



Private Service Provider Contract Requirements Summary

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

Applicable to All Private Service Providers Paid in Whole or Part with State Funds*

The following chart summarizes the Texas Juvenile Justice Department (TJJD) requirements for private service provider contracts that involve the use of state funds.

Aggregate Monetary Amount	Examples of Services Provided	Contract Requirements	Performance Measures and/or Accountability Provisions Required in Contract
Below \$5,000	<p><i>Non-residential Services:</i></p> <p>Examples:</p> <ul style="list-style-type: none"> ▪ Crisis or emergency services (medical, dental, psychological, etc.) ▪ One-time services (i.e., non-recurring) 	No Written Contract Required (i.e., Use Purchase Order)	No
\$5,000¹ and Above	<p><i>Non-residential Services:</i></p> <p>Examples:</p> <ul style="list-style-type: none"> ▪ Counseling, classes, programs ▪ Medical, dental, and psychological treatment services for multiple youth, or over extended time period ▪ Electronic monitoring services ▪ Substance abuse screenings; urinalysis (UA) monitoring ▪ Products and services 	Written Contract	Yes
\$1 and Above	<p><i>All Residential Out-of-Home Placement Services:</i></p> <p>Examples:</p> <ul style="list-style-type: none"> ▪ Secure pre-adjudication detention ▪ Secure court-ordered residential placements (e.g., DSHS-licensed hospital or facility, etc.) ▪ Secure post-adjudication correctional placements (Level 5 secure facilities) ▪ Non-secure court-ordered residential placements (e.g., TDFPS-licensed facilities, out-of-state licensed facilities) 	Written Contract	Yes

* The requirements listed in this summary apply only to services of private providers (i.e., non-governmental entities) purchased in whole or part with state funds. However, a juvenile probation department must comply with all applicable county purchasing/procurement rules, policies, and procedures if those requirements are more stringent than the above-listed state requirements. TJJD will monitor compliance with the above state requirements but will not monitor for compliance with county-specific policies.

¹ If any one private service provider is paid \$5,000 or above using state funds during the fiscal year, a written contract is required.