



2802 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2626
Fax: (956) 318-2629
www.co.hidalgo.tx.us/purchasing

MEMORANDUM

To: All Members of Hidalgo County Commissioner's Court and/or Designated Evaluators

From:

Date:

Subject: Evaluation/Scoring of Professional Services Providers

You are scoring, grading and evaluating the Statement of Qualifications, including but not limited to, when applicable, Responses to Questionnaires and Oral Presentations for the referenced project. Pursuant to Tex. Govt. Code, Sec. 2254, the services will be selected on the basis of qualifications and demonstrated competence. Thus, under this statute, there can be no "tie scores".

House Bill 23 (HB23) approved in the last legislative session made changes that became effective January 01, 2016 to the CIS Form (enclosed). Be advised that the Evaluation Committee will need to complete enclosed CIS Form. Any County official/employee who participates in the selection of a vendor shall complete the enclosed CIS Form and submit to Purchasing for filing in project folder to ensure transparency.

Until scoring sheets are received and tallied and thereafter presented to HCCC in a grid for the purpose of ranking, **no discussion of these scores shall occur with anyone outside the Purchasing Department for questions, clarifications, information or guidance.** The scoring sheets cannot be reproduced for any reason and must be returned to the Buyer or Contracts manager identified above/herein in its entirety (including the grading/scoring sheets) after the evaluation is complete along with the form CIS. In the event of a grid displaying "tie scores" and pursuant to the governing statute as stated herein, the individual grading sheets will be returned to the designated evaluators for another review, reconsideration of the contents of the Statements of Qualifications so as to determine any changes in the originally assessed scores. If the project's Evaluation Criteria contains the option for the firms to make presentations, that process can be used to "break a tie" score situation.

PLEASE BE ADVISED AND INSTRUCTED THAT THE SCORING, GRADING AND EVALUATING OF EACH RESPONSE IS TO BE COMPLETED INDIVIDUALLY AND PRIVATELY. The following protocol is to be utilized for purposes of evaluating all proposals;

- o Review the submitted information so as to become thoroughly familiar with the solicitation request/packet;
- o Review the Evaluation Form to be familiar with the Criteria that is listed;
- o Review the information provided making notes as you go relative to how well they meet the evaluation criteria;
- o Scoring Sheets are provided. Please make any notations necessary to document your scores.
- o Evaluate each firm against the criteria, not each other.
- o Scores are given up to the percentage available in the category.
- o The evaluation consists of a total of one hundred (100) point scoring system with 100 points being the best. However, if so desired and a projects warrants, HCCC may opt to include an extra 10 point category for oral presentations and thus such a project would give a possible 110 maximum points.

After completing your evaluation, all documentation including responses and evaluation forms must be returned by no later than [time and date TBD] so as to place the item on an Agenda HCCC in attendance for action/vote.

I understand the above information and instructions and agree to not reveal any content of any proposal to anyone. I will not discuss any details, contents or aspects of the responses. I will report any vendor contact concerning this evaluation process or any undue influence on my evaluation of proposal to the responsible buyer at the Purchasing Department any committee member may request a "joint meeting of the members" if felt that it is warranted and necessary.

Please sign below and acknowledge that you have read the instructions and will honor all the aspects of your most important task including the Confidentiality clause. Thereafter, return said memorandum (via email) to: THE STAFF MEMBER INDICATED or hand deliver to the Purchasing Department in a sealed envelope.

Thank you for your cooperation in this important project and matter.

Signature: _____

Date: _____

Printed Name: _____

Title: _____