

# Requisition

Req # 00388079

PO #

Date: 02/13/19

Bill To:

Vendor : 457892  
LEAL, IRMA LINDA  
RSP BUSINESS SOLUTIONS  
3827 N. 10TH STREET, SUITE 201  
MCALLEN TX 78501

Ship To: Hidalgo County District Attorney  
100 East Cano  
Edinburg Tx 78539

Contact: OBDETT CALZADA  
956-292-7604

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
12.00	MONTH	WEBSITE DESIGN FOR THE DISTRICT ATTORNEY'S OFFICE- PACKAGE INCLUDES DESIGN & DEVELOPMENT, WEB HOSTING, SSL CERTIFICATE, CONTENT PLANNING & CREATION, BILINGUAL CONTENT, SEO AND THE WEBSITE MAINTENANCE  MONTHLY: \$350.00  MONTHLY FEE FOR MAINTENANCE (JAN - DEC 2019)  Account No _____  9-1223-412-00-080-007-0-430	350.00   <u>Encumbrance</u> 4,200.00  Freight  Total	4,200.00         Total 4,200.00

Authorized By: \_\_\_\_\_



# Contract for Service Agreement

Account Profile (Please complete with accurate information for account and billing purposes)

Date: 2/13/19

Digital Representative: Yvette Alafa

Business Name	Approved By	Business Address
Name Hidalgo County District Attorney's Office	Name(s)	Physical 100 E. Cano St
Location Type (Select one) Single <input checked="" type="checkbox"/> Multiple <input type="checkbox"/>		Edinburg, TX 78539
Business Type (which apply?) DBA LLC Franchise CORP. Local INC Non-Profit WEB	Title(s)	Billing
Phone Number	Email Address	Website URL(s)
Business ( 956 ) 292 - 7600	Business	
Contact Mobile ( ) -	Billing	
EIN /Social Security #	Billing Type	Method of Deposit Payment
	PIF <input type="checkbox"/> Monthly <input checked="" type="checkbox"/>	Cash <input type="checkbox"/> Check <input checked="" type="checkbox"/> CC <input type="checkbox"/>
Credit Card On File	<p>Client agrees to monthly billing and payment method by automatic payment and draft from their credit card on file. The credit card information on file and its use is restricted for billing and payment purposes only. By signing below, you are stating that you agree to these terms and conditions and permit Rio Star Publishing (RSP Business Solutions) the use of this payment method. Down Payment: Your down payment amount is the initial payment for the first phase of development and set up and is not used for the program monthly billing. By signing below, I understand and agree to these terms.</p>	
Name on Card:		
CC Type _____		
# _____		
Exp: ____ / ____		
VCode _____		
Zip Code _____	Printed Name _____	Title _____

Authorized Signature

Date

Office: (956) 627-5964 | Email: Connect@rspbusinessolutions.com

Web: www.rspbusinessolutions.com

Office Location: 820 N. 10<sup>th</sup> St. McAllen, TX 78501

Rio Star Publishing | RSP Business Solutions

©2015 – 2016 Rio Star Publishing Intellectual Property. All Rights Reserved.

Order Form for: Hidalgo County District Attorney's Office

Product	Item Description	Program Length	Start Up Time	Web Property	Category	Monthly Prog. Price
Website Design & Development	Website	12 months	4-8 weeks	Self		\$350.00
	Web Hosting	12 months	4-8 weeks			
	SSL Certificates	12 months	4-8 weeks			
	Search Engine Optimization	12 months	4-8 weeks			
	Website Management & Maintenance	12 months	4-8 weeks			
	Bilingual Content Translation (Spanish)	12 months	4-8 weeks			
	Please note:	Monthly charge	will be \$100	until website is live.		

Additional Notes:

For Website(s) Only - Select your desired URL(s)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Select your desired URL(s) in order of preference. This will remain your assigned web address to be used by RSP Business Solutions for maintenance, design, and access to your provided web property to be used by RSP Business Solutions.

Account Billing Information

Sub Total \$4200.00

PIF Disc % \_\_\_\_\_

Down Payment \_\_\_\_\_

Remaining Balance \$4200.00

Monthly Payment Amount \$350.00

Your initials confirm receipt of the terms and conditions applied to your program. \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Office: (956) 627-5964 | Email: Connect@rspsolutions.com  
 Web: www.rspsolutions.com  
 Office Location: 820 N. 10<sup>th</sup> St. McAllen, TX 78501



## Contract of Service - Terms & Conditions

**Photo/Art/Video Specifications:** RSP Business Solutions will exercise the right to discretionary approval of all customer submitted artwork, which must adhere to the company's design layout and set standards. RSP Business Solutions reserves the right to regulate content/images provided for any print or digital product. Customer supplied art work must be provided in: .jpeg, .pdf, .png, or Photoshop file(s) and in high resolution. No image pixilation in digital formats will be accepted. Once the advertiser signs off (manually or electronically) on the designed proof, RSP Business Solutions is not responsible for any errors in content information or design discrepancy overlooked by the advertiser. Any original artwork designed by RSP Business Solutions may not be reproduced or used for other marketing material without the expressed permission released by Rio Star Publishing, RSP Business Solutions. RSP Business Solutions is not responsible for false representation on any advertising content supplied by the advertiser.

**Payment/ Fulfillment / and Billing Terms:** Accepted methods of payment: Check, Cash, Credit Card, and Money Order for the down payment amount. All checks must be made to RSP Business Solutions. A \$35.00 fee will be charged to the customer for insufficient funds, as well as any additional fees from their financial institution. The down payment, retainers, invoiced amounts, and all billed for paid amounts applied to your program are non-refundable. Billed and retained amounts as per program agreement are deducted from the contract term comprehensive total amount for your adjusted monthly billing if your contract is not paid for in full. Your agreement to this contract binds you to the financial responsibility of this contract to the fullest extent of the law. Failure to pay in a timely manner or on the payment due date, may result in a loss of your advertising program(s) and or digital products, or services and a penalty late charge of 15% of your term total amount will be applied to resume contract terms and the purchased service program. This applies to late payment(s) on your account by the 5<sup>th</sup> day after the contract monthly due date.

**Cancellation & Penalty Policy:** FOR WEB PUBLICATIONS: Should you or your company decide to cancel your contract term for any reason your service with RSP Business Solutions will end at the time of cancellation. We will not provide a refund for any reason on funds received or for future payment amounts. For PRINT PRODUCTS: Full balance payment must be collected before any print program fulfillment to include design services and printing services. There are no imposed guarantees on the customer conversion percentage for any advertising program provided by RSP Business Solutions. For WEBSITE PUBLICATIONS: Cancellations must be made 30 days in advance with a letter in writing and received by certified postal mail at: 3827 N. 10th Street, Suite 201, McAllen, TX 78501 to include an authorized signature.

### **Intellectual Property:**

RSP Business Solutions remains the rightful owner of all design, written and visual content, photography, video, slogans, social media content, web content, emails provided (if included in programs), Spanish translation, web links, directory submissions, and any other works developed, produced, provided, and conducted by RSP Business Solutions and any representative of RSP Business Solutions including: employees, owner, photographer, videographer, salesperson, copywriter, copy editor, and any other affiliation to RSP Business Solutions. A release of said works may be purchased for an additional payment amount to the discretionary use discussed and approved by RSP Business Solutions. Any violation and or infringement of said intellectual property is strictly prohibited and may be punishable by law and violators of this policy may be fined.

**Non-Compliance:** Failure to comply with these terms may result in forfeiture for non-compliance and appropriate measures will be taken up to: advertisement removal from digital publication(s) on respective web properties, removal of leased website properties developed and designed for your company, any or all print publication, and your account information will be sent to a collections agency, which may reflect on your credit report. All claims and disputes arising under or relating to this Agreement are to be settled by binding arbitration in the state of Texas or another location mutually agreeable to the parties. An award of arbitration may be confirmed in a court of competent jurisdiction.

Office: (956) 627-5964 | Email: [Connect@rspsolutions.com](mailto:Connect@rspsolutions.com)

Web: [www.rspsolutions.com](http://www.rspsolutions.com)

Office Location: 820 N. 10<sup>th</sup> St. McAllen, TX 78501

Rio Star Publishing | RSP Business Solutions

©2015 – 2016 Rio Star Publishing Intellectual Property. All Rights Reserved.

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Certificate Number:  
2019-455979

RSP Business Solutions  
McAllen, TX United States

Date Filed:  
02/22/2019

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Date Acknowledged:

Hidalgo County Office of the Criminal District Attorney Ricardo Rodriguez, Jr.

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

388079  
Website design and development and website maintenance

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Alafa, Yvette	McAllen, TX United States	X	
	Leal, Irma	McAllen, TX United States	X	

5 Check only if there is NO Interested Party.

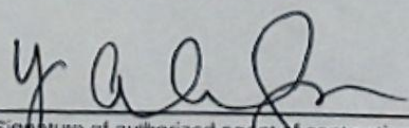
**6 UNSWORN DECLARATION**

My name is Yvette Alafa, and my date of birth is 3/13/1985

My address is 3827 N. 10th Street, #201 McAllen, TX, 78501, USA  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Hidalgo County, State of Texas, on the 22 day of February, 2019  
(month) (year)

  
 Signature of authorized agent of contracting business entity  
(Declarant)

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
RSP Business Solutions  
McAllen, TX United States

**Certificate Number:**  
2019-455979

**Date Filed:**  
02/22/2019

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
Hidalgo County Office of the Criminal District Attorney Ricardo Rodriguez, Jr.

**Date Acknowledged:**  
03/13/2019

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
388079  
Website design and development and website maintenance

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Alafa, Yvette	McAllen, TX United States	X	
	Leal, Irma	McAllen, TX United States	X	

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)



Obdett Calzada <obdett.calzada@da.co.hidalgo.tx.us>

**Fwd: RSP Business Agreement**

1 message

**Jaime Guerrero** <jaime.guerrero@da.co.hidalgo.tx.us>  
To: Obdett Calzada <obdett.calzada@da.co.hidalgo.tx.us>

Fri, Feb 22, 2019 at 2:53 PM

----- Forwarded message -----

From: **Josephine Ramirez** <josephine.ramirez@da.co.hidalgo.tx.us>  
Date: Fri, Feb 22, 2019, 2:46 PM  
Subject: Re: RSP Business Agreement  
To: Jaime Guerrero <jaime.guerrero@da.co.hidalgo.tx.us>  
Cc: Victor Garza <victor.garza@da.co.hidalgo.tx.us>

Thanks James. I have reviewed the revised RSP agreement and approve as to form.

**Josephine Ramirez Solis**

*Assistant Criminal District Attorney*

Chief - Civil Division

**Office of Criminal District Attorney**

Hidalgo County, Texas

100 E. Cano

Edinburg, TX 78539

(956) 292-7609 ext. 8186

(956) 292-7619 FAX

[josephine.ramirez@da.co.hidalgo.tx.us](mailto:josephine.ramirez@da.co.hidalgo.tx.us)

\*\*\*\*\*

The information contained in this e-mail may be 1.SUBJECT TO THE ATTORNEY-CLIENT PRIVILEGE; 2.ATTORNEY WORK PRODUCT; and/or 3.CONFIDENTIAL. It is intended only for the individual or entity designated above. Any distribution, copying, or use of or reliance upon the information contained in this e-mail by or to anyone other than the recipient designated above by the sender is unauthorized and strictly prohibited. **IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE ADVISE THE SENDER BY REPLY E-MAIL TO [josephine.ramirez@da.co.hidalgo.tx.us](mailto:josephine.ramirez@da.co.hidalgo.tx.us) AND DELETE THE COMMUNICATION.**

\*\*\*\*\*

On Fri, Feb 22, 2019 at 2:43 PM Jaime Guerrero <jaime.guerrero@da.co.hidalgo.tx.us> wrote:  
| Josie,

attached is the revised agreement.

On Fri, Feb 22, 2019 at 12:57 PM Josephine Ramirez <[josephine.ramirez@da.co.hidalgo.tx.us](mailto:josephine.ramirez@da.co.hidalgo.tx.us)> wrote:  
Please see attached service contract with my recommended revisions.

**Josephine Ramirez Solis**

*Assistant Criminal District Attorney*

Chief - Civil Division

**Office of Criminal District Attorney**

Hidalgo County, Texas

100 E. Cano

Edinburg, TX 78539

(956) 292-7609 ext. 8186

(956) 292-7619 FAX

[josephine.ramirez@da.co.hidalgo.tx.us](mailto:josephine.ramirez@da.co.hidalgo.tx.us)

\*\*\*\*\*

The information contained in this e-mail may be 1.SUBJECT TO THE ATTORNEY-CLIENT PRIVILEGE; 2.ATTORNEY WORK PRODUCT; and/or 3.CONFIDENTIAL. It is intended only for the individual or entity designated above. Any distribution, copying, or use of or reliance upon the information contained in this e-mail by or to anyone other than the recipient designated above by the sender is unauthorized and strictly prohibited. **IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE ADVISE THE SENDER BY REPLY E-MAIL TO [josephine.ramirez@da.co.hidalgo.tx.us](mailto:josephine.ramirez@da.co.hidalgo.tx.us) AND DELETE THE COMMUNICATION.**

\*\*\*\*\*

On Thu, Feb 21, 2019 at 8:34 AM Jaime Guerrero <[jaime.guerrero@da.co.hidalgo.tx.us](mailto:jaime.guerrero@da.co.hidalgo.tx.us)> wrote:  
Good morning Josie,

can you review the renewal agreement attached for RSP Business Solutions? The item is planned to go to commissioners court on 2-26-19

--

Jaime Guerrero  
Systems Support Manager  
Hidalgo County  
Office of the Criminal District Attorney  
[100 E. Cano](mailto:100.E.Cano), Courthouse Annex III, 1st Floor  
Edinburg, Texas 78539  
(956) 292-7604 ext. 8089  
[jaime.guerrero@da.co.hidalgo.tx.us](mailto:jaime.guerrero@da.co.hidalgo.tx.us)

--

Jaime Guerrero  
Systems Support Manager  
Hidalgo County  
Office of the Criminal District Attorney  
100 E. Cano, Courthouse Annex III, 1st Floor  
Edinburg, Texas 78539  
(956) 292-7604 ext. 8089  
[jaime.guerrero@da.co.hidalgo.tx.us](mailto:jaime.guerrero@da.co.hidalgo.tx.us)