
EVALUATION PROCEDURE

ACCEPTANCE

It is Hidalgo County's intention that all responses that met the requirements listed within this procurement packet will be accepted in the respective annual pool.

AWARD PROTOCOL

A practice can be selected from the approved Pool for a Service Agreement, once a Need has been identified and it is determined that Services are required, approval to seek engagement for Professional Services is requested from the Hidalgo County Board of Judges.

EVALUATION CRITERIA

Award shall be made to the responsible vendor whose proposal is determined to be the best evaluated offer resulting from negotiations and taking into consideration all aspects of proposal impact items and the Evaluation Criteria as stated in **Appendix "B"**.

- Professional qualifications and experience of vendor and its staff with a minimum of predetermined number of years of relevant experience and demonstrated success in providing the services requested in this solicitation;
- Ability to commit resources and turnaround time for services requested;
- Pricing;
- Experience with other clients of similar size to Hidalgo County and government entities;
- Vendor's professional reputation for integrity and compliance with state and federal law, including having the appropriate license to do business in Texas;
- Past performance history with Hidalgo County (if applicable);
- Experience based on references submitted with the vendor's proposal; and
- Overall quality of vendor's proposal.

Submission of a proposal implies the vendor's acceptance of the evaluation criteria and vendor's recognition that subjective judgments must be made by the Evaluation Committee.

EVALUATION PROCESS

All proposals will be examined by an Evaluation Committee consisting of various Hidalgo County personnel and Hidalgo County Purchasing on a 100-point system.

Proposals that do not conform to the instructions or which do not address all the services as specified may be eliminated from consideration; however, Hidalgo County reserves the right to accept such a proposal if it is determined to be in the best interest of Hidalgo County.

While Hidalgo County appreciates a brief, straightforward, concise reply, the proposer must fully understand that the evaluation is based on the information provided. Accuracy and completeness are essential. Omissions, ambiguous and equivocal statements may be construed against the proposer. The proposal response may be incorporated into any contract which results from this procurement packet, and vendors are cautioned not to make claims or statements it is not prepared to commit to contractually. Failure of the vendor to meet such claims will result in a requirement that the vendor provide resources necessary to meet submitted claims, without extending an additional cost to Hidalgo County.

Hidalgo County Purchasing Department may initiate discussions with selected vendors; however, vendors may not initiate discussions. Vendors shall not contact any Hidalgo County personnel during the procurement process without the express permission from the Hidalgo County Purchasing Department. Hidalgo County Purchasing Department may disqualify any vendor who has made site visits, contacted

Hidalgo County personnel or distributed any literature without authorization from Hidalgo County Purchasing Department.

All correspondence relating to this procurement from the advertisement to the award shall be sent to Hidalgo County Purchasing Department. Hidalgo County Purchasing Department shall coordinate all presentations and/or meetings between Hidalgo County and the vendor relating to this solicitation.

Selected vendors may/will be expected to make a presentation/product demonstration to an evaluation committee. In addition to a presentation, visits by the Evaluation Committee to representative vendor client sites may be conducted where the proposed solution can be demonstrated in a production environment. Proposals, vendor presentations and product/service evaluations may develop into negotiating sessions with the vendor(s) as selected by the Evaluation Committee and approved by Hidalgo County Commissioners Court or other applicable governing body.

NEGOTIATION PROCESS

The Purchasing Department will commence negotiations with the Number One (1) ranked practice, as approved by the Hidalgo County Commissioners Court or other applicable governing body. Hidalgo County expects to conduct negotiations with vendor's representatives authorized to contractually obligate the vendor with an offer. The negotiated contract to include a Best and Final Offer with the successful practice will be presented to the applicable governing body for consideration and approval of award of contract. If vendor is unable to agree to contract terms and conditions, Hidalgo County reserves the right to terminate contract negotiations with that vendor and initiate negotiations with another vendor.

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AREAS OF SPECIALIZATION

RE: RFQ No. 2020-036-05-12-JAG

Pool for Licensed Professional Psychologists

Company Name: _____

Address: _____

City, State, Zip _____

Principal(s): _____

Name	Title
_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title
_____	_____

Professional License No.: _____

IDENTIFY AREAS OF SPECIALIZATION (Mark all that apply).

- _____ Clinical Psychology
- _____ Cognitive Psychology
- _____ Counseling Psychology
- _____ Developmental Psychology
- _____ Educational Psychology
- _____ Forensic Psychology
- _____ Health Psychology
- _____ Social Psychology
- _____ Other (please specify, and separate listed specialties with a semicolon (;)): _____

_____ Sublet specialties to other practices (please specify, and separate listed specialties with a semicolon (;)):

POOL FOR LICENSED PSYCHOLOGIS(S)
RFP NO: 2021-036-05-12
RFP EVALUATION FORM

Selection Criteria

Points

Score

1. LICENSED PSYCHOLOGIST(S):

The "Licensed Psychologist(s) should provide information related to its qualifications, experience. The "Licensed Psychologist(s) must be registered and licensed to practice in the State Of Texas. Must provide a copy of certificates, licenses, permits, etc., required by state of Texas and any other credentials/registrations or other pertinent information that demonstrates qualifications to perform the services as required. A list of, and scope of, similar projects for comparative purposes shall be included in response

30 Points

Comments/Rationale For Points: _____

2. UNDERSTANDING THE SERVICES/METHODOLOGY:

The "Licensed Psychologist(s)" must state, the approach and /or methodology, in achieving and rendering all services detailed and required as the "Licensed Psychologist" by "Hidalgo County Law Enforcement Agencies. If the "Psychologist" currently has an active practice, the "Psychologist" must state in detail how services and requirements will be rendered as detailed for the "Request For Proposal". Psychologist(s) should include any local issues or concerns that directly affect the "Psychologist(s) understanding of the project.

20 Points

Comments/Rationale For Points: _____

3. COST:

Provide fee cost based per psychological evaluation, psychological evaluation update/addendum, individual and/or family counseling, and group counseling as requested in scope of services and requirements

20 Points

Comments/Rationale For Points: _____

4. ABILITY TO COMMIT TO ALL REQUIRED "SERVICES"

The "Licensed Psychologist(s)" should provide as much background information as to its experiences in providing similar Psychological Evaluation Services.

30 Points

Comments/Rationale For Points: _____

Total

Provider: _____

Evaluator: _____ Date: _____