

STATE OF TEXAS           §  
  §  
COUNTY OF TRAVIS       §

**CONTRACT FOR PAROLE SUPERVISION AND SERVICES  
PN131**

This contract effective **upon signature**, by and between the **Texas Juvenile Justice Department**, hereinafter **TJJD**, and **Cass County Juvenile Probation Department, 700 West Houston, Linden, TX 75563**, hereinafter **Service Provider**, for the provision of parole supervision and services to youth in the following county: **Cass**. This contract, **Number PN131**, will expire on **August 31, 2014**

This contract is entered into "The Interlocal Cooperation Act", §791.001 et.seq., and Human Resources Code §244 for the mutual considerations described in this contract.

**I. SERVICE PROVIDER**

For and in consideration of the payment of fees for parole supervision and services, Service Provider will:

- A. Comply with applicable TJJD General Administrative Policies (GAP). Any amendments made to the policies during the term of this contract apply to the Service Provider as of the effective date of said amendment. A list of applicable GAP policies is attached as **Exhibit A**. This list is not all inclusive and may be subject to revision at the discretion of TJJD.
- B. Provide the following parole supervision and services:
  - 1. Ensure compulsory school age youth comply with state compulsory school attendance laws.
  - 2. Ensure non-compulsory school age youth are constructively engaged in employment, community service, training, educational activity, treatment, and/or home detention for a minimum of 40 hours per week.
  - 3. Ensure youth comply with all required or special conditions outlined in their Community Re-entry Plan (CRP) and Conditions of Parole.
  - 4. Assess the youth's behavior and develop the Community Re-entry Plan (CRP) and objectives based on the Positive Achievement Change Tool (PACT) assessment within 30 days of youth's release on parole.
  - 5. Based on Surveillance levels meet with the youth and collateral persons (family, employers, educators, treatment providers, etc.) to assess youth's constructive activity involvement and progress toward Community Re-entry Plan Objectives and compliance with the Conditions of Parole. The following contact requirements apply:
    - a. Intensive: four (4) primary contacts and four (4) collateral contacts within initial 30 days. At that point the youth will be reassessed to determine if he/she remains on intensive or is moved to moderate. If youth remains on intensive there will be four (4) collateral contacts monthly.
    - b. Moderate: two (2) primary contacts and 2 collateral contacts monthly.
    - c. Minimum: one (1) primary contact and 1 collateral contact monthly.
  - 6. Require youth to provide documentation in support of his/her constructive activity requirements, e.g., school attendance reports, employment verification documents (pay stubs, etc). "**Constructive Activity**" youth is engaged or participating in an educational, employment, treatment, training, home detention, and/or community service program for a minimum of 40 hours per week.
  - 7. Discharge youth in compliance with TJJD GAP.380.8595 and TJJD procedures for contract parole.
  - 8. Ensure complaints are reported and resolved in compliance with TJJD GAP.380.9331 Youth Grievance System.
  - 9. Ensure youth accountability for appropriate rules of conduct on parole TJJD GAP.380.9504 Rules and Consequences for Youth on Parole.
  - 10. Ensure all allegations of mistreatment are reported in compliance with GAP.380.9333 Alleged Abuse, Neglect and Exploitation.

11. Conduct appropriate administrative due process hearings in compliance with TJJJ GAP.380.9551, 380.9553, 380.9555, 380.9557, 380.9559, 380.9561 and 380.9571.
  12. Report all incidents for which youth may be disciplined and all serious incidents according to TJJJ GAP.07.03 Incident Reporting and TJJJ procedures for contract parole.
  13. Conduct home assessment and updates, GAP.380.8571 Home Placement.
  14. Comply with GAP.380.8791 for the family reintegration of sex offenders, which includes at least one contact per month in the home while the youth is on double intensive, intensive, or moderate surveillance. At least one in home contact per quarter while the youth is on minimum surveillance.
  15. Once trained in data entry, enter all data into TJJJ –Correctional Care System (CCS) including Community-Positive Achievement Change Tool (C-PACT) and CRP within 72 hours of incident or activity.
- C. Attend 18 hours of required TJJJ sponsored training per year.
- D. Submit quarterly claims to the TJJJ District Office on a standardized invoice attached as **Exhibit B**. Use a separate invoice for each month and include on the invoice names of each youth for whom payment is requested, the start and end date, the total number of days for which payment is requested, the rate of pay and the total amount for each youth; and submit the invoice no later than (10) ten work days from the last day of the quarter for which payment is requested.
- E. Afford TJJJ access to TJJJ youth and all records and/or information on TJJJ youth at all times.
- F. Forward copies of all audits, monitoring, and investigative reports completed by the program's certifications authority or any other funding entity to the Senior Director of State Programs and Facilities within five (5) work days of receipt.
- G. Allow TJJJ/designee to perform monitoring, performance evaluations, investigations, or audits.
1. Provide access, inspection, and reproduction to all records related to services rendered under this contract that are necessary to facilitate monitoring, performance evaluations, investigations or audits.
  2. Records include but are not limited to contracts, notes, real property documents, accounting/financial records, written policies and procedures, correspondence, performance evaluation data and reports, and any other information pertinent to revenues, costs, expenses, and performance of services provided under contract belonging to the Service Provider. Evaluation of services may include, but is not limited to, office visits, interviews with youth and the administration of questionnaires to the staff of the Service Provider and TJJJ youth.
  3. Upon request by TJJJ and during reasonable business hours, provide facilities to TJJJ/designee to perform any of the functions listed in this subsection, as well as adequate and appropriate workspace and copier.
- H. Maintain all financial records in accordance with generally accepted accounting principles.
- I. Maintain and retain records for a minimum of four (4) years after the termination of the contract period, or for four (4) years after the end of the federal fiscal year in which services were provided, whichever is longer. If any litigation, claims, disputes, or audit involving these records begins before the four (4) years after the period expires, the Service Provider will keep the records and documents until all litigation, claims, disputes, or audit findings are resolved. Resolution is when a final order is issued in litigation, or a written agreement is entered into between TJJJ and the Service Provider. Contract period means the beginning date through the ending date specified in the original contract or any amendments.
- J. Notify the Parole Supervisor immediately if a TJJJ youth makes a departure from the parole placement.
- K. Require any of the Service Provider's employees or to cooperate with and testify in judicial proceedings, legislative and administrative hearings or investigations, at the request of TJJJ.

- L. Notify the Senior Director of State Programs and Facilities in writing of all revenue sources and reimbursements from third parties for any and all costs or services associated exclusively with a youth served under this contract. Billing more than one revenue source for the same costs or services provided to a single youth is prohibited and shall be recouped or administrative error sanctions shall be imposed as set forth herein. Neither a youth nor his/her parents or guardians will be required to pay for the support of the youth in the program, unless otherwise ordered.
- M. Ensure that a computer is setup with Microsoft Office for Word documents and Excel spreadsheets, a local internet service provider (ISP) and an e-mail address.
- N. Notify TJJD if Service Provider is or becomes a covered entity under the Health Insurance Portability and Accountability Act (HIPAA). Service Provider is to secure any HIPAA consent or authorization necessary to provide to or obtain from TJJD protected health information.

## II. TJJD

For and in consideration of the parole supervision and services provided to TJJD youth by Service Provider, TJJD will:

- A. Provide the Service Provider with policies and amendments from relevant TJJD manuals used in the provision of parole supervision and services to TJJD youth.
- B. Fairly compensate Service Provider from current revenues available to TJJD at the reasonable rate of **Twelve and 50/100 (\$12.50) Dollars** per youth per day. TJJD will reimburse Service Provider for the cost of DNA testing required by HB 1068, 79<sup>th</sup> Legislature, performed at the request of TJJD, provided that prior approval is obtained from the TJJD Parole Supervisor. TJJD shall not pay for parole supervision or services for youth who are no longer under the jurisdiction of TJJD or no longer residing in the Service Provider's service area. Billing for costs or services not provided to a youth is prohibited and any costs paid shall be recouped or administrative error sanctions shall be imposed. The Not to Exceed (NTE) amount of this contract is **\$18,250.00**. If additional funding is needed an amendment will be required.
- C. Pay for ongoing services provided for a period not to exceed ten (10) calendar days following a youth's absence from the home/home substitute and who are in legal custody other than TJJD. TJJD will pay for ongoing services provided for a period not to exceed ten (10) calendar days for a youth that has absconded.
- D. Terms of payment shall be in accordance with Chapter 2251, Texas Government Code and Texas Government Code 403.0551 that payment owed to the contractor under this contract will be applied toward elimination of the contractor's indebtedness to the state, delinquency in payment of taxes to the state, or delinquency in payment of taxes that the Comptroller administers or collects until the indebtedness or delinquency is paid in full.
- E. Reimburse the Service Provider for mileage at a rate not to exceed the state reimbursement rate, for mileage incurred in attending meetings and training sessions presented by TJJD staff and for mileage incurred in visiting or transporting TJJD youth detained in facilities outside of their judicial district, provided prior approval is obtained from the TJJD Parole Supervisor.
- F. Transport or arrange transportation for youth to the contracted parole officer for admission and transport or arrange transportation for the youth if another placement is determined to be in the best interest of the youth.
- G. Complete monitoring of Service Provider's program according to the schedule developed by Senior Director of State Programs and Facilities.
- H. Pay for supplemental services necessary for Community Re-entry Plan in accordance with TJJD protocol for treatment.

- I. Issue a directive to apprehend an escapee once notified by the Service Provider.
- J. Promptly notify the Service Provider of any changes in a youth's parole status that would affect the payment of fees for parole services.
- K. Provide quarterly training of required training components.
- L. Provide Access to TJJD applications and information resources via web as needed.

### III. 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 TJJD 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 (ASHERA) by having on file with the Texas Department of State Health Services (DSHS) a copy of Service Provider's ASHERA 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 ASHERA 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 as defined by Texas Penal Code Section 46.02 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 Director of Contracts, Procurement and Support Services 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 or bid 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, Percent (%)

None

**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 TJJD 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 TJJD.

**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.

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 Federal General Services Administration's Excluded Parties List System (EPLS, <http://www.epls.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list.

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 <http://www.epls.gov>

#### **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 Federal General Services Administration's Excluded Parties List System (EPLS, <http://www.epls.gov>), 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, and drug test. Criminal background checks shall be conducted at TJJD's expense and through TJJD or TJJD's contract providers 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 TJJD's Director of Human Resources.
2. Notify TJJD's Director of Human Resources of any employee, agent, consultant, subcontractor, subcontractor's employee, or volunteer worker who works with TJJD 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 TJJD's Director of Human Resources.

TJJD will approve any Service Provider employee, agent, consultant, subcontractor, subcontractor's employee, or volunteer worker in accordance with TJJD policies and procedures. TJJD's designated contact for criminal background checks is Human Resource Department the Manager of Criminal Background Checks, (512) 424-6370.

#### **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.

#### **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 <http://www.epis.gov>.

#### **Article 25: By signature hereon, the 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 Title 34, Sec. 20.32(68).

### **IV. 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 TJJJ Director of Contracts, Procurement and Support Services, 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 with the terms of this contract equal to \$150 multiplied by the average daily population of TJJD youth placed with the Service Provider in the preceding month; and/or
  - 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. TJJD 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 TJJD 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 TJJD 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**

The entire term of this agreement shall be for a period beginning **upon final signature through August 31, 2014**. The contract may be renewed for two (2) additional terms of two (2) years each, provided that both parties agree in writing to do so. Any renewals shall be at the same terms and conditions, plus any approved changes. The rates and services may be renegotiated based on performance and required service delivery.

### **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. TJJD 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 TJJD 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 TJJD.
- 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 TJJD 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 Director of Contracts, Procurement and Support Services at the TJJD Central Office at 4900 North Lamar, Post Office Box 12757, Austin, Texas 78711; to **2462 E. Long Avenue, Ft. Worth, TX 76106** and to the Service Provider at **227 East Rush, Linden, TX 75563**.

#### **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: Contract Service Providers and TJJD 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, TJJD staff are encouraged to utilize the following mechanism to resolve problems.

**Section 3:** Formal Resolution:

- a. Contract Service Providers or TJJD 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 Director of Contracts, Procurement and Support Services 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 Director of Contracts, Procurement and Support Services.

#### **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.

#### **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 2262.003, 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 2262.003. 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: 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 20: 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 21: Specifications**

The services performed shall be in accordance with the purchase specifications herein. TJJJ 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. TJJJ will decide the rate of progress of the work and the acceptable fulfillment of the service on the part of the Service Provider.

**Article 22: Assignment**

Without the prior written consent of TJJJ, 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 23: 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 24: 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:

Mike Griffiths 11/7/12  
Mike Griffiths, Executive Director Date

For the Service Provider:

Phillip B Hayes Phillip B. Hayes 11-1-12  
Signature Printed Name Date

Approved as to form:

JJ 10-18-12  
T.JJD Attorney Date