document Imaging Process  
**Importance:** High

Good morning,

I made the changes as requested on both the requirements/specifications on page 4 and 15 and on the draft contract. Please review and advise. Have an Agenda ready for August 12th for authority to advertise and approval of procurement packet.

Yolanda Velasquez, Buyer III  
Hidalgo County Purchasing Dept.  
Tel: (956) 318-2626 ext. 4881  
[yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)

**From:** "Steve Crain" <[scrain@atlashall.com](mailto:scrain@atlashall.com)>  
**To:** "Yolanda Velasquez" <[yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)>  
**Sent:** Wednesday, July 30, 2014 12:00:29 PM  
**Subject:** RE: RFP 276-Records, Management & Document Imaging Process

The terms you are questioning need to be in both the contract and the specs. However the word "bid" should be Contract. After you have made the revisions please send back the revised pages for my review. Thanks.

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**From:** Yolanda Velasquez [<mailto:yolanda.velasquez@co.hidalgo.tx.us>]  
**Sent:** Wednesday, July 30, 2014 9:25 AM  
**To:** Stephen L. Crain  
**Subject:** Fwd: RFP 276-Records, Management & Document Imaging Process

Good morning Mr. Crain,

I was following up on above mentioned project to see if you have had a chance to review. Mrs. Darlene has been out on sick leave and if it was forwarded to her I haven't received.

Please advise.

Thanks

Yolanda Velasquez, Buyer III  
Hidalgo County Purchasing Dept.  
Tel: (956) 318-2626 ext. 4881  
[yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)

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**From:** "Darlene H. Betancourt" <[darlene.betancourt@co.hidalgo.tx.us](mailto:darlene.betancourt@co.hidalgo.tx.us)>  
**To:** "Stephen L. Crain" <[scrain@atlashall.com](mailto:scrain@atlashall.com)>  
**Cc:** "Yolanda Velasquez" <[yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)>  
**Sent:** Monday, July 21, 2014 2:35:23 PM  
**Subject:** Fwd: RFP 276-Records, Management & Document Imaging Process

Good Afternoon Mr. Crain

Attached you will current requirements/specifications, as requested by the

Hidalgo County Clerk's Office for an RFP. Additionally we have included the current contract with the current awarded vendor ACS, however, the Clerk's Office has requested we implement verbiage on the requirements of the RFP to state upon expiration of agreement, agreement would continue on a month to month basis until new system setup has been completed, is this statement acceptable to insert on our RFP or the form of agreement, please advise.

Respectfully,

Darlene H. Betancourt, CPPB  
Hidalgo County Purchasing Department  
2808 S. Business Highway 281  
Edinburg, TX. 78539

Phone: 956-292-7000 x-4852  
Fax: 956-292-7612

website: [www.co.hidalgo.tx.us/purchasing](http://www.co.hidalgo.tx.us/purchasing)

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**From:** "Yolanda Velasquez" <[yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)>  
**To:** "Darlene H. Betancourt" <[darlene.betancourt@co.hidalgo.tx.us](mailto:darlene.betancourt@co.hidalgo.tx.us)>  
**Sent:** Friday, July 18, 2014 2:18:52 PM  
**Subject:** RFP 276-Records, Management & Document Imaging Process

Good afternoon,

Please forward attached documentation to legal for guidance in connection with County Clerks request of adding language to Exhibit "A" Requirements/Specifications on the Continuation of bid on a month to month basis due to transition process in the case that current awarded vendor is not awarded the bid. I also need guidance on the type of contract that will be required for project. I have attached previous contract C-04-228 with language for the Month to Month Provision on said project along with a draft Service contract for your review comment and or recommendation.

Thank you and thanks in advance for your assistance with this matter.

Yolanda Velasquez, Buyer III

Hidalgo County Purchasing Dept.  
Tel: (956) 318-2626 ext. 4881  
[yolanda.velasquez@co.hidalgo.tx.us](mailto:yolanda.velasquez@co.hidalgo.tx.us)

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