



REQUEST FOR QUALIFICATIONS

Hidalgo County
Edinburg, Texas

HIDALGO COUNTY HEALTH and HUMAN SERVICES DEPARTMENT
“CONTRACTUAL PHYSICIAN for TUBERCULOSIS SERVICES”

March 21, 2018

Project Contact Person:

Leticia H. Saenz, CPPB/Contract Manager
Hidalgo County Purchasing Department
2802 S. Business Hwy. 281
Edinburg, Texas 78539
Ph. (956) 318-2626 Ext. 861
Leticia.saenz@co.hidalgo.tx.us

LEGAL NOTICE

RFQ No.: 2018-058-03-21-LHS

1. Sealed qualifications will be received for Hidalgo County for: **“CONTRACTUAL PHYSICIAN for TUBERCULOSIS SERVICES”**, in accordance with the requirements attached hereto as Exhibit "A." Qualifications should address all requirements set forth. Respondents may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall qualification.

2. **One (1) original and five (5) copies of all RFQs are required**, with the vendor's name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package, **RFQ No.:2018-058-03-21-LHS-HIDALGO COUNTY HEALTH and HUMAN SERVICES DEPARTMENT-“CONTRACTUAL PHYSICIAN for TUBERCULOSIS SERVICES”** and in County's Purchasing Department, **physical address:** 2802 S. Business Hwy. 281; **mailing address:** 2812 S. Hwy. Business 281, New Administration Building, Edinburg, Texas, **on or before 9:30 a.m., WEDNESDAY, MARCH 21, 2018.**

NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFP RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH THE FOLLOWING REFERENCE: RFQ No: 2018-058-03-21-LHS-HIDALGO COUNTY HEALTH and HUMAN SERVICES DEPARTMENT-“CONTRACTUAL PHYSICIAN for TUBERCULOSIS SERVICES”.

Hidalgo County reserves the right to refuse and reject any/all Qualifications and to waive any/all formalities or technicalities, or to accept the qualification considered the best and most advantageous to Hidalgo County.

Additionally, all forms listed below must be properly executed and included with your RFQ:

- 1. Legal Notice (See page10);**
- 2. Insurance pages with Acknowledgment Forms (See Exhibit “C”);**
- 3. Form CIQ-Conflict of Interest Questionnaire (See Exhibit “D”);**
- 4. Vendor Bidder Application & W-9 forms (See Exhibit “E”);**
- 5. Certification Regarding Debarment (See Exhibit “F”);**
- 6. Respondent’s Affidavit (See Exhibit “H”;**
- 7. RFQ Submittal Checklist and;**
- 8. SAMS.gov Registration Acknowledgement (See Number 17 below).**

3. Hidalgo County reserves the right to: **A.** separate and accept, or eliminate any item(s) listed under the Qualifications that it deems necessary to accommodate budgetary and/or operational requirements; **B.** reject any or all qualifications submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification for approval. Receipt of any qualifications shall under no circumstances obligate the County to accept the lowest dollar qualification and; **C.** award of this contract shall be made to the responsible offeror or whose qualification is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.

4. Failure of the delivered item(s) to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible respondent, or to reject all Qualifications and re-advertise.
5. For work to be performed at a County owned or operated location, each respondent shall, in its sole discretion, visit the job site before preparing the qualification and thoroughly familiarize himself/herself with existing conditions. Respondent should take field dimensions and note all circumstances which affect the dollar amount of the qualification.
6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, respondents are required to include illustrations, specifications, explanation of warranties, and service data with their qualifications including catalogue numbers and any necessary references.
7. Proposed qualifications are to remain firm for a minimum of ninety (90) days after qualification acceptance date.
8. County reserves the right to accept or reject any or all Qualifications.
9. Any interpretations, amendments, corrections or changes to this qualifications document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Qualifications. Respondents shall acknowledge receipt of all addenda as a part of their qualifications.
10. Costs are to be net F.O.B., County Prepaid.
11. County is exempt from Federal Excise Tax, State Tax and Local Tax. **DO NOT** include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.
12. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a qualifications or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
13. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
14. **DELIVERY INSTRUCTIONS:**
 - . No deliveries accepted after 3:00 P.M., Monday-Friday.
 - . At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, CPPB/Purchasing Agent before delivery will be accepted.
 - . If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, CPPB, Purchasing Agent
(956) 318-2626

15. BILLING AND PAYMENT INSTRUCTIONS:

- . Invoices must include:
 - a) Name and address of successful respondent
 - b) Name and address of receiving department or official
 - c) Purchase Order Number (if any)
 - d) Notation-**RFQ No. 2018-058-03-21-LHS -HIDALGO COUNTY HEALTH and HUMAN SERVICES DEPARTMENT-"CONTRACTUAL PHYSICIAN for TUBERCULOSIS SERVICES"**
 - e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
 - f) **Contract number** must be indicated on all invoices
- . Discount payments will be considered when offered.
- . Contact person for Billing and Payment questions:

MARIA ARCILIA DURAN, CPA
HIDALGO COUNTY AUDITOR'S OFFICE
Hidalgo Administration Building
2808 South Business Hwy. 281
Edinburg, Texas 78539
956-318-2511

16. SCHEDULE OF EVENTS:

Events	Date	Time
Qualifications Submittal/Acceptance:	MARCH 21, 2018	9:30 A.M.
Award of Contract:	TBD	
Commence Work / Deliver Services	TBD	

17. **HIDALGO COUNTY HOLIDAYS:**

2018 YEAR	
New Year's Day	01/01/18 (Mon.)
Martin Luther King Day	01/15/18 (Mon.)
President's Day	02/19/18 (Mon.)
Good Friday	03/30/18 (Fri.)
Memorial Day	05/28/18 (Mon.)
Independence Day	07/04/18 (Wed.)
Labor Day	09/03/18 (Mon.)
Columbus Day	10/08/18 (Mon.)
Veteran's Day	11/12/18 (Mon.)
Thanksgiving Day	11/22/18 (Thurs.) 11/23/18 (Fri.)
Christmas Day	12/24/18 (Mon.) 12/25/18 (Tues.)
New Year's Eve	12/31/18 (Mon.)

18. Bid or Performance Bond and **Debarment Certification**; Payment under Contract:

. If the contract proposed is for the construction of public works or is for a contract for goods and services exceeding \$100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas.

All participants are required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76. Register at SAMs System for Award Management @ www.sam.gov.

. Together with the signing of a contract or issuance of a purchase order following the acceptance of a qualifications, and prior to commencement of the actual work, the respondent shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.

. If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and material men have been paid.

. If a contract is for the construction, alteration or repair of public buildings or public works, the contractor shall provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch.

2253.

~~For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.~~

19. TITLE VI NOTICE/ NONDISCRIMINATION:

a. "The County of Hidalgo, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat.252, 42 U.S.C. §§2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

b. The appropriate clauses of Appendices "A" through "E" as delineated in the USDOT Standard Title VI/Nondiscrimination Assurances - Specific Assurances are hereby incorporated by reference as applicable. Title VI Appendices "A" through "E" are attached as **Exhibit "G"**.

c. Bidder will attach all applicable notices to which it is obligated to provide or submit as part of the bid, including Form FHWA 1273 to be submitted by all contractors and subcontractors in relation to construction contracts.

20. ETHICAL STANDARDS:

- . It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or qualifications therefore pending before any department or agency of the County.
- . It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- . No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

- **NOTICE: ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS**

PROCUREMENT SHALL BE DONE THROUGH THE HIDALGO COUNTY PURCHASING DEPARTMENT.

No vendor, its representative, agent, or employee shall engage in private communication with a member of the Hidalgo County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

21. DISCLOSURE OF CONFLICT OF INTEREST:

- **Effective January 1, 2016**, 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 that contracts 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 respondent 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 details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Complete Form CIQ must be submitted to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse.

COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE RESPONDENT. QUESTIONS REGARDING COMPLIANCE SHOULD BE DIRECTED TO YOUR LEGAL COUNSEL.

22. CERTIFICATE OF INTERESTED PARTIES (FORM HB1295)

As of January 1, 2016, to comply with Texas Government Code Section §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code, we have updated and revised our RFQ packet. In accordance with these requirements, business must submit a completed

Certificate of Interested Parties Form 1295 to the County before the County may enter into a contract with the business entity. In box 3 of Form 1295, you will provide the **RFQ No. 2018-058-03-21-LHS**, as shown on the packet. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed in the presence of a notary and submitted to our office either by facsimile transmission to (956) 292-7612 or via email to leticia.saenz@co.hidalgo.tx.us Hidalgo County cannot enter into a contract until Form 1295 is submitted. Therefore, failure to timely submit Form 1295 signed and notarized may result in delay of award. Full instructions for completion and submittal of Form 1295 may be found on the Texas Ethics Commission website:

<https://www.ethics.state.tx.us/tec/1295-Info.htm>

THE AWARDED VENDOR WILL HAVE THIRTY (30) DAYS FROM THE DATE THE HIDALGO COUNTY COMMISSIONER'S COURT APPROVES THIS AGREEMENT TO SUBMIT THE SIGNED NOTARIZED FORM 1295. HIDALGO COUNTY CANNOT ENTER INTO A CONTRACT UNTIL FORM 1295 IS SUBMITTED.

23. If, during the life of any contract or qualifications awarded, the successful respondent's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
24. Qualifications, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
25. Minimum Standards for Responsible Prospective Respondents: A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a qualifications, represents to County that it meets the following requirements:
 - . Possess or is able to obtain adequate financial resources as required to perform under the qualifications;
 - . Be able to comply with the required or proposed delivery schedule;
 - . Have a satisfactory record of performance;
 - . Have a satisfactory record of integrity and ethics;
 - . Be otherwise qualified and eligible to receive an award.
26. Successful respondent will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful respondents' officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
27. Any contract award to a successful respondent 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.
28. County reserves the right to enforce performance of any contract awarded hereunder in any

manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful respondent; County reserves the right to terminate any contract immediately in the event a successful respondent fails to:

- A. Meet schedules;
- B. Pay any required fees or taxes; or
- C. Otherwise perform in accordance with the requirements.

29. Successful respondent shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful respondent, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from qualifications award. Successful respondent indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful respondent shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful respondent's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful respondent.
30. Successful respondent shall warrant that all items/services shall conform to the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Qualifications shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful respondent within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.
31. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
32. The successful respondent shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.
33. Respondents shall provide with the qualifications response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.
34. Respondents must provide **all** documentation requested with this Qualifications in their response **(except for CIQ Form, if NOT APPLICABLE)**. Failure to provide this information may result in rejection of the qualifications as none conforming.

- 35)** Effective September 1, 2017, the Texas Government Code was amended to add Chapter 2270, Prohibition on Contracts with Companies Boycotting Israel, which provides that a state agency and a political subdivision may not enter a contract with a company for goods or services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract.

Pursuant to Gov't Code Sections 2270.001(1) & 808.001(1) as amended, "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

By accepting this contract and/or purchase order, the Company/Vendor verifies that it does not Boycott Israel, and agrees that during the term of this contract/agreement will not Boycott Israel as that term is defined in the Texas Government Code.

REQUEST FOR QUALIFICATIONS
For
HIDLAGO COUNTY HEALTH and HUMAN SERVICES DEPARTMENT
“CONTRACTUAL PHYSICIAN for TUBERCULOSIS SERVICES”
RFQ No: 2018-058-03-21-LHS

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

In accordance with the Requirements, and subject to all laws and regulations of the United States and state and local laws, the undersigned respondent proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned respondent further agrees, upon acceptance of its qualifications, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Requirements within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Respondent acknowledges receipt of all of the pages of the documents referenced in the Request for Qualifications Checklist presented in connection with this procurement. Respondent understands that Hidalgo County reserves the right to reject any or all Qualifications and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualifications.

Respondent agrees that this qualifications shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving Qualifications, as contained in the Requirements.

Respectfully submitted,

Respondent: _____

Address: _____

By: _____

Printed Name/Title: _____

**EXHIBIT A
SCOPE OF SERVICES / REQUIREMENTS**

**HIDALGO COUNTY
REQUEST FOR QUALIFICATIONS (RFQs)**

**HIDALGO COUNTY HEALTH and HUMAN SERVICES DEPARTMENT
“CONTRACTUAL PHYSICIAN for TUBERCULOSIS SERVICES”**

RFQ NO: 2018-058-03-21-LHS

Overview:

Hidalgo County (hereinafter referred to as “COUNTY”) is soliciting Qualifications from Qualified Physician(s) for “**CONTRACTUAL PHYSICIAN for TUBERCULOSIS SERVICES**” for the **HIDALGO COUNTY HEALTH and HUMAN SERVICES DEPARTMENT**. The County of Hidalgo is seeking to enter into a service agreement with a state-registered/licensed (Texas) Physician. The Hidalgo County Purchasing Department will receive sealed envelopes containing statements of qualifications for the provisions of: “**CONTRACTUAL PHYSICIAN for TUBERCULOSIS SERVICES**” and will be accepted until **9:30 A.M., Wednesday, March 21, 2018. **ANY RFQs RECEIVED AFTER THAT TIME and DATE WILL NOT BE ACCEPTED AND/OR OPENED AND WILL BE RETURNED UNOPENED TO THE PARTICIPANT.**

Deliver Submittal to:
RFQ Number: 2018-058-03-21-LHS

ADDITIONAL INFORMATION: Hidalgo County is requesting that request for qualifications are routed to Martha L. Salazar, CPPB/Purchasing Agent to addresses as set forth below:

US Postal Mail Address:

Martha L. Salazar, CPPB,H.C. Purchasing Agent
Hidalgo County Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, H.C. Purchasing Agent
Hidalgo County Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

****The Submittal Envelope Must Show The RFQ Number, Name And Opening Date.**

SECTION I-GENERAL TERMS AND CONDITIONS

WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE OR VIA EMAIL: leticia.saenz@co.hidalgo.tx.us BY NO LATER THAN [Monday, March 12, 2018 at 5:00 P.M.](#) at (956) 318-2629. Responses will be sent to all applicants via facsimile by [Wednesday, March 14, 2018](#). **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

PROPOSERS AFFIDAVIT:

Prior Contract award, respondents to this RFQ must submit a signed Proposer’s Affidavit (attached herein in **Exhibit E**) certainly that the submission is (1) not the result of Collusion as described in the Proposer’s Affidavit or 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 a signed submission, 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.

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 QUALIFICATONS:

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 proposers 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 RFQ REQUIRMENTS:

Hidalgo County requires submitters, when hand delivering qualifications, to make sure that it is stamped with date and time by the County Purchasing Staff.

SIGNING OF QUALIFICATIONS:

In order to be considered all submittals **must** be signed. **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 the County.

SUBCONTRACTING:

The successful submitter **may not** subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF CONTRACT:

It is intended that the term of the agreement will be for an initial period of **two (2) years**, with County's option to renew/extend for additional two (2), one (1) year terms, under the same rates, terms, and conditions.

Hidalgo County reserves the right to continue this agreement for an additional sixty (60) day grace period at the end of the contract term for unforeseen delays during the procurement process and in award of a new contract term, under the same rates, terms and conditions.

DAVIS BACON ACT (if APPLICABLE):

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

SECTION II - RFP REQUIREMENTS

REQUEST FOR QUALIFICATIONS:

The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFQ. A total of **one (1) original, three (3) copies and three (2) USBs** of the RFQ shall be submitted to the address on the cover letter.

UNDERSTANDING OF THE PROJECT:

This section should demonstrate the proposers understanding of the project needs, the services required, and any local issues or concerns. Briefly explain how long you have been organized and your business objectives. Explain how long you have been in business. This description should be concise, candid, and limited to 3 pages in length.

PHYSICIAN(S) QUALIFICATIONS:

The County of Hidalgo is seeking to contract with a competent Physician licensed to practice in the State of Texas that has had experience in, but not limited to, the following areas:

- Personal Curriculum Vitae;
- Registered and licensed to practice in the State of Texas.
- Copy of current/valid license must be included in this response.
- A minimum of two (2) years' experience preferred (Preventive Medicine Residency Program Experience Acceptance)
- Must have the basic knowledge of the standard care for the treatment of *Tuberculosis Disease and *Tuberculosis Infection.
- Will be required to attend a three (3) day Mini-Fellowship in Adult Tuberculosis at Heartland National TB Center in San Antonio, Texas.
- Must be registered **and must remain active** in System for Award Management (SAM)
- Must comply with the Rules and Regulations as set forth in the HHSC Contract #529-12-0045-00002A to include the Data Use Agreement (DUA) and Business Associate Agreement (BAA)
- Must be board certified and/or Board Eligible by the American Board of Family Medicine.
- Revocation or suspension of their Health Physician's medical license will be cause for immediate termination of the contract. All qualified physician(s) is free from suspension or debarment pursuant to federal regulation 45CFR76;(Code of Federal Regulations)
- Certification form is included in this packet and must be completed and submitted as part of the response.
- The qualified physician should provide a copy of their Professional Liability Insurance (malpractice) as well as all other applicable insurance as required by Hidalgo County and as detailed in Exhibit "C" contained herein.

Additionally, this section should include a description of the firm's project personnel and their most recent similar projects. For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

PERSONNEL AND STAFFING:

The proposers 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 CERTIFICATES AND SUBMITTAL:

This section will contain **any/all** licenses, registrations, permits, and certifications as required by the STATE OF TEXAS PHYSICIAN MEDICAL BOARD and HIDALGO COUNTY. The Physician should include copies of their Professional Liability Insurance.

If respondent cannot meet any of the following services/responsibilities, such exceptions must be noted on the company's cover letter.

SCOPE OF SERVICES:

The TB Contractual Physician services contract will encompass **all TB/STD** project-related Health and Human Services Department physician services to the County of Hidalgo including, but not limited to, the following:

- a. Provide and maintain a medical license under which **all TB/STD** medical activities of the **Hidalgo County Health and Human Services Department** employees will take place;
- b. Provide medical services and established protocols and practices to implement Texas Department of State Health Services programs in Hidalgo County, **Tuberculosis Control** and **Sexually Transmitted Infections (STI)** control.
- c. Ensuring that county and state procedures and Standards of Practice are followed within the clinical/medical operations of the **Hidalgo County Health and Human Services**;
- d. Assisting with the diagnosis and treatment of **TB/STD** patients with communicable diseases.
- e. Must undergo additional training/orientation to be able to **screen chest x-rays for TB**, assess and **treat TB patients**. Hidalgo County Health and Human Services will assist in the coordination of training.
- f. Physician must document compliance with signature log of audit and review of medical records to determine compliance in accordance with the Texas Medical Board prescribe authority.
- g. Physician will be responsible to obtain any additional training in **TB/STD** communicable diseases which may be required due to unforeseen public health threats. Hidalgo County Health and Human Services will assist in the coordination of training.
- h. Serving as TB/STD Contractual Physician for Hidalgo County and as such be available after hours, weekends, and Holidays as needed, in case of natural disaster/emergency, terrorists attack, or other emergency circumstances;
- i. Physician must report any problems in operations of the **Hidalgo County Health & Human Services** Department's clinic facilities to the Department Chief Administrative Officer (CAO). Physician may assist the Chief Administrative Officers (CAO) in a collaborative resolution to any clinical operations.
 - Physician will collaborate with CAO and support teams to determine the course of action in the event of a public health emergency.
- j. Physician shall prepare, maintain, and submit all records that are designated, required, or prescribed either by **Hidalgo County, the Health & Human Services Department**, or the State of Texas. Such records will remain the property of Hidalgo County;
- k. Physician shall, upon request, assist and participate in In-Service training sessions and discussion meetings regarding the treatment and care of patients and activities related to the operation of the **Hidalgo County Health & Human Services Department** when requested.
- l. Physician will participate in the planning and/or coordination of any population health, collaborative primary care and/or medical research practice that will be in collaboration with the University of Texas Rio Grande Valley Medical School and its affiliated partners.

- m. In the event Hidalgo County exercises its' option to terminate as further described herein Physician agrees to continue to render all services until such time as new TB/STD Contractual Physician contract is awarded.;
- n. Physician may occasionally be required to, at his own expense, travel within the four-counties (Hidalgo, Willacy, Cameron and Starr)-Rio Grande Valley Area. Should travel be required outside the four-county and Rio Grande Valley Area, Physician shall be reimbursed by the County in the same amount and manner as for Hidalgo County Employees;
- o. Physician will be responsible to submit a monthly invoice in adherence to County procedures utilizing the sample invoice provided by **Hidalgo County Health and Human Services**.
- p. HIPPA & DUA Agreements-Physician shall agree to execute any and all necessary documents which may be supplemental to the terms of this Agreement and to take all additional actions, including endorsing any and all documents which may be necessary or appropriate to give full force and effect to the basic terms and intent of this Agreement.

Hidalgo County proposes to pay the "TB/STD Contractual Physician" monthly by check.

RESPONDENT (S) ARE NOT TO PROVIDE A FEE SCHEDULE AT THIS TIME WITH THIS SUBMITTAL: The fee will be negotiated based on the scope of work.

SECTION III – SELECTION/EVALUATION

SELECTION/EVALUATION PROCESS:

The evaluation consists of a 100-point scoring system. The participants will be ranked after evaluation. Categories under the 100-point system include response to RFQ. RFQ submittal evaluation is based on the criteria outlined below.

- (A) Hidalgo County Commissioner’s Court and/or an Evaluation Committee (selected and/or designated by (Commissioner’s Court) will review, score and evaluate the written Statements of Qualifications (SOQ’s) received in response to this Hidalgo County request for qualifications.
- (B) After the SOQ’s have been reviewed, scored and evaluated, a grid will be presented to Commissioner’s Court for the purposes of ranking.

Qualifications will be graded on a 100-point system with emphasis on ability to service the Hidalgo County Human Services Department.

EVALUATION / GRADING CRITERIA		
1	Physician Qualifications/Certifications/ and other Credentials	20 points
2	Understanding of Services/Methodology	20 points
3	Experience	30 points
4	Ability to Commit to all services required	30 points
	Total possible points	100

Categories are further detailed in the Selection Criteria (Exhibit B) section of the RFQ.

NEGOTIATION PROCESS:

The number one ranked firm will be contacted to submit a letter of engagement/contract for negotiations. If negotiations prove unsuccessful, Commissioner’s Court will terminate negotiations with the firm and will contact the next highest ranked firm to open negotiations. The County of Hidalgo reserves the right to reject any and all RFQ’s.

TERMINATION OF SERVICES: Any contract awarded to a qualified firm will be in effect until (a) the contract expires or (b) performance of all services are completed, or (c) terminated by County with or without cause, with ninety (90) days written notice prior to cancellation, or (d) until County has engaged the services of a “Physician” for “Tuberculosis Services” for the Hidalgo County Health and Human Services Department.

EXHIBIT B

SELECTION CRITERIA

REQUEST FOR QUALIFICATIONS (RFQs)

**HIDALGO COUNTY HEALTH and HUMAN SERVICES DEPARTMENT
“CONTRACTUAL PHYSICIAN for TUBERCULOSIS SERVICES”**

RFQ NO: 2018-058-03-21-LHS

EVALUATION FORM

HIDALGO COUNTY HEALTH and HUMAN SERVICES DEPARTMENT
“CONTRACTUAL PHYSICIAN for TUBERCULOSIS SERVICES”
RFQ NO: 2018-058-03-21-LHS

Selection Criteria	Points	Score
1. Physician(s) Qualifications/Certifications/and other Credentials	(20 pts)	
Physician should provide information related to his qualifications. Physician(s) must be registered and licensed to practice in the State of Texas. Physician (s) must provide a copy of certificate by the Board of Certification of Family Practitioners and Emergency Medicine any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the services required. A list of, and scope of, similar projects for comparative purposes shall be included in an appendix.		
Comments/Rationale For Points:		TOTAL
2. Understanding the Services/Methodology	(20 pts)	
Physician must state the approach and/or (methodology) in achieving and rendering all services detailed and required as the Physician for Hidalgo County Health and Human Services Department. If the Physician currently has an active family practice, the Physician must state in detail how he can comply and render all the services, and requirements detailed for the contract. Physician should include any local issues or concerns that directly affect the Physician's understanding of the project.		
Comments/Rationale For Points:		TOTAL
3. Experience	(30 pts)	
Physician must have a minimum of two (2) years' experience in Public Health Services. Physician must be in good standing with the Texas Board of Family Practitioners.		
Comments/Rationale For Points:		TOTAL
4. Ability to commit all services required	(30 pts)	
Physician should provide as much background information as to its experience in providing similar services to city, county or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers.		
Comments/Rationale For Points:		TOTAL
Total Score		

Project Name: _____

Department: _____

Firm/Participant: _____

Evaluator: _____ Date: _____

THE STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

SERVICES AGREEMENT
C-18-058-00-00

THIS AGREEMENT is made as of the _____ day of _____, **2018** by and between **HIDALGO COUNTY, TEXAS**, a political subdivision of the State of Texas ("County") and _____ ("the Physician") appointed by County as the Health Authority in accordance with the provisions of Chapter 121 of the Health and Safety Code ("the Contractual Physician") to serve at the pleasure of the Hidalgo County Health and Human Services Department.

WITNESSETH:

WHEREAS, County desires to contract with a person to provide the services necessary to act as Physician of County's Health & Human Services Department (hereinafter "Health Department") that are more specifically set forth hereinafter;

WHEREAS, Physician has agreed to provide the services enumerated hereinafter for the Health and Human Services Department; and

WHEREAS, the Commissioner's Court of County in accordance with the provisions of the Health and Safety Code appointed a "Contractual Physician" as the Health Authority.

NOW, THEREFORE, for the mutual consideration expressed hereinafter, County and Physician agree as follows:

1. Contractual Physician agrees to provide to County the services required of a Contractual TB/STD Physician for the County's Health and Human Services Department. These services include, but are not limited to:
 - a. Provide and maintain a medical license under which all TB/STD medical activities of the Hidalgo County Health and Human Services Department employees will take place;
 - b. Provide medical services and established protocols and practices to implement Texas Department of State Health Services programs in Hidalgo County, Tuberculosis Control and Sexually Transmitted Infections (STI) control.
 - c. Ensuring that county and state procedures and Standards of Practice are followed within the clinical/medical operations of the Hidalgo County Health and Human Services;

- d. Assisting with the diagnosis and treatment of TB/STD patients with communicable diseases.
- e. Must undergo additional training/orientation to be able to screen chest x-rays for TB, assess and treat TB patients. Hidalgo County Health and Human Services will assist in the coordination of training.
- f. Physician must document compliance with signature log of audit and review of medical records to determine compliance in accordance with the Texas Medical Board prescribe authority.
- g. Physician will be responsible to obtain any additional training in TB/STD communicable diseases which may be required due to unforeseen public health threats. Hidalgo County Health and Human Services will assist in the coordination of training.
- h. Serving as TB/STD Contractual Physician for Hidalgo County and as such be available after hours, weekends, and Holidays as needed, in case of natural disaster/emergency, terrorists attack, or other emergency circumstances.
- i. Physician must report any problems in operations of the Hidalgo County Health & Human Services Department's clinic facilities to the Department Chief Administrative Officer (CAO). Physician may assist the Chief Administrative Officers (CAO) in a collaborative resolution to any clinical operations.
 - Physician will collaborate with CAO and support teams to determine the course of action in the event of a public health emergency.
- j. Physician shall prepare, maintain, and submit all records that are designated, required, or prescribed either by Hidalgo County, the Health & Human Services Department, or the State of Texas. Such records will remain the property of Hidalgo County.
- k. Physician shall, upon request, assist and participate in In-Service training sessions and discussion meetings regarding the treatment and care of patients and activities related to the operation of the Hidalgo County Health & Human Services Department when requested.
- l. Physician will participate in the planning and/or coordination of any population health, collaborative primary care and/or medical research practice that will be in collaboration with the University of Texas Rio Grande Valley Medical School and its affiliated partners.
- m. In the event Hidalgo County exercises its' option to terminate as further described herein

Physician agrees to continue to render all services until such time as new TB/STD Contractual Physician contract is awarded.

- n. Physician may occasionally be required to, at his own expense, travel within the four-counties (Hidalgo, Willacy, Cameron and Starr)-Rio Grande Valley Area. Should travel be required outside the four-county and Rio Grande Valley Area, Physician shall be reimbursed by the County in the same amount and manner as for Hidalgo County Employees.
- o. Physician will be responsible to submit a monthly invoice in adherence to County procedures utilizing the sample invoice provided by Hidalgo County Health and Human Services.
- p. **HIPPA & DUA Agreements**-Physician shall comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 132d ("HIPAA") and any current and future regulations promulgated thereunder including without limitation the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Part 142 (the "Federal Security Regulations"), and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162, all collectively referred to herein as "HIPAA Requirements". Physician shall not use or further disclose any Protected Health Information (as defined in 45 C.F.R. Section 164.501) or Individually Identifiable Health Information (as defined in 42 U.S.C. Section 132d), other than as permitted by HIPAA Requirements and the terms of this Agreement. Physician shall execute any and all necessary documents which may be supplemental to the terms of this Agreement and to take all additional actions, including endorsing any and all documents which may be necessary or appropriate to give full force and effect to the basic terms and intent of this Agreement.

2. Physician represents that he is licensed by the State of Texas and qualified to perform and execute the services provided above. If such license is suspended or revoked, this Contract shall automatically be terminated and Physician shall immediately notify the County Judge of Hidalgo.

3. As consideration for the above and foregoing, County agrees to pay Physician the *sum of* _____ per month commencing _____, **2018** (refer to "Best and Final Offer" acknowledgment). The Physician shall be paid one half of the monthly compensation on the 15th and 30th of each month

unless such date falls on a weekend or holiday in which case payment will be made on the last working day before the weekend or holiday.

4. Physician must comply with all applicable laws and regulations of the State of Texas and County and Health & Human Services Department policies. Notwithstanding the foregoing sentence, Physician represents and maintains that Physician is an independent Contractor and is not an employee of County, the Health & Human Services Department, or any agency thereof, and represents and warrants that he does not desire or request any fringe benefits provided to employees of County, Health & Human Services Department and/or any agency of County. Physician agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder.

5. Physician agrees to give County two weeks notice of his intent to terminate Contract; however, if County is unable to find a suitable replacement, Physician agrees to continue as Physician for a period not to exceed thirty (30) days at the same compensation stipulated in this Contract so that County may have an additional period of time to find a suitable replacement.

6. This Agreement may be terminated by County without cause upon thirty (30) days written notice.

7. Physician agrees to provide liability insurance covering his activities in providing the services for County in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act, §100.001, et seq., Texas Civil Practices and Remedies Code, and shall furnish County a certificate issued by the insurer that such insurance is in full force and effect.

8. Physician may not assign the obligations or rights under this Contract to any person without the prior written consent of County.

9. **Indemnification:** Physician will indemnify and hold County harmless from any and all claims, actions, liability, and expenses (including costs of judgments, settlements, court costs, and attorneys' fees, regardless of the outcome of such claim or action) caused by, resulting from, or alleging negligent or intentional acts or omissions or any failure to perform any obligation undertaken or any covenant in this Contract, whether such act, omission, or failure was the Physician's or that of any person providing services hereunder through or for the Physician. Upon written notice from the County, the Physician will resist and defend at his own expense, and by counsel reasonably satisfactory to County, any such claim or action. The Physician will carry proper insurance with the County as an additional named insured. To the extent provided for by law, the County will indemnify and hold the Physician harmless from any claims, actions, liability, or expenses (including costs such claim or action) caused by, resulting from, or alleging the negligent or intentional actions or omissions of the County, its employees or any failure to perform any

obligation undertaken or any covenant made by the County under this Contract.

10. Physician agrees to comply with the Title VI of the Civil Rights Act of 1964.

11. The term of this Agreement shall be for an initial period of **two (2) years** and shall commence on _____, **2018** and end on _____, **2020** with the *County's option to renew for an additional two (2) one (1) year periods* under the same rates, terms and conditions. Hidalgo County reserves the right to continue this agreement for an additional sixty (60) day grace period at the end of the agreement terms for unforeseen delay in award of the new request for qualifications.

16. Except as may be otherwise specifically provided in this Contract, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to County: County of Hidalgo, Texas
Attention: County Judge
100 East Cano, 2nd Floor
Edinburg, Texas 78539

If to Physician: _____

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the United States mail.

12. **Texas Law to Apply.** This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

13. **Entire Agreement.** This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the parties hereto, and not otherwise.

14. **Immunities.** Nothing in this Agreement is intended to and County does not hereby waive, release or relinquish any right to assert any of the defenses County enjoys by virtue of the state or federal constitution, laws, rules or regulations, and any sovereign, official or qualified immunity available to County as to any claim or action of any person, entity, or individual against County.

15. **Nondiscrimination:** Company, including subcontractors, assignees and successors in interest, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. §2000d-3), color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation in any federally or non-federally funded program or activity when providing any services described herein under this contract/agreement.

16. **Commitment of Current Revenues Only.** In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of County under this Agreement, County may terminate this Agreement upon ten (10) days written notice to Physician. County agrees, however, to use reasonable efforts to secure funds necessary for the continuing right to terminate this Agreement at the expiration of each budget period of County pursuant to the provisions of Tex. Loc. Govt. Code Ann. § 271.903 (Vernon Supp. 1995).

EXECUTED and effective as of the day and year first written above.

Approved by Commissioners' Court on this the _____ day of _____, **2018**.

Approved as to form:

Atlas, Hall & Rodriguez, L.L.P.

By: _____
Stephen L. Crain, Attorney

Date: _____

COUNTY OF HIDALGO, TEXAS

By: _____
Ramon Garcia, County Judge

Date: _____

ATTEST:

By: _____
Arturo Guajardo, Jr., County Clerk

Date: _____

PHYSICIAN:

By: _____

Printed: _____

Date: _____

Zimbra

leticia.saenz@co.hidalgo.tx.us

RE: Physician Contract

From : Steve Crain <scrain@atlashall.com>

Mon, Feb 26, 2018 11:22 AM

Subject : RE: Physician Contract**To :** 'Leticia H. Saenz'
<leticia.saenz@co.hidalgo.tx.us>

Looks good.

From: Leticia H. Saenz [mailto:leticia.saenz@co.hidalgo.tx.us]**Sent:** Monday, February 26, 2018 11:07 AM**To:** Steve Crain <scrain@atlashall.com>**Cc:** Marynel Trevino <mntrevino@atlashall.com>**Subject:** Re: Physician Contract

Good morning, Mr. Crain-

Please review and approve as to form with revisions as advised.

Please advise.

Respectfully,

Leticia H. Saenz, CPPB/Contracts Manager

Hidalgo County Purchasing Department

2812 South Business Highway 281

Edinburg, Texas 78539

P(956) 318-2626 **F**(956) 318-2629Email: leticia.saenz@co.hidalgo.tx.us...DON'T WORRY...BE HAPPY...

From: "Steve Crain" <scrain@atlashall.com>**To:** "Leticia H. Saenz" <leticia.saenz@co.hidalgo.tx.us>**Sent:** Monday, February 26, 2018 9:13:39 AM**Subject:** Physician Contract

Hello Ms. Leti: