

EVALUATION PROCEDURE

The Respondent's **RFQ** will be evaluated based on the criteria presented below. These criteria will be scored on the scale shown on the enclosed "**Evaluation Form.**"

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

EVALUATION PROCESS

First, the County will evaluate, rank, and score the Respondents, based on the **RFQ**, which shall demonstrate competence, qualifications, experience, and pricing for **Arbitrage Calculation Services.** All **RFQ's** will be examined by an **Evaluation Committee** designated by the Hidalgo County Commissioners Court.

Request for Qualifications ("**RFQ**") 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 an **RFQ** 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 totality of information provided. Accuracy and completeness are essential. Omissions, ambiguous and equivocal statements may be construed against the Respondent. The **RFQ** may be incorporated into any contract which results from this procurement packet, and respondents are cautioned not to make claims or statements it is not prepared to commit to contractually. Failure of the Respondent to meet such claims will result in a requirement that the respondent provide resources necessary to meet submitted claims, without extending an additional cost to Hidalgo County.

Hidalgo County Purchasing Department may initiate discussions with selected Respondents; however, Respondents may not initiate discussions. Respondents 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 Respondent who has made visits and/or 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 Respondent relating to this solicitation.

Selected Respondents may be expected to make a presentation and demonstration to the **Evaluation Committee.** In addition to a presentation, Respondents will be expected to make a presentation and demonstration to the Hidalgo County Commissioners Court. Respondent's **RFQ**, presentations and evaluations may develop into negotiating sessions with Respondent(s) as selected by the **Evaluation Committee** and approved by Hidalgo County Commissioners Court.

EVALUATION AND SELECTION CRITERIA

COMPARATIVE EVALUATION CRITERIA

The following criteria will be applied to those proposals which have met the minimum requirements:

- 1. Qualifications/Experience:** The ability of the firm to provide the proposed services based on the contemplated scope of services. The experience in Arbitrage consulting and compliance related to municipal bond issues, length of time in business, and other matters relating to relevant experience.
- 2. Responsiveness:** Responsiveness of written proposal to the scope of services
- 3. Proposed Team:** Qualifications of staff to be assigned (i.e., team members demonstrated ability, years, type of experience, and certifications/licenses)
- 4. Proposed Approach:** The firm's proposed implementation approach to the scope of services, including compliance with requirements, innovative offerings, services offered and other related matters.

The following is a 5 Point Numerical / Narrative Rating Scale including narrative ratings and definitions for each point value on the scale.

Scale	Rating	Definitions (Choose and/or Modify as Appropriate)
5 point (Pass)	Excellent. Exceptional Mastery. Much more than acceptable.	Should ensure extremely effective performance. Significantly above criteria for successful job performance. Surpassed expectations. Reserved for the exemplary set of skills that yield a particularly sophisticated approach to handling all Emergency Rental Relief Assistance Portal -related tasks. Meets all major/essential/core criteria or acceptable equivalents and met three or more additional criteria.
4 points (Pass)	Very Good. Full Performance Behaviours. Above average.	More than adequate for effective performance Generally exceeds criteria relative to the quality required for successful job performance. Meets all of the major/essential/core criteria or acceptable equivalents and several of the minor / additional criteria. No major deficiencies exist in the areas assessed. Consistently demonstrated a better than average level of performance. Describes/demonstrates the full range of skills appropriate for handling all Emergency Rental Relief Assistance Portal and the desired result, or outcome is obtained.
3 points (Pass)	Good. Acceptable. Satisfactory Average	Should be adequate for effective performance. Meets criteria relative to the quality required for successful job performance. Meets several of the major/essential/core criteria one or two of the minor/additional criteria or acceptable equivalents. Describes/demonstrates a sufficient range of skills for handling all Services related tasks and the desired outcome is obtained. Some of the major and minor criteria were met; some deficiencies exist in the areas assessed but none of the major concerns.
2 points (Fail)	Weak. Less than Acceptable	Insufficient performance requirements. Generally does not meet criteria relative to the quality required for successful job performance (meets half or less of criteria). Does not describe/demonstrate a sufficient range of skills appropriate.
1 points (Fail)	Unacceptable. Poor. Much less than acceptable	Significantly below the criteria required for successful job performance. Few or no criteria were met. Many deficiencies. A major problem exists. No answer or inappropriate answer.

Marking Guide Using 5 Point Rating Scales

PROPOSER:	Please Circle One					Notes:
Qualifications/Experience	1	2	3	4	5	
Responsiveness	1	2	3	4	5	
Proposed Team	1	2	3	4	5	
Project approach and Management	1	2	3	4	5	
Overall Score						Presentation Skills:
General Comments						Communication Skills:
Evaluator:						
Signature						

Each evaluator will rank Respondents according with 5 being the highest. Each column will be totaled. The Respondent with the highest number will be the highest ranked and scored. Rankings will be provided to Commissioners Court for discussion, consideration, and approval to engage in negotiations with an evaluated Respondent.

Evaluations by the Evaluation Committee shall not obligate Hidalgo County to the eventual service of Arbitrage Calculation Services. Described, implied or which may be proposed. Progress toward this end is solely at the discretion of Hidalgo County and may be terminated at any time prior to execution of an agreement.

NEGOTIATION PROCESS

The committee will determine whether acceptance of the most favorable initial proposal without discussion is appropriate, or whether interviews and/or discussions should be conducted with Proposers that fall within the competitive range.

Negotiations. Hidalgo County reserves the right to negotiate directly with the highest ranked proposer or with each proposer whose proposal falls within the overall competitive range. Each Proposer remaining within the overall competitive range at the close of negotiations may be allowed to submit a final supplement called a "best and final offer." The County reserves the right to negotiate all elements that comprise the successful Contractor's response to ensure that the best possible consideration be afforded to all concerned.

Best and Final Offer: The best and final offer will contain all information and documents necessary to state the Proposer's entire proposal without reference to the original proposal or to any supplements that may have been submitted during negotiations. All Proposers that submit best and final offers will be evaluated by the committee, or designated committee members, based upon those best and final offers.

Hidalgo County expects to conduct negotiations with vendor's representatives authorized to contractually obligate the respondent with an offer.

If Respondent is unable to agree to contract terms and conditions, Hidalgo County reserves the right to terminate contract negotiations with that respondent and initiate negotiations with the next Respondent. The contract will be awarded to that responsible offeror(s) whose offer, conforming to the solicitation, will be most advantageous to the county and other factors considered.

After such negotiation of terms, the price for the most advantageous for **Arbitrage Calculation Services** recommendation shall be presented to Commissioners' Court for consideration and approval of award of the contract found by the Commissioners Court to be satisfactory, fair, and reasonable. **The Hidalgo County Commissioners Court reserves the right to accept a waiver if a Respondent does not meet all competencies, qualifications, and/or experience.**

No award can be made until approved by Hidalgo County Commissioners Court. This RFQ, the Respondent's presentation, nor an evaluation by the Evaluation Committee shall not obligate Hidalgo County to the eventual purchase of any Arbitrage Calculation Services described, implied or which may be proposed. Progress toward this end is solely at the discretion of Hidalgo County and may be terminated at any time prior to execution of an agreement.