

STATE OF TEXAS     §  
                                  §  
COUNTY OF TRAVIS   §

**INTERAGENCY COOPERATION CONTRACT  
1156**

This contract will become effective **September 1, 2014** and is by and between the **Texas Juvenile Justice Department**, hereinafter TJJJ, and **Navarro College, 3200 West 7<sup>th</sup> Ave., Corsicana, TX 75110**, hereinafter **Service Provider**. This contract will expire on **August 31, 2015**.

This Contract is entered into under the authority of the Interagency Cooperation Act, Chapter 771, Texas Government Code for the mutual considerations described in this Contract.

**SECTION I**  
**CONTRACTING PARTIES**

The Receiving Agency: Texas Juvenile Justice Department

The Performing Agency: Navarro College

**SECTION II**  
**STATEMENT OF SERVICES TO BE PERFORMED**

**I. TJJJ shall:**

- a. Provide TJJJ staff as proctors to assist TJJJ students participating in college courses at the TJJJ sites across the state.
- b. Provide staff assistance for integrating the registration process between the TJJJ and the Service Provider.
- c. Provide informational technology (IT) staff assistance for establishing reliable and secure connectivity with Service Provider courses and other support for distance learning equipment as needed.
- d. Provide Texas Success Initiative (TSI) placement testing for students who meet internal and TEA criteria for college courses.
- e. Provide appropriate instructional materials, including textbooks and instructional media, to support the curriculum;
- f. Coordinate with the Service Provider and make proctors available for training in the blackboard program.
- g. Assign a TJJJ employee to serve as Coordinator of the program.
- h. Provide picture ID's for students enrolling in the college.
- i. Provide a copy of each enrolling student's appropriate documents, to include:
  - a. High school diploma, GED or AAR
  - b. Medical shot record
  - c. Application
  - d. Required test scores

- j. Assist the students in securing financial resources.
- k. Limit the class size to 35 or fewer students, unless TJJD requests and the Service Provider agrees, a larger class size be considered.
- l. Provide all classroom and laboratory space.
- m. Request the courses to be taught each semester by the middle of the preceding semester. This request will be made in writing, to the TJJD Program Coordinator at Navarro College. Spring courses will be determined in the preceding semester in October. Summer courses will be determined in the preceding semester in March. Fall courses will be determined in the preceding semester, the end of June.
- n. Pay for tuition and fees as described in subsection (i) of Service Provider's duties and for any instructional materials ordered from the Navarro College bookstore.

**II. Service Provider shall:**

- a. Assign a Service Provider employee associated with the Criminal Justice program to serve as Coordinator of the program. This individual will serve as the contact point for the Service Provider and will assume responsibility for management and operation of this program;
- b. Provide online instruction to eligible TJJD students at all TJJD facilities designated by TJJD.
- c. Provide appropriate methods of instruction for the subject matter.
- d. Provide consistent instructions so if a student moves from one location to another they will not lose the opportunity to complete the class.
- e. Provide assistance to assure all Navarro College equipment is compatible and operates correctly in order to provide for the online course instruction.
- f. Allow access to Blackboard for all students participating in the course.
- g. Provide an enhanced learning experience in order for students to have live interaction with instructor via video conferencing.
- h. Provide for a flexible schedule in the class offerings so classes are made available when students are available for instruction.
- i. Bill TJJD for instructional materials as well as tuition and fees for each participant in accordance with rates listed at <http://www.navarrocollege.edu/financialaid/> set by the Navarro College Board of Trustees for the current semester. A copy of the current tuition and fees schedule will be provided to TJJD prior to classes beginning each semester. Tuition and fees will be billed in accordance with these provisions:
  - a. Building use and vehicle registration fees are waived.
  - b. Internet lab fees apply for all courses at the rate established by the Navarro College Board of Trustees. Under a separate agreement, Service Provider will reimburse TJJD for services provided by its information technology department in supporting connectivity with Navarro College courses.
  - c. Service Provider will notify TJJD of any changes in tuition and fees prior to student registration for courses.
- j. Maintain official records of student course completions, accessible and available upon request to students or other academic institutions according to procedures set forth by Service Provider.
- k. Provide to TJJD a census roster of all students officially enrolled in TJJD courses after the official census date and outcomes for each student in each course at the end of each semester.
- l. Assure that any dual credit courses will be Texas Education Agency (TEA) aligned courses and provide supporting documentation of Texas Essential Knowledge and Skills (TEKS) correlations to the TJJD Program Coordinator prior to the first day of class.

- m. Provide to the TJJJ Program Coordinator all relevant access codes and licenses to access web-based instructional materials a minimum of four weeks prior to the first day of proposed courses. These will be routed through TJJJ approval processes.
- n. Facilitate the delivery of materials, logins and passwords once the student roster is approved by the TJJJ Program Coordinator.
- o. Notify the TJJJ Program Coordinator of any concerns or questions regarding the program or delivery of services and work with the Coordinator to resolve them.

**SECTION III**  
**PAYMENT FOR SERVICES AND NOTICES**

- 1. The total amount of this Contract shall not exceed **\$85,000.00 (eighty-five thousand dollars)**.
- 2. Service Provider will invoice TJJJ after completion of each course at the address below:

Texas Juvenile Justice Department  
Claims Division  
Attention: Sylvia Perez  
P.O. Box 12757  
Austin, TX 78765

**SECTION IV**  
**CERTIFICATIONS**

**Article 1: Equal Opportunity**

Service Provider certifies compliance with all terms, provisions, and requirements of Titles VI and VII, Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and any other Federal, state, local or other anti-discriminatory act, law, statute or regulation, along with all amendments and revisions of the acts, laws, statutes or regulations, in the performance of this contract, and will not discriminate against any child or youth, client, employee, or applicant for employment because of race, creed or religion, age, sex, color, national or ethnic origin, handicap, or any other illegal discriminatory basis or criteria.

**Article 2: Unfair Business Practices**

Service Provider certifies that it or its officers have not been found guilty in a judicial or state administrative agency proceeding of unfair business practices as set out in the Texas Business and Commerce Code and that no officer of Service Provider has served as an officer of another company which has been found guilty in a judicial or state administrative agency proceeding of unfair business practices. If the above certifications are false, this contract is void.

**Article 3: Franchise Taxes**

**Section 1:** Service Provider certifies that should Service Provider be subject to payment of Texas franchise taxes, all franchise taxes are current. If such certification is false this contract may be terminated at the option of TJJJ or other administrative error sanctions may be taken.

**Section 2:** If Service Provider is exempt from payment of Texas franchise taxes, Service Provider shall so indicate by attachment to this contract.

**Section 3:** If Service Provider's payment of Texas franchise taxes becomes delinquent during the term of this contract, Service Provider will notify TJJD within 24 hours. If such delinquency cannot be cured within 24 hours and a copy of the Certification of Account Status proving payment of delinquent taxes cannot be provided to TJJD, this contract may be terminated at the option of TJJD or other administrative error sanctions may be taken under the provisions of the contract.

#### **Article 4: Asbestos Regulation Compliance**

If applicable Service Provider certifies compliance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by having on file with the Texas Department of State Health Services (DSHS) a copy of Service Provider's AHERA Management Plan for each facility the Service Provider owns, leases, or otherwise uses as a school or is part of a school, grades kindergarten through 12, inclusive where applicable. Prior to the initiation of services under this contract, Service Provider shall provide to TJJD a certification of an asbestos-free environment or a copy of the DSHS acceptance and approval for the Service Provider's AHERA Asbestos Management Plan(s). Service Provider shall comply with the approved Management Plan during the term of this contract and any renewals; failure to do so shall be grounds for termination of the contract. Should DSHS approve a revised or modified Management Plan, a copy of the DSHS acceptance and approval of the revised or modified Management Plan shall be furnished to TJJD.

#### **Article 5: Human Immunodeficiency Virus Services Act Compliance**

**Section 1:** Service Provider certifies compliance with the HIV Services Act, [Vernon's Texas Code Annotated (VTCA); Health and Safety Code, Section 85.001, et seq] requirements for maintenance of confidentiality regarding HIV and its related conditions, including Acquired Immunodeficiency Syndrome (AIDS).

**Section 2:** Service Provider further certifies that workplace guidelines are developed and implemented. Service Provider may elect to use workplace guidelines developed and implemented by TJJD. Should Service Provider not elect to use workplace guidelines developed and implemented by TJJD, Service Provider agrees its workplace guidelines shall be similar to TJJD's as required by §85.113, Texas Health & Safety Code.

**Section 3:** In the absence of confidentiality guidelines, Service Provider is not eligible to receive state funds, and Service Provider agrees to refund to the state any state funds Service Provider receives while ineligible.

#### **Article 6: Communicable Disease Prevention & Control Act Compliance**

Service Provider certifies compliance with the applicable provisions of the Communicable Disease Prevention and Control Act, [Vernon's Texas Code Annotated (VTCA); Health & Safety Code, Section 81.001 et seq].

#### **Article 7: Federal Confidentiality Compliance**

Any program that specializes, in whole or in part, in providing treatment, counseling, and/or assessment and referral services for youth with alcohol or other drug problems must comply with the Federal confidentiality regulations. Said regulations apply only to programs that are federally assisted either directly or indirectly. Service Provider certifies compliance with these Federal requirements for confidentiality [42 USC Section 290 dd-2; 42 CFR Part 2] and agrees to comply with said requirements for so long as this contract is in force.

#### **Article 8: Restriction on Possession of Weapons**

Service Provider agrees that Service Provider or any associates providing services on behalf of Service Provider shall not carry or possess any type of firearm or other weapon listed in Texas Penal Code Section 46.01 while rendering services to TJJD youth under this contract. This prohibition includes the carrying of a concealed handgun licensed under the authority of Chapter 411, Subchapter H, Texas Government Code. Service Provider shall be under an affirmative duty to keep weapons out of the possession of TJJD youth in Service Provider's care.

**Article 9: Required Disclosure of Lobbyist Activity**

Service Provider agrees that if any person who is an employee of, director of, subconsultant, or subcontractor for Service Provider is required to register as a lobbyist under Chapter 305, Texas Government Code at any time during the term of this contract. Service Provider shall notify TJJD Contracts Department and provide timely copies of all reports filed with the Texas Ethics Commission as required by Chapter 305, Texas Government Code.

**Article 10: Notification to TJJD of Subconsultants & Subcontractors**

**Section 1:** TJJD shall be notified of the selection and/or use of all subcontractors, or subconsultants regularly used by the Service Provider in performing or assessing the performance of Service Provider's duties under this contract if paid or anticipated to be paid an amount exceeding \$5,000.00 during the term of this contract, and they are subject to the approval of TJJD; said approval will not be unreasonably withheld.

**Section 2:** No contractual relationship will exist between Service Provider's subconsultants or subcontractors and TJJD. TJJD shall have no responsibility whatsoever for the conduct, actions, or commissions (active or passive) of any subconsultants or subcontractors in the performance of their duties under this contract.

**Section 3:** Service Provider shall be solely responsible for the management of any subconsultants or subcontractors in the performance of their duties under this contract.

**Article 11: Compliance with Child Support, §231.006, Family Code**

"Under §231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if his certification is inaccurate."

SERVICE PROVIDER MUST PROVIDE, IN THE SPACE BELOW, THE NAME AND SOCIAL SECURITY NUMBER OF AN INDIVIDUAL OWNER, A SOLE PROPRIETOR AND ALL PARTNERS, SHAREHOLDERS, OR OWNERS WITH AN OWNERSHIP INTEREST OF AT LEAST TWENTY-FIVE (25) PERCENT OF THE BUSINESS ENTITY ENTERING INTO THIS CONTRACT.

For nonprofit corporations with no identifiable owner of twenty-five percent (25%) or more of the corporation, indicate with "none" on the first line below.

| Name: | Social Security Number: |
|-------|-------------------------|
|       |                         |
|       |                         |
|       |                         |

**Article 12: Compliance with §572.054, Texas Government Code, Former Officer or Employee of TJJD**

Service Provider certifies compliance with §572.054, Texas Government Code. Service Provider has not employed a former officer or employee of TJJJ to perform services on Service Provider's behalf, to secure this contract or to represent Service Provider in any manner prohibited by the referenced statute. A false certification could result in termination of this contract.

**Article 13: Compliance with §2252.901, Texas Government Code, Former or Retired Employee of the Agency**

Service Provider certifies compliance with §2252.901, Texas Government Code, which provides "A state agency may not enter into an employment contract, a professional services contract under chapter 2254, or a consulting services contract under Chapter 2254 with a former or retired employee of the agency before the first anniversary of the last date on which the individual was employed by the agency, if appropriated money will be used to make payments under the contract. This section does not prohibit an agency from entering into a professional services contract with a corporation, firm, or other business entity that employs a former or retired employee of the agency within one year of the employee's leaving the agency, provided the former or retired employee does not perform services on projects for the corporation, firm or other business entity that the employee worked on while employed by the agency." Service provider certifies that he/she is not prohibited from entering into this contract because of any prior employment with TJJJ.

**Article 14: Specially Designated Nationals and Blocked Persons List**

Service Provider certifies that it is not on the list of Specially Designated Nationals and Blocked Persons maintained by the Office of Foreign Assets Control.

Service Provider certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Service Provider is in compliance with the State of Texas statutes and rules relating to procurement and that Service Provider is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <https://www.sam.gov/portal/public/SAM>

**Article 15 Terrorism**

The Texas Juvenile Justice Department is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing Service Providers/vendors with The System for Award Management (SAM), <https://www.sam.gov/portal/public/SAM>, which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list.

**Article 16: Fingerprint and Background Check:**

Service Provider will:

1. As directed, provide information regarding persons providing services under this Agreement and personnel access for a criminal background check including, but not limited to, fingerprinting check, criminal records check, sex offender registration records check, PREA employment standards check, child abuse registry check and drug test. Criminal background checks shall be conducted at TJJJ's expense and through TJJJ or TJJJ's contract Service Provider's for each of the Service Provider's employees, agents, consultants, subcontractors, subcontractor's employees, and volunteer workers. Any Service Provider employee, agent, consultant,

subcontractor, subcontractor's employee, or volunteer worker who is unwilling to provide or who does not provide required information will not be allowed to work under this agreement. Any Service Provider employee, agent, consultant, subcontractor, subcontractor's employee, or volunteer worker shall not work under this agreement until the criminal background check is completed and approval is obtained from TJJJ's Director of Human Resources.

2. Notify TJJJ's Director of Human Resources of any employee, agent, consultant, subcontractor, subcontractor's employee, or volunteer worker who works with TJJJ youth and who is arrested, indicted, or charged with a criminal offense or who resigns while under investigation for inappropriate conduct or policy violations. Such employee, agent, consultant, subcontractor, subcontractor's employee, or volunteer worker shall be immediately suspended from working under this agreement unless authorized by TJJJ's Director of Human Resources.

TJJJ will approve any Service Provider employee, agent, consultant, subcontractor, subcontractor's employee, or volunteer worker in accordance with TJJJ policies and procedures. TJJJ's designated contact for criminal background checks is the Human Resource Department, Manager of Criminal Background Checks, (512) 490-7130.

#### **Article 17: Convictions for Hurricane Katrina or Rita**

Under Section 2155.006, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

Under Section 2155.006(b) of the Texas Government Code, a state agency may not accept a bid or award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five-year period preceding the date of the bid or award, has been: (1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Under Section 2155.006 of the Texas Government Code, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified contract and acknowledges that any contract resulting from this RFP may be terminated and payment withheld if this certification is inaccurate.

#### **Article 18: Antitrust**

Service Provider represents and warrants that neither Service Provider nor any firm, corporation, partnership, or institution represented by Service Provider, or anyone acting for such firm, corporation or institution has, (1) violated the antitrust laws of the State of Texas under Tex. Bus. & Com. Code, Chapter 15, or the federal antitrust laws; or (2) communicated directly or indirectly any contents of the submitted Proposal to any competitor or any other person engaged in such line of business during the procurement process for this Contract.

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#### **Article 19: Intellectual Property Indemnification**

To the extent of the Texas Constitution the Service Provider will indemnify, defend and hold harmless the State of Texas and Texas Juvenile Justice Department against any action or claim brought against the State of Texas and/or Texas Juvenile Justice Department that is based on a claim that software infringes any patent rights, copyright rights or incorporated misappropriated trade secrets. Service Provider will pay any damages attributable to such claim that are awarded against the State of Texas and/or Texas Juvenile Justice Department in a judgment or settlement.

If Texas Juvenile Justice Department's use of the software becomes subject to a claim, or is likely to become subject to a claim, in the sole opinion of Texas Juvenile Justice Department Service Provider shall, at its sole expense (1) procure for Texas Juvenile Justice Department the right to continue using such software under the terms of this Contract; or (2) replace or modify the software so that it is non-infringing.

#### **Article 20: Contracting with Executive Head of State Agency**

Under Government Code §669.003, relating to contracting with an executive of a state agency, Service Provider represents that no person who, in the past four years, served as an executive of the Texas Comptroller of Public Accounts, Texas Juvenile Justice Department or any other state agency, was involved with or has any interest in this contract. If Service Provider employs or has used the services of a former executive head of Texas Juvenile Justice Department, or other state agency, then Service Provider shall provide the following information: Name of former executive, name of state agency, date of separation from state agency, position with Service Provider, and date of employment with Service Provider.

#### **Article 21: Abandonment or Default**

If the Service Provider defaults on the contract, Texas Juvenile Justice Department reserves the right to cancel the contract without notice and either re-solicit or re-award the contract to the next best responsive and responsible Service Provider. The defaulting Service Provider will not be considered in the re-solicitation and may not be considered in future solicitations for the same type of work, unless the specification or scope of work significantly changed. The period of suspension will be determined by the agency based on the seriousness of the default.

In accordance with §2261.101, Government Code Remedies and Sanctions – agencies shall incorporate language which shall hold Service Provider accountable for breach of contract or substandard performance without unfairly limiting competition.

#### **Article 22: Certain Bids and Contracts Prohibited**

Under Government Code § 2155.004, no person who prepared the specifications or this contract has any financial interest in Service Provider's Proposal. If Service Provider is not eligible, then the contract shall be immediately terminated. Furthermore, "under Section 2155.004, Government Code, the vendor [Service Provider] certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

#### **Article 23: Gifts and Gratuity**

By executing this agreement, the undersigned signatory certifies that he/she has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response. Failure to sign the agreement or signing it with a false statement shall void the agreement.

#### **Article 24: Debarment**

Service Provider certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Service Provider is in compliance with the State of Texas statutes and rules relating to procurement and that Service Provider is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <https://www.sam.gov/portal/public/SAM>

**Article 25: By signature hereon, the Service Provider certifies that:**

All statements and information prepared and submitted in the response to this contract are current, complete and accurate.

When a Texas business address shown hereon that address is, in fact, the legal business address of Service Provider and Service Provider qualifies as a Texas Resident Bidder under Texas Administrative Code Title 34, Sec. 20.32(68).

**ARTICLE 26: Compliance with PRISON RAPE ELIMINATION (PREA)**

Service Provider shall comply with the Final Rule of the Prison Rape Elimination Act (PREA) of June 20, 2012 (Federal Law 42 U.S.C. 15601) and with all applicable PREA standards and TJJJ policies related to PREA. Service Provider shall make itself familiar with and at all times shall observe and comply with all PREA regulations which in any manner affect performance under this service. Failure to comply with PREA standards and related TJJJ policies may result in termination of the contract.

**ARTICLE 27: Access to Information**

Service Provider is required to make any information created or exchanged with TJJJ pursuant to this contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to TJJJ. Service Provider agrees to provide TJJJ with this information in a format that is accessible to the public, including but not limited to non-encrypted electronic format, PDF, and HTML."

**SECTION V  
GENERAL PROVISIONS**

**Article 1: Relationship of Parties**

The Service Provider is acting as an independent contractor and is wholly responsible for the day-to-day operations of its programs and employees; no joint venture, partnership, or agency exists nor shall be implied by the terms of this contract. No employee of Service Provider shall become an employee of TJJJ by virtue of this contract.

**Article 2: Indemnity**

Service Provider agrees to be liable for, and hereby does indemnify and hold harmless TJJJ and its officers, directors, agents, employees and representatives from and against any and all liability for any and all claims, suits, demands, causes of action, and/or damages, (including costs of court and reasonable attorneys' fees) arising from or based upon misconduct, intentional or negligent acts or omissions on the part of Service Provider, its officers, directors, agents, representatives, employees, or visitors which may arise out of or could result from this contract.

**Article 3: Liability Insurance**

**Section 1:** Service Provider shall maintain liability insurance in the amount of \$300,000 for each occurrence of negligence. The insurance must cover injury to a youth that occurs when the youth is in Service Provider's care, custody or control.

**Section 2:** Service Provider shall provide proof of insurance documents to the TJJD Contracts Department, upon request.

**Section 3:** The required insurance coverage must be maintained during the term of this contract and any subsequent extensions in the above stated amount. Failure to maintain the required insurance coverage may result in termination of this contract or any other administrative error sanctions.

#### **Article 4: Confidentiality and Security**

**Section 1:** Service Provider agrees that all its employees will comply with state and federal law and with TJJD policies regarding the confidentiality of student records and identifying information.

**Section 2:** Service Provider agrees that all information regarding TJJD and/or its youth that is gathered, produced, or otherwise derived from this contract shall remain confidential subject to release only by permission of TJJD.

**Section 3:** Service Provider's employees who visit any TJJD facility will comply with that facility's security regulations.

**Section 4:** Identifying pictures, appearances, films, or reports of TJJD youth may not be disclosed by Service Provider without the written consent of the youth and, if under age 18, of his or her parents, guardian, or managing conservator.

#### **Article 5: Administrative Error Sanctions**

**Section 1:** TJJD, based on information from monitoring or other verifiable sources, may terminate this contract for the reasons set forth in the article dealing with termination below, or take other actions including, but not limited to:

- a. Require the Service Provider to take specific corrective actions in order to remain in compliance with the terms of this contract; and/or
- b. Recoup payment made to Service Provider; and/or
- c. Impose recommendations from audit or investigative findings, and minor or major sanctions; and/or
- d. Assess liquidated damages for each instance of non-compliance.
- e. Suspend, place into abeyance, or remove any contractual rights including, but not limited to, withholding payment, moratorium on placements, population limitations and/or removal of all youth presently in the program.

**Section 2:** Service Provider shall cooperate fully with TJJD and its authorized representative in carrying out corrective action plans.

#### **Article 6: Termination**

**Section 1:** Service Provider may terminate, for convenience, its obligations under this contract by giving thirty (30) days notice.

**Section 2:** TJJD may terminate, for convenience, its obligations under this contract by giving thirty (30) days notice, or immediately in the event breach of contract by Service Provider.

**Section 3:** TJJD shall terminate this contract in the event that TJJD is not granted funding to pay for the herein described services or in the event that funding is lost due to either a reduction in the budget or a reallocation of budgeted funds.

**Section 4: Cause/Default:** If the Service Provider fails to provide the goods or services contracted for according to the provisions of the Contract, or fails to comply with any terms or conditions of the Contract. TJJD may, upon written notice of default to the Service Provider,

immediately terminate all or any part of the Contract. Termination is not an exclusive remedy, but will be in addition to any other rights and remedies as provided in equity, by law or under the Contract. TJJJ may exercise any other right, remedy, or privilege which may be available to it under applicable law of the state and any other applicable law or may proceed by appropriate court action to enforce the provisions of the Contract. The exercise of any of the foregoing remedies will not constitute a termination of the Contract unless TJJJ notifies the Service Provider in writing prior to the exercise of such remedy. The Service Provider shall be liable for all costs and expenses, including court costs, incurred by TJJJ with respect to the enforcement of any of the remedies listed herein.

#### **Article 7: Funding Out Clause**

This contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, legislative budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruption of current appropriations, provisions of this Termination Article shall apply. This contract is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature.

#### **Article 8: Waiver**

No waiver by either party of any breach or default of the other under this contract shall operate as a waiver of any future or other breach or default, whether of a like or different character or nature.

#### **Article 9: Severability**

If any part of this contract is contrary to any federal, state, or local law, it is not applicable and such invalidity shall not affect the other provisions or applications of this agreement which can be given effect without the invalid provision or application and to that end the provisions of this contract are declared to be severable.

#### **Article 10: Contract Term**

This contract will become effective on September 1, 2014 through August 31, 2015, unless the parties mutually agree to extend its term by a written contract amendment. Any renewals shall be at the same terms and conditions, plus any approved changes.

#### **Article 11: Contract Amendment**

No other agreements, oral or written, shall constitute a part of this contract unless such is made in writing, executed by the parties hereto or their successors, and expressly made a part thereof. TJJJ reserves the right to make unilateral minor administrative changes to correct typographical errors or increase the "not to exceed" amount if necessary for continuation of services.

#### **Article 12: Notice of Changes**

**Section 1:** Service Provider shall notify TJJJ immediately in writing in advance of any significant change affecting the Service Provider, including but not limited to change of Service Provider's name or identity, location of services, ownership or control, operating entity, governing board membership, key personnel, payee identification number, and other significant changes that may affect the delivery of services under the terms of this contract.

**Section 2:** Service Provider shall refrain from transferring or assigning this contract or from entering into any subcontract for the services under this contract without prior written approval from TJJJ.

**Section 3:** Service Provider shall not relocate the services provided under this contract from the location stated in the preamble without prior written approval from TJJJ and a certification that the location to which services are to be relocated is in compliance with Chapter 244, Local Government Code.

#### **Article 13: Notice**

Required notices will be provided to the TJJJ Contracts Department at the TJJJ Central Office at Texas Juvenile Justice Department, 11209 Metric Blvd., Bldg. H., Austin, Texas 78758; and Navarro College, 3200 West 7<sup>th</sup> Ave, Corsicana, TX 75110.

#### **Article 14: Venue**

In any legal action arising under this contract, the laws of the State of Texas shall apply and venue will be in Travis County, Texas.

#### **Article 15: Problem Solving in the Ordinary Course of Business**

**Section 1:** The parties to this contract shall use the procedures contained in this article for routine problem solving. These procedures may also be used if a party is asserting a claim for breach of contract. Should these procedures not resolve claims for breach of contract, the procedures contained in Article 16 shall be followed thereafter.

**Section 2:** Informal Resolution: Service Provider and TJJJ staff will communicate regularly and engage in informal problem solving efforts as a routine measure, thus preventing differences from becoming major problems. When routine measures have been exhausted, TJJJ staff are encouraged to utilize the following mechanism to resolve problems.

**Section 3:** Formal Resolution:

- a. Service Provider or TJJJ staff who wish to submit problems for resolution may do so in writing, including all relevant information and a recommended resolution.
- b. The statement of problem will be submitted to the designated contact unless the problem specifically involves the designated contact, in which case, it will be submitted to the designated contact's supervisor.
- c. Problems are resolved within ten working days; written responses will be sent to the individual or program that submitted it, designated contact and designated contact's supervisor.

**Section 4:** Appeal: Service Provider desiring to appeal the decision may do so within ten days by writing all pertinent information relevant to the appeal to the designated contact's supervisor if the problem was resolved by the designated contact, or TJJJ Contracts Department if the problem was resolved by the designated contact's supervisor. When appealed, the problem shall be resolved within 14 working days, responses will be sent to the individual or program who submitted it, designated contact, designated contact's supervisor, and TJJJ Contracts Department.

#### **Article 16: Claims for Breach of Contract**

**Section 1:** The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used, as further described herein, by the Texas Juvenile Justice Department and Service Provider to attempt to resolve any claim for breach of contract made by the Service Provider.

- a. Service Provider's claim for breach of this contract that the parties cannot resolve in the ordinary course of business shall be submitted to the negotiation process provided in Chapter 2260, Subchapter B, of the Government Code. To initiate the process, the Service Provider shall submit written notice, as required by Subchapter B, to the

Executive Director. Said notice shall specifically state that the provisions of Chapter 2260, Subchapter B, are being invoked. A copy of the notice shall also be given to all other representatives of the Texas Juvenile Justice Department and the Service Provider otherwise entitled to notice under the parties' contract. Compliance by the Service Provider with Subchapter B is a condition precedent to the filing of a contested case proceeding under Chapter 2260, Subchapter C, of the Government Code.

- b. The contested case process provided in Chapter 2260, Subchapter C, of the Government Code is the Service Provider's sole and exclusive process for seeking a remedy for any and all alleged breaches of contract by the Texas Juvenile Justice Department if the parties are unable to resolve their disputes under subparagraph A. of this paragraph.
- c. Compliance with the contested case process provided in subchapter C is a condition precedent to seeking consent to sue from the Legislature under Chapter 107 of the Civil Practices and Remedies Code. Neither the execution of this contract by the Texas Juvenile Justice Department nor any other conduct of any representative of the Texas Juvenile Justice Department relating to the contract shall be considered a waiver of sovereign immunity to suit.

**Section 2:** The submission, processing and resolution of the Service Provider's claim is governed by the published rules adopted by the Texas Juvenile Justice Department pursuant to Chapter 2260, as currently effective, hereafter enacted or subsequently amended.

**Section 3:** Neither the occurrence of an event nor the pendency of a claim constitute grounds for the suspension of performance by the Service Provider, in whole or in part.

#### **Article 17: No Third Party Beneficiaries**

The terms of the Agreement are for the sole benefit of the parties to the Agreement and will not be construed to confer any rights on any other person.

#### **Article 18: Audit Clause**

Service Provider understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, TJJD or any successor agency, to conduct an audit or investigation in connection with those funds. Service Provider further agrees to cooperate fully with the above parties in the conduct of the audit or investigation, including providing all records requested.

Service Provider shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the Service Provider and the requirement to cooperate is included in any subcontract it awards.

Service Provider shall maintain and retain supporting fiscal documents adequate to ensure that claims for contract funds are in accordance with TJJD and State of Texas requirements. Service Provider shall maintain all such documents and other records relating to this Agreement and the State's property for a period of four (4) years after the date of submission of the final invoices or until a resolution of all billing questions, whichever is later. Service Provider shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all information related to the State's property, such as work papers, reports, books, data, files, software, records, and other supporting documents pertaining to this Agreement, for purposes of inspecting, monitoring, auditing, or evaluating by TJJD, the State of Texas or their authorized representatives. Service Provider shall cooperate with auditors and other authorized TJJD and State of Texas representatives and shall provide them with prompt access to all of such State's property as requested by TJJD or the State of Texas. By example and not as an exclusion to other breaches or failures, Service Provider's failure to comply with this Section shall constitute a material breach of this Agreement and shall authorize TJJD to immediately assess the liquidated damages for such failure. For purposes of this Section, the "State's property" includes, but is not limited to, "Work" as defined in the contract. TJJD may require, at Service Provider's sole cost and

expense, independent audits by a qualified certified public accounting firm of Service Provider's books and records or the State's property. The independent auditor shall provide TJJD with a copy of such audit at the same time it is provided to Service Provider. TJJD retains the right to issue a request for proposals for the services of an independent certified public accounting firm under this Agreement. In addition to and without limitation on the other audit provisions of this Agreement, pursuant to Section 2262.154, Tex Government Code, the State Auditor may conduct an audit or investigation of the Service Provider or any other entity or person receiving funds from the state directly under this Agreement or indirectly through a subcontract under this Agreement. The acceptance of funds by the Service Provider or any other entity or person directly under this Agreement or indirectly through a subcontract under this Agreement acts as acceptance of the authority of the State Auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. This Agreement may be amended unilaterally by TJJD to comply with any rules and procedures of the State Auditor in the implementation and enforcement of Section 2262.154. Under procedures provided by the State Auditor on September 5, 2003, in addition to the above, (1) the Service Provider understands that the acceptance of funds under this Agreement acts as acceptance of the authority of the State Auditor to conduct an audit or investigation in connection with those funds; (2) the Service Provider further agrees to cooperate fully with the State Auditor in the conduct of the audit or investigation, including providing all records requested; and (3) the Service Provider shall ensure that this paragraph concerning the authority to audit funds received indirectly by subcontractors through the Service Provider and the requirement to cooperate is included in any subcontract it awards.

#### **Article 19: Default**

If the Service Provider defaults on the contract, TJJD reserves the right to cancel the contract without notice and either re-solicit or re-award the contract to the next best responsive and responsible Service Provider. The defaulting Service Provider will not be considered in the re-solicitation and may not be considered in future solicitations for the same type of work, unless the specification or scope of work significantly changed. The period of suspension will be determined by the agency based on the seriousness of the default.

#### **Article 20: Debt Owed to State of Texas**

Service Provider agrees that any payments due under this contract will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.

#### **Article 21: Buy Texas**

Service Provider represents and warrants that it will buy Texas products and materials for use in providing the services authorized herein when such products and materials are available at a comparable price and in a comparable period of time when compared to non-Texas products and materials.

#### **Article 22: Specifications**

The services performed shall be in accordance with the purchase specifications herein. TJJD will determine the answers to all questions that may arise as to the interpretation of the specifications and the quality or acceptability of work performed. TJJD will decide the rate of progress of the work and the acceptable fulfillment of the service on the part of the Service Provider.

#### **Article 23: Assignment**

Without the prior written consent of TJJD, the Service Provider may not assign this Contract, in whole or in part, and may not assign any right or duty required under it.

**Article 24: Compliance with Other Laws**

In the execution of this Contract, Service Provider shall comply with all applicable federal, state and local laws, including laws governing labor, equal employment opportunity, safety and environmental protection. Service Provider shall make itself familiar with and at all times shall observe and comply with all federal, state and local laws, ordinances and regulations which in any manner affect performance under this Contract.

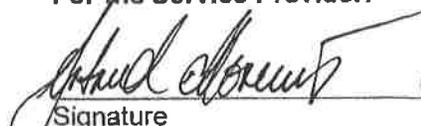
**Article 25: Execution Authority**

Service Provider represents and warrants that the individual signing this Contract is authorized to sign this document on behalf of the Service Provider and to bind the Service Provider under this contract.

**For the Texas Juvenile Justice Department:**

  
\_\_\_\_\_  
David Reilly, Executive Director 10/20/14  
Date

**For the Service Provider:**

  
\_\_\_\_\_  
Signature Gertrud Moreno, Vice President, Fin. & Admin. 10/16/2014  
Date

  
\_\_\_\_\_  
Signature Dr. Barbara Kavalier, District President 10/16/2014  
Date

**Approved as to form:**

  
\_\_\_\_\_  
TJJJ Attorney 10/16/2014  
Date