

EXHIBIT A
REQUIREMENTS

HIDALGO COUNTY

REQUEST FOR PROPOSALS

**COLLECTION OF DELINQUENT FEES, FINES AND
COURT COSTS PHASED BASIS**

SELECTION AND SCHEDULES

SELECTION PROCEDURES: The RFP shall be submitted according to the schedule below. The submitter should be able to submit a Cost Proposal on short notice for the purpose of commencing negotiations after the ranking of the proposals by Hidalgo County Commissioners Court.

Proposal Ranking: An Evaluation Committee selected and/or appointed (which may include the Hon. Arturo Guajardo, Jr. Hidalgo-County Clerk or his designee) or as otherwise opted by HCCC will grade, evaluate and score the submitted responses to RFP. The Evaluation Committee will present a scoring grid for the purposes of ranking by Hidalgo County Commissioners' Court.

Negotiation Process: Thereafter, the negotiation process will commence with the number one ranked firm with the intent to finalize a contract for: Law Firm to Collect Delinquent Fees, Fines and Other Court Costs on a Phased Basis.

If negotiations prove unsuccessful, the next highest ranked firm will be contacted. The County of Hidalgo reserves the right to reject any and all RFPs.

Proposal evaluations are the sole responsibility of the County and as such the County is the final authority on the evaluation process.

EVALUATION: The evaluation system consists of a 100-point system. The firms will be ranked after evaluation. Categories under the 100-point system include response to RFP. RFP submittal evaluation will be based on the criteria outlined in Exhibit B.

PROPOSAL EVALUATION Total = 100 points

The County will review all accepted proposals with particular emphasis on the following:

1	Firms Qualifications	25 points
2	Collection Procedures	25 points
3	Collection Notice	10 points
4	Management Reports	25 points
5	Computer Network	15 points

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Honorable Arturo Guajardo Jr., Hidalgo County Clerk
c/o Valde Guerra Hidalgo County Executive Office
Hidalgo County Purchasing Department
Administration Building
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

RFPs must be submitted by **no later than 9:30 a.m. on Wednesday, March 11, 2015.**