



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

MEMORANDUM

To: Israel "Buddy Silva, Jr., Director
Judge Mario E. Ramirez, Jr. Juvenile Justice Center

From: Rocio Villarreal, Contracts Manager
Hidalgo County Purchasing Department

Date: April 25, 2018


Re: Approval of Specifications/Requirements for RFQ No. 2018-127-00-00, "Professional Psychiatrist Services"

Please review the current SPECIFICATIONS/REQUIREMENTS and indicate if they meet all your requirements by selecting APPROVE, DISAPPROVE (or) APPROVED WITH MODIFICATIONS and signing below. If your answer is DISAPPROVE, please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4868.

| | |
|--|-------------------------------------|
| APPROVE <input checked="" type="checkbox"/> | DISAPPROVE <input type="checkbox"/> |
| APPROVED WITH MODIFICATIONS <input type="checkbox"/> | |

FUNDS AVAILABILITY: YES NO/ Other(Specify)
BUDGET ACCOUNT #: 8-1100-423-72-330-001-0-331

| | | | |
|---|------------------------------|----------------------------|--------|
|  | Israel "Buddy" Silva, Jr. | Juvenile Probation Dept | 5-4-18 |
| AUTHORIZED SIGNATURE | PRINT NAME | DEPARTMENT | DATE |

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: rocio.villarreal@co.hidalgo.tx.us by no later than Wednesday, May 2, 2018.

Enclosures

**EXHIBIT A
SCOPE OF SERVICES/REQUIREMENTS**

**JUDGE MARIO E. RAMIREZ, JR. JUVENILE JUSTICE CENTER
REQUEST FOR QUALIFICATIONS**

“Professional Psychiatrist Services”

RFQ NO: [2018-127-00-00-RFV](#)

PURPOSE:

Hidalgo County (hereinafter referred to as “COUNTY”) is soliciting statements of qualifications for two (2) qualified psychiatrists to provide psychiatric services to patients of the “Judge Mario E. Ramirez, Jr. Juvenile Justice Center. The scope of the work/services will encompass all aspects of Judge Mario E. Ramirez, Jr. Juvenile Justice Center and requires extensive knowledge and experience across all lines of coverage. Services are to be provided during regular work hours and may also include after hour emergency consultation and/or on call hours. The information provided in the Request for Qualification (hereinafter referred to as “RFQ”) is only to be used for the purpose of preparing a qualification for “Professional Psychiatrist Services.” Requests for Qualification will be accepted until **9:30 A.M., Wednesday**. ANY RFQ RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.

Deliver Submittal to:

RFQ Number: [2018-127-00-00-RFV](#)

ADDITIONAL INFORMATION: Hidalgo County is requesting that request for qualification be routed to Martha L. Salazar, CPPB, Purchasing Agent,

US Postal Mail Address:

Martha L. Salazar, CPPB, H.C. Purchasing Agent
Hidalgo County New 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: rocio.villarreal@co.hidalgo.tx.us BY NO LATER THAN Wednesday, _____ at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, _____. 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 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 RFQ:

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 Qualifications (RFQ's) 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 QUALIFICATIONS:

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 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 one (1) year, 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 bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next 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 - RFQ REQUIREMENTS

REQUEST FOR QUALIFICATIONS:

The required contents and limitations for the preparation of 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 and seven (3) copies 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.

FIRM QUALIFICATIONS:

Judge Mario E. Ramirez, Jr. Juvenile Justice Center is soliciting to contract with qualified psychiatrist who is qualified as a "License Psychiatrist" (Child/Adolescent Psychiatrist Preferred). The person(s) directly performing the counseling services are required to be licensed. Credentials, curriculum vitae, qualifications to perform necessary services must be submitted. Photostat copies are acceptable.

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. Information regarding the firm's credentials, education and experience with other "Juvenile Probation Entities" is required and will be scored accordingly during the evaluation process.

REQUIRED CERTIFICATES AND SUBMITTAL:

This section will contain *any/all* licenses, registrations, permits, and certifications as required by the STATE OF TEXAS and HIDALGO COUNTY that you possess that deem you as a qualified licensed psychiatrist(s).

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

SCOPE OF SERVICES:

Judge Mario E. Ramirez, Jr. Juvenile Justice Center is soliciting to contract and establish a "Pool" of qualified licensed psychiatrist (s) who are qualified to provide services and expertise and licensed as a "Licensed Psychiatrist" and meet the following specifications/requirements:

1. To provide to department and its clients the services required of a medical license in the State of Texas Psychiatrist for the purpose to objectively assess and develop a comprehensive treatment plan for therapeutic and medical services deemed necessary for the presenting and identified issues, to include any physical diagnosis that may need to be addressed . Psychiatric diagnostic interview or examination must include these services but are not limited to:
 - a. Bio-psychosocial model (parent/guardian and juvenile will be interviewed separately)
 - b. Review psychological evaluation (when applicable)
 - c. Typed narrative report.

Narrative Report must include a specific recommendation for evaluation and treatment plan development. Upon a medication being prescribed, a written order (not verbal) should be provided with a prescription to include discontinuation of previously described medication and a written order (not verbal) as to the dates and times that the prescribed medication should be administered Psychiatrist must be able to conduct evaluation in the language of literacy and understanding of the juvenile. Must be performed individually and in a private session and directly by a psychiatrist with license to practice in the State of Texas.

Onsite testing is preferred for all juveniles detained. On site, juveniles may be available seven (7) days a week and must provide timely appointment, between 2:30 p.m.- 3:30 p.m. or 4:00 p.m. – 8:00 p.m. Monday – Friday.

Offsite testing for juveniles who are detained, the interview with parents/guardian shall be scheduled at different times to minimize safety and security concerns. Per Texas Juvenile Justice Department. A Juvenile Probation Department employee will transport juveniles who are detained and the employee shall be present within sight and sound at all times during the evaluation.

- d. Psychiatric evaluation must be returned type within three (3) working days.
- e. Must provide services in the language of literacy and understanding of the juvenile.
- f. Psychiatrist may be called to testify in a Court of Law.
- g. An addendum to the original psychiatric evaluation may be requested for purposes of continuation of psychiatric services upon exiting the juvenile justice system.
- h. Upon authorization of Hidalgo County Juvenile Probation department and at the request of the juvenile managing conservator, the Psychiatrist will explain the psychiatric evaluation for the juveniles' managing conservator.

PARTICIPATING FIRMS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS SUBMITTAL: The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001, et seq. Once selected, proposer is to provide a fee proposal for the following scope of work.

All/Any costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the proposer and not reimbursements for such charges or expenses shall be passed onto Hidalgo County / Judge Mario E. Ramirez, Jr. Juvenile Justice Center.

SECTION III – SELECTION/EVALUATION

SELECTION/EVALUATION PROCESS:

The evaluation consists of a 100-point scoring system based on the "Evaluation Criteria"-Exhibit B. The participants will be ranked after evaluation of "Pool/Roster" by Hidalgo County Juvenile Justice Center Staff. Categories under the 100-point system include response to RFQ. RFQ submittal evaluation is based on the criteria outlined below.

- (A) The Hidalgo County Juvenile Justice Center Staff (selected and/or designated by Hidalgo County Board of Judges will review, score and evaluate the written Statement of Qualifications (SOQ) received in response to this request for qualifications.
- (B) After the SOQ have been reviewed, scored and evaluated, the committee will present the "Pool/Roster" to the Hidalgo County Board of Judges to deem as qualified and award of contract(s).

SOQ's will be graded on a 100-point system with emphasis on ability to service Judge Mario E. Ramirez, Jr. Juvenile Justice Center

1. **LICENSED PSYCHIATRIST (S):** (30 Points)
The "Psychiatrist" should provide information related to its Qualifications. The "Psychiatrist(s) must be registered and licensed to practice in the State Of Texas. Must provide a copy of certificates, licenses, permits, etc., required by the State of Texas and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the Services" as required. A list of, and scope of, similar projects for comparative purposes shall be included in response.
2. **UNDERSTANDING THE SERVICES/METHODOLOGY:** (30 Points)
The "Psychiatrist(s)" must state, the approach and /or methodology, in achieving and rendering all services detailed and required as the "Psychiatrist" by the "Judge Mario E. Ramirez, Jr. If the "Psychiatrist" currently has an active practice, the "Psychiatrist" must state in detail how services and requirements will be rendered as detailed for the "Request for Qualification". Psychiatrist(s) should include any local issues or concerns that directly affect the "Psychiatrist(s) understanding of the project.
4. **QUALIFICATIONS AND EXPERIENCE:** (40 Points)
Qualifications and experience of the organization (non-profit community based agency or for-profit community base agency and ability to bill other funding sources-private insurance, Medicaid and Chips) Experience working with the juvenile justice system. Experience working with the juvenile courts.

NEGOTIATION PROCESS:

Compliance with all requirements, the most cost productive, qualified, experience, efficient and effective plan in order to create a "Pool/Roster" will be reviewed and considered in order to create "Pool/Roster". Emphasis will be placed on qualifications, experience, capability to perform the services as well as meeting the needs of the "Judge Mario E. Ramirez, Jr Juvenile Justice Center for - "Licensed Professional Psychiatrist(s)". Accuracy and completeness are essential. Hidalgo County / Judge Mario E. Ramirez Jr., Juvenile Justice Center reserves the right to reject any and all RFQ's.

Exhibit "B"
EVALUATION FORM

Proposals will be graded on a 100-point system with emphasis on ability to service Judge Mario E. Ramirez, Jr. Juvenile Justice Center. The evaluation consists of a 100-point scoring system based on the "Evaluation Criteria"-Exhibit B. The participants will be ranked after evaluation. The Hidalgo County Commissioners and/or an Evaluation Committee (selected and/or designated by Hidalgo County Board of Judges) will review, score and evaluate the RFQs received in response to this "Request for Qualifications".

RFP EVALUATION FORM

Selection Criteria

1. LICENTSED PSYCHITRIST(S)

The "Psychiatrist" should provide information related to its Qualifications. The "Psychiatrist(s) must be registered and licensed to practice in the State Of Texas. Must provide a copy of certificates, licenses, permits, etc., required by the State of Texas and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the Services" as required. A list of, and scope of, similar projects for comparative purposes shall be included in response.

Points

Score

30 PTS

Comments/Rationale For Points: _____

2. UNDERSTANDING THE SERVICES/METHODOLOGY:

The "Psychiatrist(s)" must state, the approach and /or methodology, in achieving and rendering all services detailed and required as the "Psychiatrist" by the "Judge Mario E. Ramirez, Jr. If the "Psychiatrist" currently has an active practice, the "Psychiatrist" must state in detail how services and requirements will be rendered as detailed for the "Request for Qualification". Psychiatrist(s) should include any local issues or concerns that directly affect the "Psychiatrist(s) understanding of the project.

30 Points

Comments/Rationale For Points: _____

3. QUALIFICATIONS:

Qualifications and experience of the organization (non-profit community based agency or for-profit community base agency and ability to bill other funding sources-private insurance, Medicaid and Chips) Experience working with the juvenile justice system. Experience working with the juvenile courts.

40 Points

Comments/Rationale For Points: _____

Total Score: _____

Provider: _____

Evaluator: _____ Date: _____