



THE COUNTY OF GALVESTON

VERONICA VAN HORN
INTERIM PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

August 4, 2025

Honorable County Judge
Honorable County Commissioners' Court
Galveston County Courthouse
Galveston, Texas 77550

Re: RFP 24-009, Financial Assistance for Galveston County Contract #217731

Gentlemen,

The contracts associated with RFP 24-009 Financial Assistance for Galveston County are scheduled for their first extensions on October 1, 2025. The contracted vendors for this service are M.I. Lewis Social Service Center and St. Vincent's House.

No amendments to the contracts have been requested at this time.

It is requested that the extensions be authorized.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in cursive script that reads "Veronica Van Horn".

Veronica Van Horn
Interim Purchasing Agent

Dickey, Tammy

From: Monterrubio, Christian
Sent: Monday, July 7, 2025 4:36 PM
To: Huallpa, Diana; Fleming, Melissa
Cc: Edwards, Tashonda
Subject: Re: 24-009 - Financial Assistance For Galveston County

Good afternoon Melissa,

Thank you for reaching out.

Yes, we would like to proceed with offering the first extension for Bid 24-009 – Financial Assistance for Galveston County to both St. Vincent's House and M.I. Lewis Social Service Center.

Please let us know if you need anything from our end.

Respectfully,



Christian Monterrubio

Finance Manager

Department of Professional Services

☎ (409) 770-6339

✉ christianmonterrubio@galvestoncountytexas.gov

📍 722 Moody Avenue, Galveston Texas 77550

From: Huallpa, Diana <Diana.Huallpa@galvestoncountytexas.gov>
Sent: Wednesday, July 2, 2025 6:16 PM
To: Fleming, Melissa <Melissa.Fleming@galvestoncountytexas.gov>
Cc: Edwards, Tashonda <Tashonda.Edwards@co.galveston.tx.us>; Monterrubio, Christian <Christian.Monterrubio@galvestoncountytexas.gov>
Subject: Re: 24-009 - Financial Assistance For Galveston County

Hi Melissa,

Our office will review and advise you in the upcoming days.

Thank you.

Best,



County of
Galveston

Diana Huallpa

Chief Financial Officer
Department of Professional Services

☎ (409) 770-6442

✉ diana.huallpa@galvestoncountytexas.gov

📍 722 Moody Avenue, Galveston, Texas 77550

From: Fleming, Melissa <Melissa.Fleming@galvestoncountytexas.gov>
Sent: Wednesday, July 2, 2025 10:54 AM
To: Huallpa, Diana <Diana.Huallpa@galvestoncountytexas.gov>
Cc: Edwards, Tashonda <Tashonda.Edwards@co.galveston.tx.us>
Subject: 24-009 - Financial Assistance For Galveston County

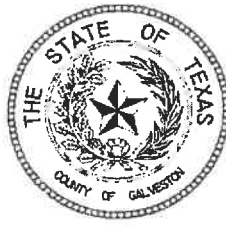
Hello Diana,

I show that Bid 24-009 for Financial Assistance For Galveston County is up for the first renewal. Please advise if you wish to offer the first extension to St. Vincent's House & M.I. Lewis Social Service Center.

Sincerely,
Melissa Fleming
Contract Administrator
Galveston County Purchasing Department
Galveston County Courthouse
722 21st. Street, 5th Floor
Galveston, Texas 77550
Office: (409) 770-5375
Fax: (409) 765-3106
e-mail: melissa.fleming@galvestoncountytexas.gov



Principles and Practices of Public Procurement
Accountability, Ethics, Impartiality, Professionalism, Service, Transparency



THE COUNTY OF GALVESTON
RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT
COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550

Wednesday, July 9, 2025

M.I. LEWIS SOCIAL SERVICE CENTER
P.O. BOX 1542
DICKINSON, TX 77539

RE: SOLICITATION NAME: Financial Assistance for Galveston County
Contract # 217731 / Bid # 24-009

Good day,

The resultant contract listed below is eligible for its First extension period and requires a response from your company to initiate the next contractual period.

- Contract Number: 217731
- Bid Number: 24-009
- Solicitation Name: Financial Assistance for Galveston County
- 1st Extension Period: 10/01/2025 – 09/30/2026

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Agent prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter including the proposed date that this item may be placed on the Commissioners' Court agenda. Your attendance is not required.

Sincerely,
Melissa Fleming
Contract Administrator
Galveston County


ACCEPTED BY (signature)

DATE 7/16/25


TITLE



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB

**PURCHASING AGENT
COUNTY COURTHOUSE**

**722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550**

Thursday, July 10, 2025

ST. VINCENT'S HOUSE
2817 ALFREDA HOUSTON PLACE
GALVESTON, TX 77550

**RE: SOLICITATION NAME: Financial Assistance for Galveston County
Contract # 217731 / Bid # 24-009**

Good day,

The resultant contract listed below is eligible for the First extension period and requires a response from your company to initiate the next contractual period.

- Contract Number: 217731
- Bid Number: 24-009
- Solicitation Name: Financial Assistance for Galveston County
- 1st Extension Period: 10/01/2025 –09/30/2026

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Agent prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter including the proposed date that this item may be placed on the Commissioners' Court agenda. Your attendance is not required.

Sincerely,
Melissa Fleming
Contract Administrator
Galveston County

A handwritten signature in cursive script, reading "Paula C. Tolson".

ACCEPTED BY (signature)

DATE 7/10/2025

A handwritten signature in cursive script, reading "Executive Director".

TITLE

**SPECIAL PROVISIONS
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The Special Provisions and the General Provisions of this Request for Proposal and the Exhibits attached hereto are made a part of the agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.

The Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically. “Walk-in” or “mailed-in” proposal submittals are still allowed, however, Bidders are strongly encouraged to submit their proposals online via Galveston County’s e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>.

Registration is currently open and free to the public. Once registered, suppliers will receive automatic email notifications of project opportunities based on the NIGP commodity codes selected by the vendor. Potential Bidders should visit the link below and click on the New Vendor Registration tab to register your business:
<https://galvestoncountytexas.bonfirehub.com/portal/?tab=login>

There is no cost to register as a vendor. For more detailed clarification and information on how to register and submit your bids and proposals through Bonfire, click on the video link below:

Submission Video: <https://support.gobonfire.com/hc/en-us/articles/203903356-Vendor-Registration-and-Submission->

A. PURPOSE:

Galveston County, Texas issues this Request for Proposals (RFP) seeking a contractor to provide Social Services - Financial Assistance Services for eligible citizens of Galveston County. Successful contractor shall comply with all specifications listed in the Request for Proposals.

The successful contractor will be responsible for conducting eligibility screening and processing services necessary to fulfill the County’s obligation. The County of Galveston welcomes proposals from non-profit organizations that provide the best quality for these services.

This request for proposal is open to organizations actively engaged in Financial Assistance Services. Proof of capability may be required prior to the award of a contract.

The County of Galveston is responsible for providing financial needs assistance to eligible citizens of Galveston County.

B. DEFINITIONS (As mentioned in FAR Subpart 52.2—Text of Provisions and Clauses)

52.202-1 Definitions.

Definitions (Nov 2013)

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When a solicitation provision or contract clause uses a word or term that is defined in the Federal Acquisition Regulation (FAR), the word or term has the same meaning as the definition in FAR 2.101 in effect at the time the solicitation was issued, unless—

- (a) The solicitation, or amended solicitation, provides a different definition;
- (b) The contracting parties agree to a different definition;
- (c) The part, subpart, or section of the FAR where the provision or clause is prescribed provides a different meaning; or
- (d) The word or term is defined in FAR Part 31, for use in the cost principles and procedures.

C. PROCUREMENT TIMELINE:

A timeline for this RFP and initial process is included below. Galveston County reserves the right to change these dates and will notify proposers of any changes via addendum:

Advertise RFP (first date of publication)	Friday July 26, 2024
Advertise RFP (second date of publication)	Friday, August 2, 2024
Deadline for Questions & Inquiries	Thursday, August 8, 2024 by 5:00 PM
RFP Solicitation Deadline / Proposal Opening	Friday, August 23, 2024 at 2:00 PM

Interested parties may attend the Friday, August 23, 2024, 2:00 PM bid opening virtually by using the following link:

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=m5b782dc31e622b0d78454a7d3bb1e502>

Join by meeting number
Meeting number (access code): 2490 134 9637

Meeting password: 24-009 (240009 when dialing from a video system)

Tap to join from a mobile device (attendees only)
+1-415-655-0001,,24901349637## US Toll

Join by phone
+1-415-655-0001 US Toll
Global call-in numbers

Join from a video system or application
Dial 24901349637@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

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D. SUBMISSION INSTRUCTIONS (For Walk-in Submittals)

One (1) unbound single-sided original, and five (5) single-sided copies must be submitted no later than 2:00 PM CST, on Friday, August 23, 2024:

**Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) Floor
Galveston, TX 77550**

The time stamp clock located in the Purchasing Agent's office shall serve as the official time keeping piece for this solicitation process. Any proposals received after 2:00 PM CST on the specified date will be returned unopened.

Proposal Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21st Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <https://www.galvestoncountytx.gov/county-offices/purchasing>

E. BID/PROPOSAL GUARANTEE

A bid bond is not a requirement of this solicitation request

F. PERFORMANCE AND PAYMENT BONDS

Performance and Payment Bonds are not a requirement of this solicitation request.

G. BEST AND FINAL OFFERS (BAFO)

The Best and Final Offer process is applicable to this solicitation.

H. PERSONNEL TO CONTACT REGARDING THIS SOLICITATION

Proposers desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Proposer, which in the opinion of the County affects all responders or would be prejudicial to other proposers if not communicated, shall be furnished to all proposers as an addendum to the solicitation. Proposers must direct all inquiries to the following:

**Rufus G. Crowder, CPPO CPPB
Purchasing Agent
722 21st Street (Moody), 5th Floor
Galveston, Texas 77550
E-mail: purchasing.bids@co.galveston.tx.us**

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Proposers must e-mail their inquiries (with the subject line “Financial Assistance for Galveston County – RFP 24-009– Questions”) for additional information and/or clarification to the address listed above. The request must include the Proposer’s name and the RFP number and title. ***Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the proposals due date.*** Late requests or those not delivered to the proper address may not receive a reply. Proposers shall not attempt to contact the County by any other means. The Purchasing Agent’s Office shall post the answers to the County website from the procurement web page and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the Proposal Submission Date. The County, at its sole discretion, may not issue a response to a RFI submittal. Proposers should not rely on any oral or written representations, statements, or explanations, other than those made in this RFP or in any written addendum to this RFP. Where there appears to be conflict between the RFP and any issued addenda, the last addendum issued will prevail. Addenda will be posted and made available on the County’s procurement web page. It is Proposer’s sole responsibility to ensure receipt of all addenda prior to submitting its proposal. All Proposers should check the County’s procurement web page for all addenda prior to submitting a response. The County’s procurement web page is located at <http://www.galvestoncountytexas.gov/county-offices/purchasing>.

The Proposer must acknowledge the receipt of all addenda on the forms provided. In the event a Proposer fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the Proposal and waive the acknowledgement of one or more addenda.

Proposers who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the proposal receipt date or in sufficient time for the Proposer to prepare a responsive or competitive submittal.

I. PROGRAM ADMINISTRATION

Unless otherwise provided by specific provisions under this agreement, contractor operations and activities related and provided for in this agreement will be under the supervision of the Galveston County Chief Financial Officer or his designated representative who for the purpose of this contract are:

**TaShonda Edwards
Indigent Coordinator/Social Worker Community Services
2516 Texas Ave, Ste. 167
Texas City, TX 77590**

The Galveston County Commissioners Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual

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amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, and that pricing meets the agreed upon pricing methodology as specified in the contract, and that funds are available.

J. SCOPE OF SERVICES

Financial Needs Assistance provides assistance to Galveston County residence for Housing/Rent, Utilities, Prescriptions/Medical Supplies, Food and Personal Hygiene.

Services under the request include the following:

- Intake of application
- Services shall be provided for ALL of Galveston County
- Caseworker assessment of client situation and need
- Determine eligibility
- Verifying information
- Processing payment
- Notification to entity assistance is being provided to
- Notifying client if assistance is denied
- Required tracking of client activity using Charity Tracker for recording keeping
- Working with other State and local agencies including (Non-Governmental Organizations) NGO's
- Required accurate Monthly Reporting
- Grant client the opportunity to appeal with Designated Program Administrators

K. PROPOSAL DELIVERABLES

Interested parties are encouraged to present statement of Proposals that are based on the unique capabilities and resources of their organization to provide the requested services. These proposals should provide responses to the following:

A. Company Experience & History:

- 1) Include a brief history of the organization, management structure, current services provided, and any other relevant information pertinent to demonstrating the organization's capability. Include in your discussion:
 - Number of employees employed by the Organization; and
 - Number of years-experience.

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- 2) Describe current funding sources and include the following information:
- Funding source, address, and telephone numbers;
 - Date of original contract and expiration dates;
- 3) List all contracts lost, or not renewed (list contact person and telephone number), in the last three (3) years. Please provide narrative describing reasons that contracts have not been renewed. Service provider must specifically identify any contracts from which they have asked to be relieved or any contracts that have been canceled prematurely.
- 4) Included in this section, the service provider shall provide a summary of their current and recent history of past performances related to Financial Needs Assistance services and highlight evidence of achievements in this area.
- 5) Provide an organizational chart delineating office organizational structure. The service provider is cautioned that it is the service providers sole responsibility to submit information related to the evaluation categories and that the County of Galveston is under no obligation to solicit such information if it is not included with the service providers proposal. Failure of the service provider to submit such information may cause an adverse impact on the evaluation of the service provider's proposal.

The County of Galveston reserves the right to consider historic information and fact gained from the service provider's proposal, oral presentation, references or other objective data, in the evaluation process.

- B. Methodology for Providing Services:**
Proposer will include a plan to provide financial assistance services as it relates ALL of Galveston County.
- C. Staffing:**
Proposer shall specify if and how they intend to staff, if applicable, for this program.
1. Proposer will provide a copy of written policies and procedures relevant to it performance under this agreement as part of this proposal.
 2. Report any changes with staff turnover immediately
 3. Failure to keep up with the scope of work may result in contract termination
- D. Financial Accountability, Reporting and Record Keeping:**
Proposer will describe record keeping practices, and any additional client tracking systems used to Charity Tracker.

One-time reporting, reports are due monthly by the 1st of the month no later than the 5th.

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E. Methodology for Providing Outreach:

Proposer shall provide specific plans and include example handouts and multimedia links used for outreach designed and cover all of Galveston County.

L. ADDITIONAL REQUIREMENTS

- Proposer agrees to meet all guidelines and requirements of the County of Galveston.
- Proposer will not discriminate against any employee, applicant for employment, or eligible client based on race, religion, color, sex, national origin, age or handicapped condition.
- Proposer will assume all of the rights, obligations and liabilities applicable to an independent contractor

M. INVOICES:

Invoices must be itemized indicating all materials and supplies used. Invoices must be submitted to:

**Galveston County Auditor's Office
Attn: Accounts Payable
P.O. Box 1418
Galveston, Texas 77553**

Failure to submit invoices to the above address or failure to include the Purchase Order Number will result in delay in payment.

Contractor must accept purchase order numbers for specified supplies, equipment, and/or services. Contractor shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid purchase order number issued by the office of the Galveston County Purchasing Agent accompanies the order or if vendor can comply with the provision as stated in the General Provisions, page 8, item 13, Procurement Card Program.

Payment for any items issued without prior receipt of a valid purchase order number may become the sole responsibility of the successful contractor.

N. PROPOSAL PREPARATION AND SUBMISSION PROPOSALS

RFP Response: In order to be considered for selection, the Proposer must submit a complete response to the RFP. **One (1) single-sided original and five (5) copies** of each proposal must be submitted to Galveston County by the due date. The Proposer shall make no other distribution of the proposal.

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Proposal Preparation: An authorized representative of the Proposer shall sign the proposal. All information requested must be submitted. Failure to submit all information requested may result in the rejection of the proposal.

- A. Proposals should be typed/printed on 8 ½" X 11" paper, with at least one-inch margins, using 12-point type. Proposals are limited to a maximum of 25 pages including all forms and attachments. All pages of the proposal should be numbered. Any pages over 25 may be discarded or result in substantially lower evaluation of the proposal.
- B. Proposals should be organized in the order in which the requirements are presented in section 3 Proposal Specifications of this RFP. Each paragraph/section should reference the corresponding section of the RFP and repeat the title as it appears in this document. Information the Proposer desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional materials.
- C. Each copy of the proposal must be contained in a single bound notebook and divided into marked sections.

Oral Presentation: Proposers who submit a proposal in response to the RFP may be required to give an oral presentation of their proposal to the evaluation committee. This provides an opportunity for the Proposer to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation.

O. EVALUATION CRITERIA AND AWARD:

The Evaluation Committee will consider the most cost productive, efficient and effective proposal. **While the County of Galveston appreciates a brief straight forward and concise response, the proposer must fully understand that the evaluation is based on the information provided.** Accuracy and completeness are essential. Omissions, ambiguous, or equivocal statements may be construed against the proposer. Proposal responses may be incorporated into any contract that results from this RFP, and proposers are cautioned not to make claims or statements that they are not prepared to commit to contractually. Failure of the proposer to meet such claims will result in a requirement that the proposer provide the resources necessary to meet the submitted claims.

The award(s) will be made to the responsible proposer(s) whose proposal is determined to be the best evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Proposal. The requested services will be awarded primarily based on the evaluation criteria listed below as well as complying with the provisions as stated on page 6 of the General Provisions, Item 17, Award of Proposals – Evaluation Criteria and Factors.

Evaluation Criteria: Proposals shall be evaluated by the Evaluation Committee using the criteria listed below. Subheadings under each criterion indicate the type of factors to be considered, but are not

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necessarily exclusive. Evaluations will be made and points awarded based solely on the information contained in the proposal.

<u>Criteria</u>	<u>Points</u>
1. Experience & History	10 points
2. Methodology for Providing Services	25 points
3. Staffing	20 points
4. Financial Accountability, reporting, record keeping and internal Audit process to ensure accuracy in Charity Tracker	25 points
5. Methodology for Outreach	20 points
100 Points	

P. EXCEPTIONS:

Any exceptions to bid conditions should be listed on a separate sheet of paper, attached to bid submittal and submitted with bid at the specified date and time of bid opening.

Galveston County is tax exempt and therefore taxes and license fees should not be added to any proposed bid or proposal prices.

The remainder of this page intentionally left blank

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Q. REQUIRED DOCUMENTS CHECKLIST

By signing here, the firm does hereby attest that it has fully read the instructions, conditions, and general and special provisions and understands them. **Proposer shall return this checklist with completed submittal.**

THE COMPANY OF: _____

ADDRESS: _____

The following documents shall be returned or confirmed with an "X" with solicitation submittals. Failure to do so may be ample cause for rejection of qualification submittal as non-responsive. It is the responsibility of the Proposer to ensure that Respondent has received all addenda.

Items:	Confirmed (X):
1. Required Documents Checklist (this page)	_____
2. Addenda Acknowledgement (if any)	#1 _____ #2 _____ #3 _____ #4 _____
3. One (1) original, and five (5) copies	_____
4. ATTACHMENT A - Vendor Qualification Packet	_____
5. ATTACHMENT B - Certification Reg. Debarment, Suspension, and Other Ineligibility	_____
6. ATTACHMENT C - Certification Regarding Lobbying Form	_____
7. ATTACHMENT D - Non-Collusion Affidavit	_____
8. ATTACHMENT E - Prohibition on Contracts with Companies Boycotting Israel	_____
9. ATTACHMENT F - Prohibition on Contracts with Certain Companies	_____
10. ATTACHMENT G - Information for Notice	_____
11. ATTACHMENT H - References	_____

Person to contact regarding this qualification: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

Name of person authorized to bid the Firm: _____

Signature: _____ Date: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____