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www.co.hidalgo.tx.us/purchasing

MEMORANDUM

(Approval of Specifications)

To: Mike Escaname, Chief Financial Officer
From: Yolanda Velasquez, Buyer III *YV*
Date: April 12, 2018
Subject: APPROVAL OF REQUIREMENTS/SPECIFICATIONS
RFQ 2018-076-05-16-YZV "Substance Abuse Treatment & Primary Care Services for Adolescents"

Attached are **draft** requirements/specifications for the above-referenced project for your review/comment/modification.

Please make *any changes*, additions or deletions (**if any**) and/or indicate if these specifications meet all your requirements by signing below and marking approve or disapprove and/or with modifications and **return by Monday, April 16, 2018 by no later than 4:30 p.m.** along with your budget information in order to place on Commissioner's Court agenda and begin the procurement process.

APPROVE

DISAPPROVE

WITH MODIFICATIONS

BUDGET ACCOUNT No.: _____ DEPARTMENT: _____

AUTHORIZATION SIGNATURE

PRINTED NAME

DATE

Should you have any questions or require further information please do not hesitate to call me at (956) 318-2626 ext. 4881. Thank you for your attention and cooperation to this matter.

Enclosures

EXHIBIT A

REQUIREMENTS/TERMS AND CONDITIONS

HIDALGO COUNTY REQUEST FOR QUALIFICATIONS

**"SUBSTANCE ABUSE TREATMENT AND PRIMARY CARE
SERVICES FOR ADOLESCENTS"**

RFQ NO: 2018-076-05-16-YZV

Hidalgo County (hereinafter referred to as "COUNTY") is inviting statements of qualifications from qualified firms/vendors to provide "Substance Abuse Treatment and Primary Care Services for Adolescents" for a period of two (2) years with the County's option to renew/extend two (2), one (1) year extensions, at the same rate, terms and conditions. Hidalgo County is seeking to enter into an Operational Lease/Agreement(s) with state-registered (Texas) firm (which will be provided as a draft copy acceptable to Hidalgo County thru an Addendum). Hidalgo County Purchasing Department will receive sealed envelopes containing statements of qualifications for the provision of "**Substance Abuse Treatment and Primary Care Services for Adolescents**"-Request for Qualifications" as specified herein. Statements of qualifications will be accepted until **9:30 A.M., Wednesday May 16, 2018.** **ANY RFQ RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

ADDITIONAL INFORMATION:

Hidalgo County is requesting that "Request For Qualifications" be routed to Martha L. Salazar, CPPB, Purchasing Agent, at: **HIDALGO COUNTY ADMINISTRATION BUILDING**

US Postal Mail address:

Martha L. Salazar, CPPB, Purchasing Agent
2812 S. Business Hwy. 281
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing Agent
2802 S. Business Hwy. 281
Edinburg, Texas 78539

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

The following outlines the Request For Qualifications:

SECTION I GENERAL TERMS AND CONDITIONS

WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMIL NO LATER THAN Wednesday, May 09, 2018 at 5:00 P.M. at (956) 292-7612, and/or **BY EMAIL TO: yolanda.velasquez@@co.hidalgo.tx.us** Responses will be sent to all applicants via email by **Friday, May 11, 2018.** **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

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 or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

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 BIDS:

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

INSURANCE REQUIREMENTS:

Insurance requirements and/or other documents required for this project shall be maintained throughout the contract term (Refer to insurance limits on the EXHIBIT "C" for limits).

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 Qualifications (RFQ) 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 RFQ, to make sure that it is stamped with date and time by the County Purchasing staff.

SIGNING OF PROPOSALS/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 Hidalgo 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 contract will be for an initial period of two (2) year, with County's option to renew for two (2) additional one (1) year terms, under the same rates, terms and conditions.

The County has the option to extend for sixty (60) day grace period at the end of the contract for unforeseen delays on subsequent contract 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 RFQ 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.

CONTENTS:

The required contents for the RFQ are presented below in the order they should be incorporated into the submitted document.

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.

FIRM QUALIFICATIONS:

Hidalgo County Health and Human Services is seeking to contract with a qualified firm(s) for "*Substance Abuse Treatment and Primary Care Services for Adolescents*". Please refer to the "**Additional Requirements, Qualifications, Specifications, Instructions and Eligibility Criteria**" for further requirements regarding detailed information.

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 that you possess that deem you as a qualified provider. The qualified firm/provider(s) should add copies of its/their Professional Liability Insurance as well as all other applicable insurances as required by Hidalgo County and as detailed in Exhibit "C" contained herein.

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

SCOPE OF SERVICES:

Hidalgo County Health and Human Services (HCHHS) is requesting statements of qualifications from experienced, qualified firms/vendors to provide "Substance Abuse Treatment and Primary Care Services for Adolescents". Please refer to the "**Additional Requirements, Qualifications, Specifications, Instructions and Eligibility Criteria**" for further requirements regarding detailed information.

NUMBER OF COPIES TO BE SUBMITTED:

Hidalgo County requires **one (1) original submittal, three (3) copies four (4) CD's or USB's.**

PARTICIPANTS ARE NOT TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

Hidalgo County will discuss this during the negotiation process.

SECTION III: SELECTION AND SCHEDULES

SELECTION PROCEDURES/EVALUATION CRITERIA:

The RFQ shall be submitted according to the schedule below. The evaluation consists of a 100-point scoring system based on the Evaluation Criteria - Exhibit B. However, at the sole discretion of Commissioner's Court a presentation may be requested from the participating firm(s) that have scored at least 80 points in order to complete and finalize the ranking.

(A)The Hidalgo County Commissioners' Court and/or an Evaluation Committee (selected and/or designated by Commissioner's Court) will review, score and evaluate the SOQs received in response to this Hidalgo County request for qualifications.

(B)After the SOQs have been reviewed, scored and evaluated, the committee will present a grid to the Hidalgo County Commissioner's Court for the purposes of ranking.

Statement of Qualifications will be graded on a point system with emphasis on ability to service the County and experience in seeking funding and assistance through federal and state agencies, private sector(s) and other sources, including but not limited to the following:

A. Participant proposed services In Lieu of operational facility and amenities. (40)

- Participant to summarize clinical substance abuse and medical services to be performed.
- In considering the proposals, Hidalgo County reserves the right to select the acceptable applicant who offers contractual terms and conditions that are most advantageous to Hidalgo County.

B. Program Design (20)

- The manner in which the minimum requirements are met and the extent to which these requirements are exceeded.
- Primary Medical Care Services with access to pediatric specialty when clinically indicated
- Completion of all aspects and information asked for in this RFQ and the attachments thereto.
- Participant's services and treatment activation plan and time frames and dates.
- Participant's program performance measures, evaluation, and monitoring procedures.
- The adequacy and extent of Participant's financial resources and insurance coverage.
- **Preventative** Medical consults and reviews

C. Participant's Experience (20)

- Participant's/firm qualifications (e.g. Experience/Licenses/Certificates of management and staff). Please note if individual is a full time salaried employee or a consultant with limited patient contact.
- Evidence of participant's previous accomplishments in providing substance abuse services and treatment within the last five (5) years.
- Licensed Substance Abuse Counselors and/or Rehabilitation Therapist in Substance Abuse are part of the Clinical Treatment Team.
- Participant's experience in working with the target population being addressed in the statement of qualifications.
- Participant's experience in working with or partnering with medical primary care in collaboration with substance abuse treatment.

D. Participant's Operations Plan and Budget (20)

- Required to be submitted;
- In compliance as requested by the Texas DSHS Substance Abuse Treatment Licensure Manual.
- **In the event that there any physical changes to the facility (additional square footage) or any additional structural enhancements beyond the current infrastructure design; if deemed as necessary this will be the responsibility of the awarded contractor. However, all structural changes and enhancements must be reviewed by the appropriate department in the county and approved by Commissioner's Court prior to any changes.**
- Participant must demonstrate a **financial plan that will ensure** sustainability for the term of this agreement.

NEGOTIATION PROCESS: The number one ranked firm will be contacted to commence stage of the negotiation process including a lease fee. 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.

EXHIBIT A-1

HIDALGO COUNTY Request for Qualifications

RFQ No.: 2018-076-05-16-YZV

“Substance Abuse Treatment and Primary Care Services for Adolescents”

Additional Requirements, Qualifications, Specifications, Instructions and Eligibility Criteria

Hidalgo County Health and Human Services (HCHHS) is seeking statements of qualifications for vendors to provide “**Substance Abuse Treatment and Primary Care Services for Adolescents**” for a period of two (2) year with the County’s option to renew/extend two (2), one (1) year extensions, at the same rates, terms and conditions. *Hidalgo County has the facility in place, only the services for “Substance Abuse Treatment and Primary Care Services for Adolescents” are being requested to be provided in the existing facility.*

PROGRAM MISSION:

1. Protect the public interest and public health safety of our community by the use of substance abuse prevention, intervention and treatment methods;
2. Provide substance abuse treatment and primary health care services to adolescents and/or the juvenile courts in our community;
3. **To include the identified adolescent’s immediate Family member(s) to take part in the treatment intervention, and overall treatment plan;**
4. Provide substance abuse treatment and primary care to adolescents who may be referred from the criminal justice system, educational system or from the public or private sector;
5. Provide programs and activities designed to reduce the impact of adolescents abuse and addiction;
6. Promote a drug-free lifestyle for clients in collaboration with families, schools and various community organizations;
7. To engage primary health care to assist the treatment of substance abuse and addiction to children within our community.
8. To provide a teaching/learning environment for university/college students in social/behavioral health, medical. Allied health, and/or public health programs of study.

OVERVIEW:

Any contract that is offered and furnished by Hidalgo County to Firm/Participant under this RFQ will be “SERVICES FOR OPERATING LEASE” type contract (which will be provided as a draft copy acceptable to Hidalgo County thru an Addendum). Such offered lease/contract will contain terms and conditions similar to those set forth in the *Texas Department of State Health Services Substance Abuse Treatment Providers Procedures and DSHS Licensing Requirements* and will hold the potential vendor accountable for all billing and collections of said services rendered to clients within the community. Hidalgo County and/or Hidalgo County Health & Human Services (HCHHS) Department will not be held responsible for any payment, collections and/or revenue production for any services offered by qualified firm/participant; as

such provisions therein may be revised by Hidalgo County and firm/participant to conform to the circumstances.

If a contract is offered and furnished by Hidalgo County to firm/participant, it is anticipated that the proposal, and the related operations and budget information as submitted in response to this RFQ, will be attached and incorporated by reference into such contract as entered into and executed by the parties.

Under these circumstances, therefore, the firms/participants **Vendor Operations Plan and Budget** as included in the statement of qualifications will become legally binding upon the firm/participant and Hidalgo County. Such Vendor Operations Plan, related Budget and any clinical services will govern the process, circumstances, and terms under which the Firm/participant's substance abuse treatment and primary care services will be provided. With respect to the Vendor Operations Plan and the related Budget, see also: *Texas Department of State Health Services Substance Abuse Treatment Providers Procedures and DSHS Licensing Requirements*. In addition, the qualified firm/participant is solely responsible to obtain all and any licenses, permits and/or permissions required to provide substance abuse prevention, intervention and treatment services to adolescents in accordance to any and all State of Texas Regulations to include any licenses or permits for the County –owned building and/or its premises as required by Texas Department of State Health Services. In the case of any actual or alleged disagreement, discrepancy, or conflict between the contract as entered into between Hidalgo County and firm/Participant and the Vendor Operations Plan and Budget as incorporated therein, the language and provisions of the contract shall take precedence and prevail.

Hidalgo County is offering, in lieu of payment for services provided by the participant, the following:

1. **The facility in which primary care/substance abuse services will be provided** by vendor. The facility was constructed by the State of Texas and Hidalgo County at an approximate cost of \$5 - 6 million. The facility is approximately 13,000 sq. ft. with the needed group rooms, offices, exam rooms, reception areas and other facilities that are usual and customary to an outpatient treatment program.
2. Hidalgo County will be responsible for **any costs involving the usual and customary utilities** (i.e. water, electrical, telephone and IT services) **to the original structure.** (Please refer to Section "D" of Participant Operation regarding any enhancements)
3. The facility will have a **gazebo exterior facility** which will allow didactic instruction in a natural setting.
4. In order to assure privacy and security, the perimeter of facility grounds will be fenced and/or landscaped and lit.
5. Hidalgo County will be responsible to provide the custodial and basic upkeep of facility and surrounding grounds.
6. Hidalgo County will provide **adequate parking for clients and staff** as well as

providing for ADA access and allotted parking spaces as required by the State of Texas and the City of Edinburg, Texas.

7. Hidalgo County will provide basic office furnishings and any additional furnishings in the group rooms, classrooms, exam rooms and reception areas, i.e. desks, chairs, tables and credenzas in the appropriate areas. **The Basic furnishings are defined as those within the original physical structure. Any additional furnishings will be the responsibility of the awarded contractor.**
8. Hidalgo County will provide **basic IT Support & Services**; however, any technology upgrades or additions to the current facility configuration to include add-ons, facility attachment, or additional buildings, that require any upgrades of Information Technology, Telephones, Surveillance, IT Support, or other technological upgrades will be the responsibility of the awarded contractor
9. The facility will be equipped with **full generator capability** to ensure the most comfortable and secure environment for the firm/participant.
10. The facility will also include a **fully-equipped kitchen** which can be used with the adjacent class-space in providing life-skills education along with nutritional education to the clients and families.
11. The qualified firm/participant will be responsible for their own security.
12. Hidalgo County will **assist the qualified firm/participant in obtaining adequate referrals** in order to encourage its success and promote a healthier lifestyle for Hidalgo County residents.

The qualified firm/participant will be fully responsible for all costs associated to clinical services, insurances, liabilities and any additional costs related to the operations of a State-licensed free-standing substance abuse/primary care facility and services.

Hidalgo County will not be responsible for any liability or cost due to the lack of sustainability and/or operations by the proposed vendor and/or any of its partners or business alliances. In the event of such dire circumstances, the County MAY review options with the provider.

If a formal written contract is negotiated and entered into between firm/participant with Hidalgo County, it is anticipated that the format, terms and provisions, of such contract will be substantially set forth by *Texas Department of State Health Services Substance Abuse Treatment Providers Procedures and DSHS Licensing Requirements*. Prior to its furnishing of a formal contract/lease to firm/participant, Hidalgo County reserves the right to revise or modify such contract format, terms and conditions as may be deemed appropriate under the circumstances and to accommodate any changes or revisions that may occur to the applicable *Texas Department of State Health Services Substance Abuse Treatment Providers Procedures and DSHS Licensing Requirements, legislation or other requirements*.

OVERVIEW OF REQUIRED SERVICES:

- A. **NAME:**—The name of the facility and/or treatment program, the approved moniker for this campus is the John Austin Peña Memorial Center for Primary Care and Substance Abuse.
- B. Hidalgo County is seeking “Substance Abuse Treatment Agencies to provide services to substance abusing adolescents and include **Medical Primary Care and Clinical Services to the patient immediate family** that have been referred by the juvenile court system, educational system or from the public or private sector. This may and often does include adolescents who have violent or sexual offenses or have mental illness. **Exceptions to these or any type of client/adolescents should be noted.**
- C. The level of services to be provided includes primary care that includes Preventative Clinical Care Services and outpatient substance abuse treatment services. **A firm/participant must respond to all levels of service.**
- D. Any contracts that may be awarded to participant related to this RFQ will be for “Substance Abuse Treatment and Primary Care Services for Adolescents and **their** immediate family members” **ONLY**. Hidalgo County has the facility for the services being requested. Services such as anger management, cognitive behavioral and life skills can be included by a firm/participant in treatment to the extent they are inclusive in a substance abuse treatment and primary care program, and related to the specific issue of substance abuse and or primary health care and/or prevention.
- E. Under any contract that may be awarded related to this RFQ, Firm/participant will be obligated to submit one (1) copy each quarter based on a calendar year starting in January of an itemized description of services being provided to Hidalgo County Health & Human Services Department and must make annual presentations to Hidalgo County Commissioners Court in November of the service year regarding admissions, services being provided and overall status of program. In addition, firm/participant that provides the services requested may be required to use the forms and procedures specified by the client’s referring entity. Firms/participants may be required to submit payment of lease electronically to Hidalgo County on software provided by Hidalgo County.
- F. If required, firm/participant, at no cost to Hidalgo County, must agree to provide appropriate testimony, affidavits and documents for any court proceedings and trials related to its treatment and other services regarding any clients or families referred from the Juvenile Probation system and/or any other entity requiring such documentation in accordance with the State of Texas.
- G. **Requirements in the event of a Declared Emergency:**
In the event of a man-made or natural emergency event, (i.e., hurricanes, wildfires, bioterrorism, etc.), Hidalgo County has the right to utilize this facility for no more than 10 working days or 14 calendar days as an emergency response operations facility or as designated by the Texas Department of Emergency Management (TDEM). Funds obtained via the Federal Emergency Management Agency (FEMA) and TDEM to construct this facility allows the building to withstand up to a Category 3 hurricane; therefore, during those emergent times, the ultimate responsibility for Hidalgo County would be to provide assistance to all responders and residents of the County. The facility will benefit the firm/participant by having 24/7 generator power for the entire facility at the expense of the

County. Therefore, the impact to the firm/participant during non-emergent power outages would be minimal.

H. Encouragement of Academic Partnerships:

The firm/participant is highly encouraged to partner with the various accredited institutions of higher learning to obtain and provide training and internship opportunities in the clinical areas in which it is clinically appropriate, in accordance with the Texas DSHS rules and guidelines. The firm/participant is encouraged to demonstrate this aspect in their operations plan.

1. Should the County enter into a partnership with a university/college, vendor shall agree to participate in said program to the extent allowed by the State of Texas and all other licensing entities.

REQUIRED INFORMATION:

1. The qualified firm/participant will be responsible to provide any and all documentation requested by the client's referring agency in accordance with the treatment plan, after-care plan and/or referral for additional treatment in accordance with the State of Texas Rules and Regulations. Documentation may include information being sent to Hidalgo County Commissioners Court, Hidalgo County Health & Human Services Department, and/or any other County, State or Federal agency to include school districts and/or private schools.
2. The firm/participant must adhere to ALL Texas DSHS licensure requirements for a free-standing substance abuse and primary care treatment facility. The qualified firm/participant will be solely accountable for addressing any findings, complaints and/or legal issues resulting from patient neglect, clinical programming misappropriations and/or inadequate clinical oversight.

PROGRAM DESCRIPTION:

1. Describe all services to be provided by firm/participant, and specify if all services are provided to persons referred to the Hidalgo County Primary Care and Substance Abuse Facility.
2. Describe Firm/participant's services and treatment goals and objectives, including how an individualized client treatment plan is developed. Describe other types of treatment plans you will use; firm/participant must define what would be considered a successful treatment outcome, taking into account the client's individualized family treatment plan;
3. Describe all responsibilities that are to be placed upon persons and family members participating in firm/participant's programming, taking into account any requirements from the Juvenile Probation, School or other referring agencies which includes any treatment services assignments, which may include tasks for the client to complete (i.e., homework assignments, practice sessions, etc., include frequency, number and time frame where appropriate).

4. Describe the Firm/participant's experience and history, if any, in working with adolescents who are, or were, involved with the criminal justice and/or educational system in Texas or elsewhere.
5. Specific requirements for Non-Residential Treatment Services:
 - a. Provide photocopies of all state and local facility licenses/certificates that apply to the services/treatment at issue, and include expiration and renewal dates;
 - b. Describe the procedure used by firm/participant and information that is necessary for a client to be admitted to their program/service;
 - c. Firm/participant must develop and incorporate preventive medical and intervention goals and procedures into the client and family treatment plan; clear expectations must be monitored and reported by firm/participant to Hidalgo County and/or to referring entities (i.e. juvenile court system, educational system or other referring agencies);
 - d. Describe and specify any diagnostic assessments by firm/participant that will precede program services and/or treatment. Describe any post-program services and/or treatment assessments that will be conducted by Firm/participant. Describe why these particular assessments will be utilized;
 - e. Describe how and in what time frame and under what circumstances an individualized client treatment plan is developed by Firm/participant; and, demonstrate a method in which previous treatment programs are incorporated into the individualized treatment plan.
 - f. If group counseling is provided, describe the type of group process utilized, include goals/objectives of group process, minimum/maximum number of clients in a group, specify if open or closed groups are utilized;
 - g. If individual counseling is provided, describe the counseling/therapeutic approach utilized, specify skill development techniques utilized and goals/objectives of individual counseling; to incorporate any AXIS 3/Medical Diagnosis into their individualized treatment plan.
 - h. Describe minimum/maximum length of program participation. (Specify program length for each level of service, *i.e.* group/individual.) Describe what criteria and processes are used by Firm/participant to determine when to release a client early or to request a written extension;
 - i. Describe how client progress is measured during program participation. Including the type and frequency of progress reports to be made to Hidalgo County and/or to referring entities, (*i.e.* juvenile court system, educational system or other referring agencies);
 - j. Describe communication process and frequency of communication between

firm/participant's program staff and Hidalgo County and/or to referring entities, (i.e. juvenile court system, educational system or other referring agencies); Specify if communication process or frequency will vary during duration of firm/participant's services/treatment; firm/participant must always take into account: HIPAA rules and Guidelines when communicating about a client's/family's progress.

- k. Describe the firm/participant's client discharge/termination procedure (successful /unsuccessful) from the program/service being provided. Include if certificates of completion will be provided by firm/participant to participants, and if so, the procedure to provide certificate to an client and the notification procedure to be used by firm/participant to Hidalgo County and/or to referring entities, (i.e. juvenile court system, educational system or other referring agencies);
- l. Describe the firm/participant's staff-to-client ratio by level/type of service and treatment.
- m. Describe other relevant client supervision procedures. Describe firm/participant's client files, records, format, electronic databases, frequency of entries, etc. Provide a sample of HIPAA protocols for clients and families.

6. Firm/participant must provide outcomes of quality of life improvements, life-skill improvement, community re-orientation improvements, family communication, improvements, and incorporate any medical prevention/education procedures that will demonstrate an improvement in quality of life when concerning medical health (i.e. glucose testing, proper nutrition, follow-through on meds, etc.). Firm/participant must define what would be considered a successful treatment outcome taking into account the client's individualized family treatment plan.

7. Describe, at a minimum, Firm/participant's program performance measures and standards, to at least the following:

A. Outputs:

- Total number of clients served;
- Total number of counseling hours provided.
- Total number of class hours provided
- Total number of family counseling hours provided

Other output measures may be determined/requested by Hidalgo County and/or referring entities (i.e. juvenile court system, educational system or other referring agencies);

B. Outcomes:

- Include immediate and long-term outcomes that are specific to the program/services as set forth in the proposal;
- Total number of successful program completions;
- Reduction of drug or alcohol use by clients.
- Firm/participant will provide a cost-utilization plan on services provided, i.e. actual costs of all services provided by vendor. This will be part of the quarterly information provided to Hidalgo County Commissioners' Court, in order to demonstrate an actual dollar value of services in return for the

usage of the facility and all services associated with the Hidalgo County facility.

Other output measures (determined/requested by Hidalgo County and/or referring entities, (i.e. juvenile court system, educational system or other referring agencies).

PROGRAM EVALUATION METHODS:

1. Describe Firm/participant's plan for determining the degree to which output and outcome objectives are met and methods that are followed.
2. Describe Firm/participant's documentation methods and the plan for monitoring records and determining and evaluating outputs and outcomes.
3. Firm/participant must provide their quality assurance (QA) procedures for monitoring performance measures, outputs and outcomes, and who would be accountable for maintaining this information, including any subcontracted agencies
 - a. Firm/participant must provide full disclosure of all licensed sub-contractors that may provide any direct client services to Hidalgo County residents.
 - b. Firm/participant must provide a signed statement of assurance demonstrating that a complete background check on all employees, contractors and any licensed staff has been conducted to assure the safety and well-being of all clients and family members participating.
4. Describe how data and records will be gathered by firm/participant to determine treatment and program outputs and outcomes.
5. Firm/participant must provide a list of testing instruments to be utilized in treatment, and provide a brief explanation of why this instrument will be used.
6. Firm/participant's data analysis methods and utilization of outcomes must be clearly described within the proposal.
7. Describe the evaluation reports to be prepared and produced by firm/participant.
8. Describe the firm/participant's Management Information System (MIS), electronic databases, and record systems to be used by firm/participant for tracking clients in treatment and after discharge.
9. Additional Outcomes.
 - Additional program evaluation outcomes will be measured by Hidalgo County and/or referring entities (i.e. juvenile court system, educational system or other referring agencies); firm/participant must provide services that meet the following goals:
 - a. Incorporation of preventive medical intervention and education into the individualized client/family treatment plan.

- Outcomes must demonstrate an improved quality of life and life-skill improvement in relation to the treatment program and plan.
- The desired programmatic outcomes must reflect a decrease in juvenile delinquency, increase school participation, improvement of family communication - all manifested by a decrease in substance abuse utilization due to increased life-skills.
- Firm/participant must provide an incorporation of medical/pharmaceutical treatment activities in conjunction with the after-care and ongoing family participation in their treatment program.

COST/FEES:

HCHHS or no other county entity will be held accountable for any of the costs incurred for providing direct patient care; the firm/participant will be fully accountable for all billing/collections and verification of benefits from each of the participating clients.

Hidalgo County will provide the facility, utilities, and additional amenities as described in the previous introductory sections.

PARTNERSHIP/SUSTAINIABILITY DEVELOPMENT:

HCHHS, along with other Hidalgo County agencies, would be interested in participating with the firm/participant for any grant application, seeking future funding or any collaborative efforts encouraging a new funding stream. Examples of partnership may include letters of support, contacting local, state and/or federal officials and provide assistance by whatever method sanctioned by the Hidalgo County Judge and Commissioners Court.

AIDS AND HIV INFECTION:

Vendor agrees that it shall adopt and implement workplace guidelines concerning persons with AIDS and HIV infection and shall also develop and implement guidelines regarding confidentiality of AIDS and HIV-related medical information for employees of Vendor and for clients and residents served by Vendor in accordance with the provisions found in Health and Safety Codes, Sections 85.112, 85.113, and 85.115.

ACCESS TO RECORDS AND INFORMATION:

The firm/participant will make available any information from the client, medical records, program operation information or financial information and data in the event that it is requested by any state or federal agency or by the County auditor. Hidalgo County does not foresee any particular scenario in which this may occur; however, the firm/participant must make themselves amenable to any such requests from the County, with due cause.

EQUIPMENT:

Hidalgo County will provide communication equipment, computer access and maintenance of such equipment. Any additions to the current facility configuration to include add-ons, facility attachment, or additional buildings that require any upgrades of Information Technology, Telephones, Surveillance, IT Support, or other technological upgrades will be the responsibility of the awarded contractor.

Firm/participant must provide their own computers/monitors/keyboards, copiers, printers or any hardware and/or software associated with the day-to-day operations of the therapeutic program. Firm/participant will be held accountable to repair/replace any of the equipment provided by Hidalgo County if it is damaged, stolen or misused by the firm/participant and/or clients.

VENDOR BACKGROUND/QUALIFICATIONS:

Each proposal shall contain the following information.

1. Name, title, telephone and fax number of firm/participant's contact person for all inquiries from Hidalgo County and or the referring entity. The contact person shall be responsible for fielding all inquiries from Hidalgo County and/or the referring entity related to the proposal, and providing the firm/participant's response to Hidalgo County's/ referring entities inquiries.
2. Business form of firm/participant (e.g. corporation, partnership, sole proprietorship, governmental entity, agency, etc.), if applicable.
 - a. If a corporation, include the date and state incorporation;
 - b. Whether firm/participant is for profit business or non-profit corporation, governmental agency or entity;
 - c. Names and addresses of firm/participant's principal of officers, directors, or partners;
 - d. Identify all employees, officers, or staff of firm/participant who is actively or previously on community supervision, probation, deferred adjudication parole, or who has been convicted of a felony or Class A or B misdemeanor;
 - e. A copy of firm/participant's most recent financial statement (i.e. monthly, quarterly); and most recent audited financial statement each to include corresponding balance sheet, income statement and statement of cash flow. Firm/participant must include an affidavit certifying that firm/participant is duly qualified, capable and otherwise bondable business entity, that firm/participant is not in receivership or contemplates same, and has not filed for bankruptcy;
 - f. A brief biography and complete resume of the person or persons who will operate/manage the services provided by firm/participants;
 - g. The organizational chart showing firm/participant's staff and management.
3. The name and address of the firm/participant's insurance carrier(s), along with a letter or statement(s) from firm/participant's insurance carrier(s) attesting that the insurance coverage(s) as specified in this RFQ is/are either in force or available to upon firm/participant.
4. Complete reference information for all public and private institutions or agencies to which the Firm/participant provides or has provided similar services and treatment. Specify dates for such similar services contracts, and current rates being charged by Firm/participant for these contracted services.
5. A list of civil lawsuits, administrative proceedings, or investigations filed or pending at any time during the past five years, brought against, or on behalf of, Firm/participant, its officers, or employees.

6. A list of all criminal cases or proceedings filed or pending at any time during the past five years, brought against, or on behalf of, the Firm/participant, its officers, or employees.
7. Other organizations, biographical, or financial information deemed relevant by the Firm/participant or as requested by Hidalgo County.
8. Hidalgo County has the facility for such services and is requesting statements of qualifications for the **“Substance Abuse Treatment/Primary Care Services for Adolescents only”**. Firm/participant must describe the levels of treatment and services to be provided.
9. Describe when the treatment and services which are the subject of the proposal could begin.

MINIMUM REQUIREMENTS:

- The firm/participant will provide substance abuse/prevention treatment programs as prescribed and in accordance to all rules and/or regulations which apply to outpatient/adolescent treatment programs as indicated. The firm/participant will provide programmatic and facility licenses required to operate their described program in accordance to all and any rules or criteria set forth by the Texas Department of State Health Services and/or any other state or federal agency which may oversee any potential referral source (i.e. juvenile probation, criminal justice, school system).
- The firm/participant must adhere to all usual and customary screening, evaluation, assessment and treatment methods as prescribed by outpatient substance abuse treatment programs in accordance to Texas DSHS rules and guidelines.
- Firm/participant must submit a plan in how they would incorporate up to 10% of overall clientele, which may be considered pro-bono/free services, as referred by various Hidalgo County agencies.

Miscellaneous:

Under any contract that may be awarded related to this RFQ, Firm/participant shall provide all necessary personnel, equipment, materials, supplies, facilities, and services (except as may be furnished by the HIDALGO COUNTY as specified in writing), and do all things necessary for, or incidental to, the provision of the substance abuse treatment and services listed in this RFQ.

HIPAA Compliance:

Offeror agrees to comply with the Standards for Privacy of Individual Health Information of the Health Insurance Portability and Accountability Act of 1996, PL 104-191, 45 CFR Parts 160-164, as amended, and the Texas Medical Records Privacy Act, Texas Health and Safety Code Chapter 181, as amended, collectively referred to as “HIPAA”, to the extent that the Offeror uses, discloses or has access to protected health information as defined by HIPAA. Offeror may be required to enter a Business Associate Agreement pursuant to HIPAA. The Contractor must comply with current or any future HIPAA or Patient confidentiality as required by any future State or Federal Legislation i.e., Texas House Bill 300 or HITECH