
REQUIREMENTS/SPECIFICATIONS

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations may result in disqualification of the submitted response.

Section I: UNDERSTANDING OF THE PROJECT (limited to 3 pages)

This section should demonstrate the respondent's understanding of the project needs, the work required.

Section II: VENDOR INFORMATION

- a. **Vendor History** - This section should include Vendor's history, the practice's background and identify the principal providers. It should include an organization chart, and a description of project team organization and names of team members. Additionally, it should state the practice's commitment and ability to commence services immediately after successfully negotiating a contract for services.
- b. **Personnel and Staffing** - This section should identify all members on the organizational chart, 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. A one (1) page biographic summary provided with history of practice and/or certification from the Texas Board of Psychologist proposed staff member, and a one (1) page of a general list of clients with brief summaries that respective proposed staff member was a part within the last 12 consecutive months, and identify their role in each service.

This section should also outline the practice's contingency plan for servicing the County in the event that one or more key personnel are not available for any reason during the performance period.

- c. **Proof of Licenses and Certifications** - This section will contain copies of any and all current state certifications and licenses with applicable seals, and any other applicable licenses and certifications as required by the State of Texas.

Section III: VENDOR EXPERIENCE AND QUALIFICATIONS (limited to 10 pages)

- a. **Competency** - This section should demonstrate practice's competency and experience in, but not limited to the specialty areas listed in the Scope of Services,
- b. **References** – This section should list four (4) references, other than past or present employees of Hidalgo County, who can verify your performance as a Vendor within the past 24 months. Performance includes, but not limited to, sales and/or services, delivery, invoicing, and other items as may be required for Hidalgo County to determine Respondent's ability to provide the intended goods and/or service of this procurement packet. Hidalgo County prefers references to be from Government customers. The name, address and phone number of the person(s) listed should be the one most closely associated with your practice's performance on that specific service. References must be able to verify the quality of service Respondent's company provide and that the Respondent has completed a project of similar size and scope of work in this solicitation. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your response. **One of the four references listed should be of a project that was canceled with a description of why the service was canceled.** Failure to supply the required references may deem your response as non-responsive and will not be considered for award.

Respondent's involvement with reference checks is not permitted. Only Hidalgo County Purchasing Department or authorized designees will conduct reference checks. Any deviation to this may result in rejection of your response. You may use your own format, or use the Reference Form included as **Appendix "M"**.

Section IV: SCOPE OF SERVICES

1. Provide to department and its clients the services required of a Licensed Professional Psychologist until replaced by department. These services include but are not limited to:
 - a) Conducting psychological examinations of the Clients as required by the Department;
 - b) Conducting other evaluations and tests on each Client as required by the Department;
 - c) Interpreting the results of any test conducted under (a) or (b) above and submitting a written report to the Department of the results of such test and examinations, as required by Department;
 - d) Developing implementing and monitoring appropriate counseling programs for the Client based on Contractor's experience, professional training and personal observations; and
 - e) Conducting individual family and/or group counseling appropriate for the needs of each Client on an as needed basis as needed.
2. Proposer represents that it employs a licensed professional psychologist by the State of Texas and qualified to perform and execute the services provided above.
3. Proposer must not be ineligible to receive specified grant, loan or payment as under Section 236.006, Texas Family Code.
4. Proposer shall prepare, maintain and submit all records that are designated, required or prescribed by either Department or the Texas Juvenile Justice Department. In addition proposer shall permit Department and the Texas Juvenile Justice Department to audit or inspect records and reports, review services and/or evaluate the performance of the services provided hereunder at any time. Proposer shall provide reasonable access to all records, books, reports and other pertinent data and information needed to accomplish reviews of activities, services and expenditures of the Department.
5. Proposer shall adopt and implement workplace guidelines concerning persons with AIDS and HIV infection and shall develop and implement guidelines regarding confidentiality of AIDS and HIV-related medical information for employees of proposer and for Clients, inmates, patients and/or residents served by proposer.
6. Proposer agrees to separately account for the receipt and/or expenditure of funds received pursuant to Department's services.
7. Proposer shall provide and maintain liability insurance covering its activities in providing the services for the Department in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act § 100.001, et seq., Texas Civil Practices and Remedies Code and shall furnish Department a certificate issued by the insurer that such insurance is in full force and effect.
8. Proposer agrees to abide by all appropriate performance standards and sanctions and/or penalties that may be imposed by the Department, the Texas Juvenile Justice Department, and /or the Criminal Justice Division, Office of the Governor, pursuant to contracts and/or grant arrangements with such entities, if any.
9. The Department will conduct regular financial and programmatic monitoring of proposer if proposer is aid in whole or in part with state funds to ensure performance of and compliance with contractual provisions between Department and proposer. If required by the Texas Juvenile Justice Department, The Department will conduct an audit if needed and proposer will cooperate with the Department, upon request by the Department, in furnishing such information and documentation as Department may require in completing the Texas Juvenile Justice Department Private Service Provider Contractual Monitoring and Evaluation Report to monitor proposer's compliance with contractual requirements.

10. Narrative - This section should include practice's philosophy, approach(s) and preferred methods for meeting requirements, deliverables, and the aforementioned services listed in the Scope of Services. Provide the greatest amount of meaning detail possible to describe the proposed products and/or services. Indicate if your practice can meet the specifications, or if the specifications can be met only under certain conditions or circumstances. If your firm is not able to meet the specification, briefly explain why, in the Deficiencies & Deviations form Appendice L, noting any concerns or issues Hidalgo County should be aware of. Provide a timeline indicating deliverables, vendor responsibilities and resources needed from Hidalgo County. Merely reiterating the specifications are strongly discouraged, as they do not provide insight into the practice's ability to meet the specifications.

Section V: LEGAL DOCUMENTS

If applicable, the practice is to include any standard agreement(s) and/or contracts associated with their response.

Section VI: MISCELLANEOUS

State exemptions to any of the requirements in this procurement packet, if any. Any additional information the firm deems appropriate to the response may be included in this section.

Section VII: PRICING INFORMATION

PARTICIPATING FIRMS ARE TO PROVIDE A SERVICE FEE PROPOSAL WITH THIS SUBMITTAL.

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