

SERIAL 03199 RFP COGNITIVE RESTRUCTURING GROUPS – MCSO (NIGP 95221)

DATE OF LAST REVISION: November 02, 2006 CONTRACT END DATE: February 28, 2010

CONTRACT PERIOD THROUGH ~~FEBRUARY 28, 2007~~ FEBRUARY 28, 2010

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **COGNITIVE RESTRUCTURING GROUPS – MCSO (NIGP 95221)**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **February 04, 2004**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

SF/ks
Attach

Copy to: Clerk of the Board
Amie Bristol, MCSO
Sharon Tohtsoni, Materials Management

(Please remove Serial 03199-RFP from your contract notebooks)



CONTRACT PURSUANT TO RFP

SERIAL 03199-RFP

This Contract is entered into this 4th day of February, 2004 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and Concepts for Change Inc. an Arizona corporation ("Contractor") for the purchase of Cognitive Restructuring Groups services.

1.0 TERM

- 1.1 This Contract is for a term of three (3) years, beginning on the 4th day of February, 2004 and ending the 28th day of February, ~~2007~~ 2010.
- 1.2 The County may, at its option and with the agreement of the Contractor, extend the period of this Contract for additional one (1) year terms up to a maximum of three (3) additional terms. The County shall notify the Contractor in writing of its intent to extend the Contract period at least thirty (30) calendar days prior to the expiration of the original contract period, or any additional term thereafter.

2.0 PAYMENT

- 2.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum stated in Final Pricing, attached hereto and incorporated herein as Exhibit "A." Payment shall be made as set forth in the RFP and or the Best and Final Offer.
- 2.2 Payment under this Contract shall be made in the manner provided by law. Invoices shall be prepared and submitted in accordance with the instructions provided on the purchase order. Invoices shall contain the following information: purchase order number, item numbers, description of supplies and/or services, sizes quantities, unit prices, and extended totals and applicable sales/use tax. The County is not subject to excise tax.

3.0 DUTIES

- 3.1 The Contractor shall perform all duties stated in the Agreed Scope of Work, attached hereto and incorporated herein as Exhibit "B."
- 3.2 Contractor shall perform services at the location(s) and time(s) stated in Exhibit "B," or in the purchase order requesting such services.
- 3.3 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

4.0 TERMS & CONDITIONS

4.1 INDEMNIFICATION AND INSURANCE:

4.1.1 **INDEMNIFICATION**

4.1.2 Indemnification.

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

4.1.3 **Abrogation of Arizona Revised Statutes Section 34-226:**

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, **CONTRACTOR** shall defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including **COUNTY**.

The scope of this indemnification does not extend to the sole negligence of **COUNTY**.

4.1.4 Insurance Requirements.

CONTRACTOR, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of **COUNTY**. The form of any insurance policies and forms must be acceptable to **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of **COUNTY**, constitute a material breach of this Contract.

CONTRACTOR'S insurance shall be primary insurance as respects **COUNTY**, and any insurance or self-insurance maintained by **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect **COUNTY**.

The insurance policies may provide coverage, which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with

respect to the coverage provided to **COUNTY** under such policies. **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and **COUNTY**, at its option, may require **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

COUNTY reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. **COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against **COUNTY**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **CONTRACTOR'S** work or service.

4.1.4.1 Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The CGL and the commercial umbrella coverage, if any, additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 10 01, and shall include coverage for **CONTRACTOR'S** operations and products.

4.1.4.2 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance with a combined single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (including owned, hired, non-owned), assigned to or used in the performance of this Contract. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

4.1.4.3 Workers' Compensation. **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than

\$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

CONTRACTOR waives all rights against **COUNTY** and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by **CONTRACTOR** pursuant to this agreement.

In case any work is subcontracted, **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of **CONTRACTOR**.

4.1.5 Certificates of Insurance.

4.1.5.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

4.1.5.2 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of **CONTRACTOR'S** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **COUNTY** fifteen (15) days prior to the expiration date.

4.1.5.3 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

4.2 **PROCUREMENT CARD ORDERING CAPABILITY:**

It is the intent of Maricopa County to utilize the Bank of America MasterCard Procurement Card, or other procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract.

4.3 **INTERNET ORDERING CAPABILITY:**

It is the intent of Maricopa County at its option to utilize the Internet to place orders under this Contract.

4.4 NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County
Department of Materials Management
Attn: Director of Purchasing
320 West Lincoln Street
Phoenix, Arizona

For Contractor:

Concepts for Change Inc
Attn: Lynda K. Hemann
5008 W. Glendale Avenue
Glendale, AZ 85301

4.5 REQUIREMENTS CONTRACT:

Contractor signifies its understanding and agreement by signing this document, that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made. Orders will only be placed when County identifies a need and issues a purchase order.

Contractor shall take no action under this Contract unless specifically requested by County, which shall submit a written purchase order to Contractor requesting that work be performed or product be delivered.

County reserves the right to cancel purchase orders within a reasonable period of time after issuance. Should a purchase order be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor pursuant to the purchase order. The County will not reimburse the Contractor for any costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order.

Contractor agrees to accept verbal cancellation of purchase orders.

4.6 ESCALATION:

Any requests for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Producer Price Index or by performing a market survey.

4.7 TERMINATION:

County may unconditionally terminate this Contract for convenience by providing thirty (30) calendar days advance notice to the Contractor.

County may terminate this Contract if Contractor fails to pay any charge when due or fails to perform or observe any other material term or condition of the Contract, and such failure continues for more than ten (10) days after receipt of written notice of such failure from County, or if Contractor becomes insolvent or generally fails to pay its debts as they mature.

4.8 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person

significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

4.9 OFFSET FOR DAMAGES;

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

4.10 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

4.11 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

4.12 AMENDMENTS:

All amendments to this Contract must be in writing and signed by both parties.

4.13 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.14 AUDIT DISALLOWANCES:

If at any time County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

4.15 VALIDITY:

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of this Contract.

4.16 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

4.17 INTEGRATION

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

CONTRACTOR

AUTHORIZED SIGNATURE

Lynda K. Hemann

PRINTED NAME AND TITLE

Concepts for Change Inc
Attn: Lynda K. Hemann
5008 W. Glendale Avenue
Glendale, AZ 85301

ADDRESS

DATE

MARICOPA COUNTY

BY: _____
DIRECTOR, MATERIALS MANAGEMENT

DATE

BY: _____
CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED:

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM:

MARICOPA COUNTY ATTORNEY

DATE

ATTACHMENT A
PRICING

SERIAL 03199-RFP
 PRICING SHEET S083204/B0606023 NIGP 95221
 BIDDER NAME: Concepts For Change, Inc.
 F.I.D./VENDOR #: 86-0885832
 BIDDER ADDRESS: 5008 W. Glendale Ave
 P.O. ADDRESS:
 BIDDER PHONE #: (623) 930-9317
 BIDDER FAX #: (623) 930-9521
 COMPANY WEB SITE:
 COMPANY CONTACT (REP): Lynda K. Hemann, CEO/Clinical Director
 E-MAIL ADDRESS (REP): Concepts123@aol.com

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: YES NO

ACCEPT PROCUREMENT CARD: YES NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: YES NO % REBATE
(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: YES NO % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: YES NO

PAYMENT TERMS: **RESPONDENT IS REQUIRED TO DESIGNATE ONE OF THE FOLLOWING.**
TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.
FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.
BIDDER MUST INITIAL THE SELECTION BELOW.

- NET 10 _____
- NET 15 _____
- NET 20 _____
- NET 30 _____
- NET 45 _____
- NET 60 _____
- NET 90 _____
- 2% 10 DAYS NET 30 _____
- 1% 10 DAYS NET 30 _____
- 2% 30 DAYS NET 31 _____
- 1% 30 DAYS NET 31 _____
- 5% 30 DAYS NET 31 _____

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: _____ %

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:

- NEWSPAPER ADVERTISEMENT
- MARICOPA COUNTY WEB SITE
- PRE-SOLICITATION NOTICE
- OTHER (PLEASE SPECIFY)

1.0 PRICING:

ITEM DESCRIPTION	COST PER GROUP SESSION
GROUP SESSION (120 minutes)	\$200.00 /SESSION RATE
GROUP SESSION (hourly rate)	\$100.00 /HOURLY RATE

EXHIBIT B**3.11.3 INTRODUCTION & SUMMARY**

It is recognized that when dealing with offenders who are substance disordered effective interventions must address both chemical and criminogenic behavioral choices within a therapeutic atmosphere that stresses mutual respect, personal integrity, human dignity and self-worth. This requires an emphasis on a wide variety of communication skills and cognitive behavioral training to include: 1) rehearsal of communication skills; 2) assertiveness training modeling; 3) behavioral rehearsal of assertiveness skills; 4) refusal skills; 5) enhancing expression of feelings; 6) problem analysis and production of adaptive responses; 7) role-playing, pro-social modeling, and feedback; and 8) cognitive restructuring (Monti, Rohsenow, Colby, & Abrams, 1995). Cognitive-behavioral is the principle approach because it has been demonstrated to be essential for effective correctional rehabilitation to occur and is critical to the rehabilitation process for offenders (Gendreau, 1996). Furthermore, clients with more severe sociopathy and psychopathology did better in cognitive-behavioral therapies (CBT) (Kadden, Carroll, Donovan, Cooney, Monti, Abrams et al., 1992; Kadden, Cooney, Getter & Litt, 1989).

The implications from these and other research findings for treatment of the substance disordered offender support the following: 1) development of the therapeutic relationship and therapeutic atmosphere are critical (Andrews & Bonta, 1994; Corey, 2000); 2) the basic skills of therapeutic communication, motivational interviewing, and awareness of the client's stage of change are essential components to prepare the client for CBT treatment (Miller & Rollnick, 1991; Prochaska, 2000; DiClemente, Prochaska, Fairhurst, Valesquez & Rossi, 1991; 3) use of cognitive-behavioral therapies as the therapeutic framework is recommended (Gendreau, 1996; Kadden et al., 1992; Kadden et al., 1989; Monti et al., 1995); 4) motivational enhancement techniques should be an integral component in treatment (Bush & Bilodeau, 1993; Miller & Rollnick, 1991); 5) duration of treatment is more important than intensity (Moos, 2003); and 6) group treatment is the primary modality.

With this as the structural framework, our agency assists the client to mobilize his/her inner resources by: 1) promoting and positively reinforcing the client's efforts to change; 2) developing discrepancy by helping the client realize the adverse consequences of his/her current lifestyle and the benefits of changing; 3) avoiding argumentation and abstaining from any attack on the client's lifestyle to promote the client's recognition of the need for change; 4) rolling with resistance by assisting the client in active exploration of his/her ambivalence in order to find the solution; and 5) supporting self-efficacy by helping the client to believe in his/her own ability to change both chemical and criminal behaviors.

Our agency bases its program designs on the most current and empirically defensible approaches that have demonstrated positive outcomes. In addition, we bring over 30 years of experience in the treatment of substance disordered criminal offenders. Since our agency specializes in the treatment of the offender population with substance disorders, no clinician is hired without a strong background in offender rehabilitation, psychology of criminal conduct, and therapeutic eclecticism. Each program facilitator models prosocial behaviors through his/her life choices and philosophies. Adherence to and valuing the social norms of the community is also modeled. Our curriculum driven programs provide auditory, visual, and kinesthetic activities, have a facilitator workbook, structured lesson plans with class objectives, identified topics and activities, designated time limits for each, and specific materials for group participants designed for an appropriate reading level. All group participants are given a folder within which to keep program materials, homework, and topic modules provided by our agency.

This agency is bi-lingual and dedicates itself to cultural and ethnic sensitivity in its programming.

3.11.4 PROGRAM PROPOSAL FOR ADULT MEN AND ADULT WOMEN

The gender specific programs we suggest all emphasize client empowerment, self-efficacy, and personal accountability for behavioral choices. This is accomplished through understanding the relationship between core beliefs, thoughts, feelings, and behavioral outcomes and involves active client change in cognitive distortions, problem-solving skills, coping skills, decision making skills, and considering the views of others. Besides a reduction in chemical and criminal choices, additional outcomes anticipated include: 1) reduction of errors in thinking and logic; 2) decrease in client's external locus of control; 3) decrease in client ego-centricity; and 4) increase in adaptive coping mechanisms. These would be

assessed at entrance and exit from the program through the use of multiple psychometrically sound instruments. Outcome data would be provided to pertinent MCSO staff at the end of the contract year. Curriculum is designed for open-entry/exit format with pertinent psychometric instruments administered individually if necessary to maintain integrity of data collection.

Female programming is enhanced by the added emphasis on decreasing guilt and shame associated with the female client's application of negative and disgraceful stereotypes to herself (Covington, 1996; Gomberg, 1993; Wilsnack, 1990). This is facilitated by the use of self-in-relation theory as researched by Jordan, Kaplan, Miller, Stiver & Surrey (1991), which stresses the woman's basic sense of connection to others within the context of healthy relationships (Covington, 1996; Doherty & Cook, 1993; Finkelstein & Piedade, 1993; Surrey, 1991; Mintz & Wright, 1993). To this end, the curriculum exhibits some variation from that proposed for men.

CURRICULUM CONTENTS: OBJECTIVES AND LESSON PLANS FOR ADULT MEN

SESSION #1:

Objectives:

- 1A. Inform participants of the basic structure, goals, and expectations of the program.
- 1B. Define a concept of rules that is based on cooperation, not on power and domination
- 1C. Teach the concept that thinking drives behavior

Lesson Plan:

Program description, introductions, & rules - 15 minutes
Administer IDTS & DTCQ - 30 minutes
Overview of freedom of choice & empowerment - 15 minutes
Group activity "When You're Up" arrow exercise – 30 minutes
Group activity & grease board work - What Brought Me Here - 30 minutes
Homework assignment - Self Evaluation worksheet

SESSION #2

Objectives:

- 2A. Define terms (thoughts, feelings, beliefs, attitudes, and thinking patterns)
- 2B. Teach techniques of and rationale for doing Franklin Reality Model

Lesson Plan:

Review session #1 & present homework - 15 minutes
Group activity developing definitions of terms - 45 minutes
Explanation of Franklin Reality Model & group practice - 60 minutes
Homework assignment - Journal assignment & "1-2-3 Change"

SESSION #3

Objectives:

- 3A. Define terms (values, personal morals, community norms, and prosocial)
- 3B. Teach the rationale of using thinking reports
- 3C. Teach the techniques for using thinking reports

Lesson Plan:

Review session #2 & present homework - 15 minutes
Overview of values & moral development through group development of client case study - 30 minutes
Group activity, "Values Auction" – 45 minutes
Process using thinking reports & Franklin Reality models - 30 minutes
Homework assignment - Values Packet & Thinking Report on the most recent time when a personal value was compromised

SESSION #4

Objectives:

- 4A. Identify categories of the criminal continuum
- 4B. Reinforce the concepts of prosocial behaviors
- 4C. Teach in-depth processing of thinking reports
- 4D. Define “Risk”

Lesson Plan:

Review session #3 & present homework - 15 minutes
Overview of in-depth processing of thinking reports and group activity on appreciating others’ points of view as a cornerstone of living a pro-social life - 30 minutes
Overview of criminal continuum and group activity, “Dangerous River” exercise – 30 minutes
Individual grease board work on personal criminal conduct history - 45 minutes
Homework assignment - Journal assignment and thinking report on most recent crime

SESSION #5

Objectives:

- 5A. Learn about risk factors to AODA and criminal conduct
- 5B. Identify progression of antisocial choices
- 5C. Identify ways in which personality develops
- 5D. Identify how individuals develop belief systems

Lesson Plan:

Review session #4 & process TR’s - 30 minutes
Overview of personality development and antisocial choices through group activity developing a prototypical client - 30 minutes
Group activity on core beliefs by completion of core belief inventory and processing – 60 minutes
Homework assignment – Franklin Reality Model on personal core belief

SESSION #6

Objectives:

- 6A. Introduce the idea that specific attitudes, beliefs, and thinking patterns lie behind the behaviors that get us into trouble
- 6B. Explain the concept of cognitive distortion
- 6C. Teach a process of objective self-assessment based on the designated “thinking errors”
- 6D. Develop clear understanding of the content and meaning of the errors
- 6E. Have each participant identify the errors that most apply to them and understand some of the destructive consequences for himself and others

Lesson Plan:

Group check-in using core beliefs from FRMs - 15 minutes
Review session #5 & do indepth processing of homework (individual FRMs - 60 minutes
Group activity completing a FRM from chosen thinking error – 45 minutes
Homework assignment - Complete a TR from a recent situation involving a personal error in thinking

SESSION #7

Objectives:

- 7A. Analyze the process of change
- 7B. Identify stages of change
- 7C. Reinforce the concept that everyone can change behaviors if they choose

Lesson Plan:

Review session #6 & present homework - 45 minutes
Overview of process of change - 15 minutes
Group activity & grease board work on personal conditions or behaviors that one has attempted to change – 30 minutes
Completion of SOCRATES – 30 minutes
Homework assignment - Thinking Report on change

SESSION #8

Objectives:

- 8A. Identify connections between attempts to control and the process of change
- 8B. Identify those attempts which failed and those that worked

Lesson Plan:

Review session #7 & present homework - 45 minutes
Group activity and grease board work identifying attempts to change that worked and those that did not work - 45 minutes
Homework assignment - Thinking Report on most recent personal failure to change

SESSION #9

Objectives:

- 9A. Analyze the process of change by examining ambivalence
- 9B. Identify cost/benefits to AOD use/no use
- 9C. Identify cost/benefits to antisocial/prosocial behavior

Lesson Plan:

Review session #8 & present homework - 60 minutes
Overview of ambivalence & group activity on cost/benefits of substance use/abstinence & pro-social/antisocial choices - 60 minutes
Homework assignment - Personal cost/benefit scale on substance use/no use and pro-social/antisocial behavior

SESSION #10

Objectives:

- 10A. Identify barriers to change
- 10B. Learn methods or techniques for changing target thoughts or actions
- 10C. Evaluate personal motivation to change

Lesson Plan:

Review session #9 & present homework - 30 minutes
Group activity identifying barriers to change - 30 min
Group activity doing thinking report on a barrier to change - 30 minutes
Group process of SOCRATES – 30 minutes
Homework assignment – FRM on core belief about personal ability to successfully change behavior

SESSION #11

Objectives:

- 11A. Have each participant identify how they would set up their own relapse
- 11B. Learn how imbalances in your life can lead to seemingly irrelevant decisions
- 11C. Have each participant identify their seemingly irrelevant decisions and complete thought reports off them

Lesson Plan:

Review session #10 & present homework - 15 minutes
Group review of initial IDTS & DTCQ profiles and board work - 60 minutes
Group activity on “How I would set up my relapse” - 45 minutes
Homework assignment – TR on most recent relapse situation

SESSION #12

Objectives:

- 12A. Understand that anger is usually caused by some problem, and that we need alternatives for successful problem solving
- 12B. Learn the steps of handling anger
- 12C. Become aware of the events that normally trigger anger and of the mental and physical signals you experience when angry
- 12D. Understand the different types of aggression and violence and see which of these types you might fit
- 12E. Become aware of the situations in which you are most likely to respond to arousal in an aggressive or violent manner
- 12F. Learn and practice self-control skills to handle anger that leads to aggression and violence

Lesson Plan:

Review session #11 & present homework - 30 minutes
Group development of anger thermometer - 30 minutes
Overview of anger and self-control - 30 minutes
Practice anger management skills – 30 minutes
Homework assignment – TR on most recent anger situation

SESSION #13

Objectives:

- 13A. Understand the personal connection between mishandled anger, relapse, and recidivism.
- 13B. Identify the guilt-anger cycle and its relationship to relapse/recidivism
- 13C. Identify essential steps to personal prevention plan

Lesson Plan:

Review session #12 & present homework - 30 minutes
Group thought report on guilt-anger situation – 30 minutes
Group activity identifying essential elements in prevention plans – 30 minutes
Group activity designing ideal prevention plan – 30 minutes
Homework assignment – Design of personal relapse & recidivism prevention plan

SESSION #14

Objectives:

- 14A. Present individual relapse & recidivism prevention plan
- 14B. Complete end of class DTCQ

Lesson Plan:

- Review session #13 & present homework - 60 minutes
- Completion of DTCQ for those students finishing all classes – 30 minutes
- Group exercise identifying personal learning outcomes from classes – 15 minutes
- Congratulations to graduates with positive feedback – 15 minutes

CURRICULUM CONTENTS: OBJECTIVES AND LESSON PLANS FOR ADULT WOMEN

SESSION #1:

Objectives:

- 1A. Inform participants of the basic structure, goals, and expectations of the program.
- 1B. Define a concept of rules that is based on cooperation, not on power and domination
- 1C. Teach the concept that thinking drives behavior

Lesson Plan:

- Program description, introductions, & rules - 15 minutes
- Administer IDTS & DTCQ - 30 minutes
- Overview of freedom of choice & empowerment - 15 minutes
- Group activity “When You’re Up” arrow exercise – 30 minutes
- Group activity & grease board work - What Brought Me Here - 30 minutes
- Homework assignment - Self Evaluation worksheet

SESSION #2

Objectives:

- 2A. Define terms (thoughts, feelings, beliefs, attitudes, and thinking patterns)
- 2B. Teach techniques of and rationale for doing Franklin Reality Model

Lesson Plan:

- Review session #1 & present homework - 15 minutes
- Group activity developing definitions of terms - 45 minutes
- Explanation of Franklin Reality Model & group practice - 60 minutes
- Homework assignment - Journal assignment & “1-2-3 Change”

SESSION #3

Objectives:

- 3A. Define terms (values, personal morals, community norms, and prosocial)
- 3B. Teach the rationale of & techniques for using thinking reports
- 3C. Increase self-awareness through an understanding of past roles

Lesson Plan:

- Review session #2 & present homework - 15 minutes
- Overview of values & moral development through group development of client case study & sharing personal story - 30 minutes
- Group activity, “Values Auction” – 45 minutes
- Process using thinking reports & Franklin Reality models - 30 minutes
- Homework assignment - Values Packet & Thinking Report on the most recent time when a personal value was compromised

SESSION #4

Objectives:

- 4A. Increase awareness of mental messages
- 4B. Identify messages from past and present
- 4C. Identify impact of these messages on adult self
- 4D. Identify ways to alter destructive messages

Lesson Plan:

Review session #3 & present homework - 15 minutes
Group activity and grease board work on mental messages - 45 minutes
Group exercise doing FRM on mental messages – 45 minutes
Group exercise identifying ways to alter destructive messages – 15 minutes
Homework assignment – FRM on personal mental message

SESSION #5

Objectives:

- 5A. Learn about risk factors between relationships, AODA, and criminal choices
- 5B. Identify progression of antisocial choices and relationships
- 5C. Identify ways in which personality develops
- 5D. Identify how individuals develop belief systems

Lesson Plan:

Review session #4 & process FRMs - 30 minutes
Overview of personality development and antisocial choices through group activity developing a prototypical client - 30 minutes
Group activity on core beliefs by completion of core belief inventory and processing – 60 minutes
Homework assignment – Franklin Reality Model on personal core belief

SESSION #6

Objectives:

- 6A. Introduce the idea that specific attitudes, beliefs, and thinking patterns lie behind the behaviors that get us into trouble
- 6B. Identify family of origin impact on relationships
- 6C. Identify personal thinking errors
- 6D. Develop clear understanding of the content and meaning of these errors
- 6E. Have each participant identify the errors that most apply to them and understand some of the destructive consequences for herself and others

Lesson Plan:

Group check-in using core beliefs from FRMs - 15 minutes
Review session #5 & do in depth processing of homework (individual FRMs - 60 minutes
Group activity completing a FRM from chosen thinking error – 45 minutes
Homework assignment - Complete a TR from a recent situation involving a personal error in thinking

SESSION #7

Objectives:

- 7A. Analyze the process of change
- 7B. Identify stages of change
- 7C. Reinforce the concept that everyone can change behaviors if they choose

Lesson Plan:

Review session #6 & present homework - 45 minutes
Overview of process of change - 15 minutes
Group activity & grease board work on personal conditions or behaviors that one has attempted to change – 30 minutes
Completion of SOCRATES – 30 minutes
Homework assignment - Thinking Report on change

SESSION #8

Objectives:

- 8A. Identify connections between attempts to control and the process of change
- 8B. Identify those attempts which failed and those that worked

Lesson Plan:

Review session #7 & present homework - 45 minutes
Group activity and grease board work identifying attempts to change that worked and those that did not work - 45 minutes
Homework assignment - Thinking Report on most recent personal failure to change

SESSION #9

Objectives:

- 9A. Analyze the process of change by examining ambivalence
- 9B. Identify cost/benefits to AOD use/no use
- 9C. Identify cost/benefits to antisocial/prosocial behavior

Lesson Plan:

Review session #8 & present homework - 60 minutes
Overview of ambivalence & group activity on cost/benefits of substance use/abstinence & pro-social/antisocial choices - 60 minutes
Homework assignment - Personal cost/benefit scale on substance use/no use and pro-social/antisocial behavior

SESSION #10

Objectives:

- 10A. Identify barriers to change
- 10B. Learn methods or techniques for changing target thoughts or actions
- 10C. Evaluate personal motivation to change

Lesson Plan:

Review session #9 & present homework - 30 minutes
Group activity identifying barriers to change - 30 min
Group activity doing thinking report on a barrier to change - 30 minutes
Group process of SOCRATES – 30 minutes
Homework assignment – FRM on core belief about personal ability to successfully change behavior

SESSION #11

Objectives:

- 11A. Have each participant identify how they would set up their own relapse
- 11B. Learn how imbalances in your life can lead to seemingly irrelevant decisions
- 11C. Have each participant identify their seemingly irrelevant decisions and complete thought reports off them

Lesson Plan:

Review session #10 & present homework - 15 minutes
Group review of initial IDTS & DTCQ profiles and board work - 60 minutes
Group activity on “How I would set up my relapse” - 45 minutes
Homework assignment – TR on most recent relapse situation

SESSION #12

Objectives:

- 12A. Understand the interpersonal violence cycle and that anger is usually caused by some problem, and that we need alternatives for successful problem solving
- 12B. Learn the steps for handling anger & domestic violence
- 12C. Become aware of the events that normally trigger anger and of the mental and physical signals you experience when angry
- 12D. Understand the different types of aggression and violence and share personal history of interpersonal violence/abuse
- 12E. Become aware of the situations in which interpersonal violence is most likely to occur
- 12F. Learn and practice self-control skills to handle anger that leads to aggression and violence

Lesson Plan:

Review session #11 & present homework - 30 minutes
Group development of anger thermometer - 30 minutes
Overview of anger and self-control - 30 minutes
Practice anger management skills – 30 minutes
Homework assignment – TR on most recent anger situation

SESSION #13

Objectives:

- 13A. Understand the personal connection between interpersonal violence, relapse, and recidivism.
- 13B. Identify the guilt-anger cycle and its relationship to relapse/recidivism
- 13C. Assess personal relationships & identify components in healthy relationships
- 13D. Identify components necessary for relapse/recidivism prevention plans

Lesson Plan:

Review session #12 & present homework - 30 minutes
Group thought report on guilt-anger situation – 30 minutes
Group activity identifying essential elements in prevention plans – 30 minutes
Group activity designing ideal prevention plan – 30 minutes
Homework assignment – Design of personal relapse & recidivism prevention plan

SESSION #14

Objectives:

- 14A. Present individual relapse & recidivism prevention plan
- 14B. Complete end of class DTCQ

Lesson Plan:

- Review session #13 & present homework - 60 minutes
- Completion of DTCQ for those students finishing all classes – 30 minutes
- Group exercise identifying personal learning outcomes from classes – 15 minutes
- Congratulations to graduates with positive feedback – 15 minutes

3.11.5 PERSONNEL QUALIFICATIONS

Resumes and copies of credentials are attached for all provider staff. The following will summarize special training, classes, internships, and work experiences that provides our organization with particular expertise for the provision of services associated with this RFP.

Support personnel involved in this program are Ms. Patricia Rosas and Ms. Kathy Dyer. Ms. Rosas is an owner of the agency and the office manager in charge of three staff who provide administrative assistance. Enclosed is her resume for your review. Ms. Dyer is a certified public accountant who handles our agency's fiscal matters and all activities and duties ascribed to this position as required by law for the effective operation of the agency.

This agency has a combination of over 75 years of experience in working with criminal offenders who are substance disordered. We have provided continuous services to the substance disordered offender through contracts with Maricopa County Adult Probation, Arizona Department of Corrections Correctional Officer Offender Liaison Program, and felony DUI Court. We have consistently received outstanding evaluations with yearly audits conducted by these entities.

In addition, we have provided intensive outpatient clinical services on-site to area transitional living facilities prior to opening our own full service transitional living facility primarily dedicated to male and female clients involved with the criminal justice system.

This agency provides continuing education to its entire direct service staff on a monthly basis. These in-service trainings have been approved by the Arizona Board for Certification of Addiction Counselors for continuing education units.

3.11.6 PROPOSAL EXCEPTIONS

There are no proposal exceptions.

CONCEPTS FOR CHANGE INC., 5008 W GLENDALE AVENUE, GLENDALE, AZ 85301

PRICING SHEET S083204/B0606023 NIGP 95221

Terms: NET 30

Vendor Number: ~~860885832~~ **W000002359 X**

Telephone Number: 623/930-9317

Fax Number: 623/930-9521

Contact Person: Lynda K. Hemann

E-mail Address: Concepts123@aol.com

Certificates of Insurance Required

Contract Period: To cover the period ending **February 28, 2007 2010.**