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## AGENDA ITEM BRIEFING

### Commissioners Court – November 24, 2020

**AI Number:** 78384

**Project Numbers:** 2020-639

**Information:** Requesting authority to exempt from competitive procurement requirements, pursuant to TxLGC 262.024 (a)(1)(2), and requesting authority to expand the purchase of queuing software and upgrade services and purchase two-way communication systems for the Tax Office, in order to assist with County functions related to public health measures.

**Description of AI:** Expand the previous purchase of queuing software and hardware to all substations and upgrade software and purchase two-way communication systems.

**Funding Source:** CARES Act Relief Fund (TBD)

Acct.0-1287-441-42-115-096-0-  
751/610/336

**Requested by:** Alex Bazan

**Department:** Tax Office

**Prepared by:** Jaime Rivas, Contract Specialist I

**Department:** Purchasing Department

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### BACKGROUND

On March 17, 2020, pursuant to the authority under Texas Government Code Section 418.108, Hidalgo County Judge Richard Cortez issued a Declaration of Local Disaster for Public Health Emergency due to the imminent threat arising from the Coronavirus (COVID-19). On March 22, 2020, in accordance with Texas Government Code Section 418.108(b), the Commissioners Court of Hidalgo County issued an Order of Continuance of Declaration of Local Disaster for Public Health Emergency that affirmed the activation of the Hidalgo County Emergency Management Plan and extends the Declaration of Local Disaster.

The Queuing System is needed to schedule online appointments for customers.

In order to meet the needs of our community, Hidalgo County Tax Office has determined to purchase a scheduling system in order to avoid any customer contact in the tax office lobbies. With these additional resources, Hidalgo County Tax Office will be able to better assist our community in any current and subsequent COVID-19 type of viral outbreak. At this time, it is necessary to expand our current technology to effectively and efficiently respond to the COVID-19 public health emergency.

## COMPLIANCE

Discretionary exemptions are authorized by the Texas Local Government Code 262.024 (a) states “a contract for the purchase of any of the following items is exempt from the requirement

established by the section 262.023 if the commissioners court by order grants the exemption.” This request is being made under LGC 262.024 (a) (2), an item necessary to preserve or protect the public health or safety of the residents of the county, and LGC 262.024 (a) (4) a personal or professional service. The procurement of services complies with 2 CFR 200 requirements..

## ADMINISTRATION

Approval of the item is consistent with Hidalgo County’s intended purpose to mitigate the spread of COVID–19. The goal is to provide efficient and effective delivery of services in light of change in technology, the public’s expectations, and the area’s population and economy.

## AGENDA ITEM CAPTION

- A. Discussion, consideration, and action to approve a necessary CARES Act Relief Fund expenditure to cover cost not accounted for in the current budget and cannot be lawfully funded by line item, allotment or allocation, for the Hidalgo County Tax Office - Queuing system, in order to assist with County functions related to public health measures addressing the ongoing, COVID-19 public health emergency; the Court having reviewed the Agenda Item Briefing, herein finds that such expenditure is reasonable and necessary;
- B. Requesting exemption from competitive bidding requirements, pursuant to TxLGC 262.024 (a)(1)(2); and
- C. Approval to purchase and increase Purchase Order amount to expand the initial purchase to all substations, upgrade, and install additional PC, Server, and maintenance through Nemo-Q for equipment and services for the Tax Office. The increase is in the amount of \$7,794.00.

## RECOMMENDATIONS

Approval of the items will allow the Hidalgo County Tax Office to proceed with their daily tasks securing the ongoing COVID-19 public health emergency. Expenditures will be charged to the Coronavirus Aid, Relief, and Economic Security (CARES) Relief Grant Fund and/or other grant assistance available to address the COVID-19 public health emergency.