

Vendor is required to list 5 references of projects completed by their company of at least \$1 million in size. References will be contacted via phone or email, projects under 1 million will be discounted and the points forfeited. Failure not to provide reference along with point of contact for said reference will mean a loss of points. Points will be allocated based on the following from vendor provided references:

SAMPLE QUESTIONS Points

Did the company provide the services on-time (met the deadline) and as specified?

Did the company provide a project manager?

Are you satisfied with their services?

Would you hire them again?

3. Vendor Qualifications (Max 25 points)

Qualified vendor will be allocated points based on the following criteria:

Project Management

(see specific instructions below)

Local Presence

- Does company have a local presence (one or more employees working and living in Hidalgo County, Texas)?
- Does company service other accounts in Hidalgo County?
- Does company employ full time staff (with Hidalgo County residency) for the express purpose of day to day single company business?
- Does company have support staff that reside in Hidalgo County 3 days out of the work week?

Experience

Years as company: less than 5=1pts, 5-10=2pts, over 10=3pts

Past performance with County

Any necessary changes to scope

Project completed on time

Delivery of materials in a timely manner

Projects executed to COUNTY standards

SELECTION PROCEDURES: The RFP shall be submitted according to the schedule below.

RFP Submission: One (1) original (pages one-sided, clearly marked original) and three (3) copies of RFP and two (2) CD/USB in PDF format should be submitted to:

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

RFPs must be submitted by **no later than 9:30 a.m. on Wednesday, August 22, 2018.**

All costs and expenses associated with the preparation and submission of RFP shall be the responsibility of the participant and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

RFP Scoring and Ranking:

- A. Hidalgo County Commissioners' Court and/or an Evaluation Committee (selected and/or designated by IT and approved by County Commissioner's Court) will review, score and evaluate the Proposals (RFP's) received in response to this Hidalgo County Request for Proposal.**

After the RFPs have been reviewed, scored and evaluated, a grid will be presented to Commissioner's Court for the purposes of ranking.