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## MEMORANDUM

To: Evaluation Committee Member

From: Heidi Garcia Ortiz  
Contract Specialist III

Date: May 22, 2019

Subject: "Public Safety Software, Hardware, Services, & Maintenance/Update for State Mandated NIBRS  
(National Incident-Based Reporting System) Compliance" RFP 2019-062-04-17-HGO

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You have been selected and assigned the task of scoring/grading the four (4) responses received for the above-referenced project.

In accordance with the Texas Local Government Code, Chapter 116 Act, the project was issued as a competitive Proposal (RFP) and, therefore all information contained in the response(s) is to be kept CONFIDENTIAL until award and final approval of the contract by Hidalgo County Commissioner's Court.

Due to the confidential nature of these proposals, **no discussion of the contents shall occur with anyone outside the Purchasing Department for questions, clarifications, information or guidance.** The Proposal's received cannot be reproduced for any reason. The grading/scoring sheet and CIS Form will be returned after the evaluation/scoring is complete.

House Bill 23 (HB 23) approved in the last legislative session made changes that became effective January 01, 2016 to the CIS Form (enclosed). Any County official/employee who participates in the selection of a vendor shall complete the enclosed CIS Form and submit to Purchasing to be filed in the project folder to ensure complete transparency.

**THE SCORING, GRADING, AND EVALUATING OF THE PROPOSALS WILL BE COMPLETED AS A GROUP.**

The following protocol is to be utilized for purposes of evaluating all applications;

- o Review the Evaluation Form to be familiar with the Criteria that are listed;
- o Review the Proposal making notes as you go relative to how well it meets the evaluation criteria;
- o Scoring Sheets are provided. Please make any notations necessary to document your scores.
- o Evaluate the Proposal against the criteria, not each other.
- o Scores are given up to the percentage available in the category.
- o The evaluation consists of a total of one hundred (100) point scoring system.

After completing your evaluation, all documentation including application and evaluation form must be returned to the Purchasing Department by no later than 4:00 p.m. on Friday, May 24, 2019, to proceed with the process.

I understand the above information and instruction and agree to not reveal any content of any proposal to anyone. I will not discuss any details, contents or aspects of the responses. I will report any vendor contact concerning the evaluation process or any undue influence on my evaluation of any proposal to the responsible Staff Member at the Purchasing Department.

Please sign below and acknowledge that you have read the instructions and will honor all the aspects of your most important task including the Confidentiality clause. Thereafter, return said memorandum (via email) to Hidalgo County Purchasing Department. Thank you for your cooperation in this important matter.

Signature

Daniel M. Salinas

Printed Name

5-31-2019

Date