

REQUEST FOR QUALIFICATIONS BURNET COUNTY VETERANS SERVICES OFFICER

INTENT:

The intent of this Request for Qualifications is to solicit information from qualified veterans to provide Veterans Services for Burnet County citizens from effective contract signing date through October 31, 2018. The Veterans Services Officer is a part of the Texas Veterans Commission and exists to assist local veterans and widows of veterans in obtaining benefits to which they are entitled as a result of their military service.

Burnet County desires to contract with a veteran to represent Burnet County and perform the following:

Duties and Responsibilities:

1. Advise and assist veterans or their beneficiaries in presenting claims for benefits under federal, state or local laws.
2. Work in cooperation with the Department of Veterans Affairs and other governmental agencies.
3. Act as county's primary advocate for veterans and their eligible dependents.
4. Provide consultation to Commissioners' Court on veterans' affairs.
5. Maintain certification mandated under Section 434.038(a) of the Texas Government Code.

Additional Responsibilities:

Serve as the liaison between Burnet County and the VetRides program as long as the program is operational.

Education Requirements:

High School diploma or GED preferred

Experience and Skills:

1. Must have served on active duty in a branch of the armed forces of the United States with an Honorable Discharge.
2. Perform basic mathematical calculations with speed and accuracy.
3. Operate standard office equipment, including copier, fax machine, calculator and computer using standard word processing, spreadsheet and database application.
4. Perform work effectively without direct supervision and exercise sound independent judgment in making timely decisions.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hand to finger, handle or feel and to write, reach

with hands and arms, talk and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee must occasionally lift and/or move up to 20 pounds.

Special Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This job takes place in a typical office environment. The noise level in the work environment is usually moderate.

OPENING DATE AND LOCATION:

RFQ'S WILL BE ACCEPTED UNTIL 3:00 P.M. ON MONDAY, FEBRUARY 12, 2018, at which time the packets will be opened and publicly read aloud in the conference room of the Burnet County Auditor located at 133 East Jackson Street, Burnet, Texas 78611.

INSTRUCTIONS:

Please submit one (1) copy of your qualifications.

Your information must be received in the Office of the County Auditor/Purchasing Agent on or before the time and date specified above. Information received after the time and date specified, whether delivered or mailed will not be considered, and will be returned to the offeror.

In order to assure your Request for Qualifications is fairly considered, it must be submitted in a properly sealed envelope, clearly marked on the outside lower left hand corner surface with the numbers "18-400-01" (this includes overnight envelopes). Proposals marked otherwise may be opened prematurely. (Faxed copies will not be allowed.)

PLEASE MAIL YOUR RFQ TO:

**BURNET COUNTY AUDITOR/PURCHASING AGENT
220 S. PIERCE
BURNET, TEXAS 78611**

FEDEX/UPS AND HAND-DELIVERED RFQ'S:

**BURNET COUNTY AUDITOR/PURCHASING AGENT
BURNET COUNTY ANNEX
133 E. JACKSON STREET, ROOM 101
BURNET, TEXAS 78611**

An RFQ that is in the possession of the Purchasing Agent may be withdrawn in person (with the proper identification) or by written request up to the time of the opening. RFQ's may be altered by e-mail,

letter or fax transmission bearing the signature or name of authorized personnel, provide it is received prior to the time and date of opening.

The Commissioners Court of Burnet County reserves the right to reject any and all RFQ's, to accept them in whole or in part, to waive any informalities in the RFQ's received to accept them separately or combine them as it shall deem to be in the best interest of Burnet County.

Request for Qualifications are solicited for services only and imply no obligation on the part of Burnet County. The county reserves the right to negotiate a contract, in the best interest of Burnet County, in private with all responding parties.

Questions concerning the RFQ process should be directed to:

Karen Lester
Burnet County Auditor
auditor@burnetcountytexas.org
220 S. Pierce St. (mail)
133 E. Jackson St. (in person)
Burnet, Texas 78611
(512) 756-5495
(512) 715-5264 FAX

OR
JOLENE MOCK
PURCHASING ASSISTANT
purchasing@burnetcountytexas.org
133 E. Jackson Street (in person)
Burnet, Texas 78611
512-715-5295
(512) 715-5264