

SERIAL 16069 RFP COGNITIVE RESTRUCTURING GROUPS - MCSO
Contract - Sage

DATE OF LAST REVISION: May 18, 2016

CONTRACT END DATE: May 31, 2018

CONTRACT PERIOD THROUGH MAY 31, 2018

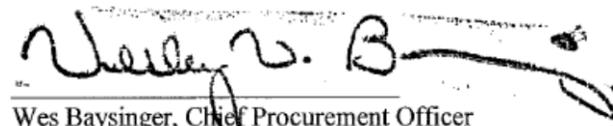
TO: All Departments

FROM: Office of Procurement Services

SUBJECT: Contract for **COGNITIVE RESTRUCTURING GROUPS - MCSO**

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 **May 18, 2016**.

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, Chief Procurement Officer
Office of Procurement Services

AS/mm
Attach

Copy to: Office of Procurement Services
Amie Bristol, MCSO

(Please remove Serial 09110-RFP from your contract notebooks)



CONTRACT PURSUANT TO RFP

SERIAL 16069-RFP

This Contract is entered into this 18th day of May, 2016 by and between Maricopa County (“County”), a political subdivision of the State of Arizona, and SAGE Counseling, Inc., an Arizona corporation (“Contractor”) for weekly to semi-weekly, cognitive restructuring group therapy, the Thinking for a Change (T4C) and curriculum based educational services.

1.0 CONTRACT TERM:

- 1.1 This Contract is for a term of two (2) years, beginning on the 18th day of May, 2016 and ending the 31st day of May, 2018.
- 1.2 The County may, at its option and with the agreement of the Contractor, renew the term of this Contract for additional terms up to a maximum of four (4) years, (or at the County’s sole discretion, extend the contract on a month-to-month bases for a maximum of six (6) months after expiration). The County shall notify the Contractor in writing of its intent to extend the Contract term at least sixty (60) calendar days prior to the expiration of the original contract term, or any additional term thereafter.

2.0 FEE ADJUSTMENTS:

- 2.1 At the County’s sole discretion, compensation may be adjusted at the Contract renewal date.

3.0 PAYMENTS:

- 3.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit “A.”
- 3.2 Payment shall be made upon the County’s receipt of a properly completed invoice.
- 3.3 INVOICES:
 - 3.3.1 The Contractor shall submit one (1) legible copy of their detailed invoice before payment(s) can be made. Incomplete invoices will not be processed. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract Serial Number
- County purchase order number
- Invoice number and date
- Payment terms
- Date of service
- Quantity (number of days or weeks)
- Description of Purchase (services)
- Extended price

- Arrival and completion time (if applicable)
- Total Amount Due

3.3.2 Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

3.3.3 Submit ALL invoices to the following e mail or postal address:

MCSO Finance –Accounts Payable
mcsaccounts payable@mail.maricopa.gov (PREFERRED)
550 West Jackson Street
Phoenix, AZ 85003

3.3.4 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Contract Award the Contractor shall complete the Vendor Registration Form located on the County Department of Finance Vendor Registration Web Site (<http://www.maricopa.gov/Finance/Vendors.aspx>).

3.3.5 Discounts offered in the contract shall be calculated based on the date a properly completed invoice is received by the County (ROI).

3.3.6 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

3.4 APPLICABLE TAXES:

3.4.1 **Payment of Taxes:** The Contractor shall pay all applicable taxes. With respect to any installation labor on items that are not attached to real property performed by Contractor under the terms of this Contract, the installation labor cost and the gross receipts for materials provided shall be listed separately on the Contractor's invoices.

3.4.2 **State and Local Transaction Privilege Taxes:** Maricopa County is subject to all applicable state and local transaction privilege taxes. To the extent any state and local transaction privilege taxes apply to sales made under the terms of this contract it is the responsibility of the seller to collect and remit all applicable taxes to the proper taxing jurisdiction of authority.

3.4.3 **Tax Indemnification:** Contractor and all subcontractors shall pay all Federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to hold Maricopa County harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

3.5 TAX: (SERVICES)

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

3.6 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE):

3.6.1 The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of \$AVE

may access a contract resulting from a solicitation issued by the County. If you **do not** want to grant such access to a member of \$AVE, **please so state** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

3.7 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's)

3.7.1 County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract

4.0 AVAILABILITY OF FUNDS:

4.1 The provisions of this Contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this Contract. County shall keep the Contractor fully informed as to the availability of funds.

4.2 If any action is taken by any state agency, Federal department or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this Contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this Section, at least ten (10) days in advance.

5.0 DUTIES:

5.1 The Contractor shall perform all duties stated in Exhibit "B", or as otherwise directed in writing by the Procurement Officer.

5.2 During the Contract term, County may 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.

6.0 TERMS and CONDITIONS:

6.1 INDEMNIFICATION:

To the fullest extent permitted by law, and to the extent that claims, damages, losses or expenses are not covered and paid by insurance purchased by the Contractor, the Contractor shall defend indemnify and hold harmless the County (as Owner), its agents, representatives, agents, officers, directors, officials, and employees from and against all claims, damages, losses, and expenses (including, but not limited to attorneys' fees, court costs, expert witness fees, and the costs and attorneys' fees for appellate proceedings) arising out of, or alleged to have resulted from the negligent acts, errors, omissions, or mistakes relating to the performance of this Contract.

Contractor's duty to defend, indemnify, and hold harmless the County, its agents, representatives, agents, 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 or injury to, impairment of, or destruction of tangible property, including loss of use resulting there from, caused by negligent acts, errors, omissions, or mistakes in the performance of this Contract, but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, any one directly or indirectly employed by them, or anyone for whose acts they may be liable,

regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.

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.

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

6.2 **INSURANCE:**

6.2.1 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++. 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.

6.2.2 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.

6.2.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

6.2.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

6.2.5 The insurance policies may provide coverage that 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.

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

6.2.7 The policies required hereunder, except Workers' Compensation and Errors and Omissions, 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.

6.2.8 **Commercial General Liability:**

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$2,000,000 for each occurrence, \$4,000,000 Products/Completed Operations Aggregate, and \$4,000,000 General Aggregate Limit. The policy shall include coverage for premises liability, bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provisions which would serve to limit third party action over claims. There shall be no endorsement or modifications of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

6.2.9 Automobile Liability:

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services or use or maintenance of the Premises under this Contract.

6.2.10 Workers' Compensation:

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 under this Contract; and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

Contractor, its contractors and its subcontractors waive all rights against Contract 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, its contractors and its subcontractors pursuant to this Contract.

6.2.11 Professional Liability:

Contractor shall maintain Professional Liability insurance which will provide coverage for any and all acts arising out of the work or services performed by the Contractor under the terms of this Contract, with a limit of not less than \$1,000,000 for each claim, and \$3,000,000 aggregate claims.

6.2.12 Sexual molestation and physical abuse:

When services involve working with these groups of individuals, the insurance requirements in the contract need to be revised to include coverage for "**sexual molestation and physical abuse**". Coverage for this type of claim, or allegation, is excluded from standard general liability policies. Therefore, contractors whose services include working with and/or caring for children/elderly and disabled persons should have their policies specifically endorsed to include this coverage.

6.2.12.1 **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- a. **The policy shall be endorsed to include coverage for physical/sexual abuse and molestation.**
- b. The policy shall be endorsed to include the following additional insured language: "(Maricopa County), its subsidiary, parent, associated and/or affiliated entities, successors, or assigns, its elected officials, trustees, employees, agents, and volunteers shall be named as additional insureds with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

6.2.13 Certificates of Insurance.

6.2.13.1 Prior to Contract **AWARD**, Contractor shall furnish the County with valid and complete 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.

6.2.13.2 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.

6.2.13.3 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.

6.2.14 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.

6.3 FORCE MAJEURE

6.3.1 Neither party shall be liable for failure of performance, nor incur any liability to the other party on account of any loss or damage resulting from any delay or failure to perform all or any part of this Contract if such delay or failure is caused by events, occurrences, or causes beyond the reasonable control and without negligence of the parties. Such events, occurrences, or causes will include Acts of God/Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, riots, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, lockout, blockage, embargo, labor dispute, strike, interruption or failure of electricity or telecommunication service.

6.3.2 Each party, as applicable, shall give the other party notice of its inability to perform and particulars in reasonable detail of the cause of the inability. Each party must use best efforts to remedy the situation and remove, as soon as practicable, the cause of its inability to perform or comply.

6.3.3 The party asserting *Force Majeure* as a cause for non-performance shall have the burden of proving that reasonable steps were taken to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

6.3.4 The County shall reserve the right to terminate this Contract and/or any applicable order or contract release purchase order upon non-performance by Contractor. The County shall reserve the right to extend the Contract and time for performance at its discretion.

6.4 WARRANTY OF SERVICES:

6.4.1 The Contractor warrants that all services provided hereunder will conform to the requirements of the Contract, including all descriptions, specifications and attachments made a part of this Contract. County’s acceptance of services or goods provided by the Contractor shall not relieve the Contractor from its obligations under this warranty.

6.4.2 In addition to its other remedies, County may, at the Contractor's expense, require prompt correction of any services failing to meet the Contractor's warranty herein. Services corrected by the Contractor shall be subject to all the provisions of this Contract in the manner and to the same extent as services originally furnished hereunder.

6.5 INSPECTION OF SERVICES:

6.5.1 The Contractor shall provide and maintain an inspection system acceptable to County covering the services under this Contract. Complete records of all inspection work

performed by the Contractor shall be maintained and made available to County during contract performance and for as long afterwards as the Contract requires.

6.5.2 County has the right to inspect and test all services called for by the Contract, to the extent practicable at all times and places during the term of the Contract. County shall perform inspections and tests in a manner that will not unduly delay the work.

6.5.3 If any of the services do not conform to Contract requirements, County may require the Contractor to perform the services again in conformity with Contract requirements, at no cost to the County. When the defects in services cannot be corrected by re-performance, County may:

6.5.3.1 Require the Contractor to take necessary action to ensure that future performance conforms to Contract requirements; and

6.5.3.2 Reduce the Contract price to reflect the reduced value of the services performed.

6.5.4 If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with Contract requirements, County may:

6.5.4.1 By Contract or otherwise, perform the services and charge to the Contractor, through direct billing or through payment reduction, any cost incurred by County that is directly related to the performance of such service; or

6.5.4.2 Terminate the Contract for default.

6.6 **REQUIREMENTS CONTRACT:**

6.6.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid is a requirements contract. However, the Contract does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials or services contained in the Contract, they will be purchased from the Contractor awarded that item if the Contractor can meet all the delivery requirements of the County. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.

6.6.2 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 documentable costs incurred by the Contractor in response to the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

6.6.3 Contractors agree to accept verbal notification of cancellation of Purchase Orders from the County Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

6.7 **Suspension of Work**

The Procurement Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Procurement Officer determines appropriate for the convenience of the County. No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor. No request for adjustment under this clause shall be granted unless the claim, in an

amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

6.8 Stop Work Order

The Procurement Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Procurement Officer shall either—

6.8.1 Cancel the stop-work order; or

6.8.2 Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the County, clause of this contract.

6.8.3 The Procurement Officer may make an equitable adjustment in the delivery schedule and/or contract price, or otherwise, and the contract shall be modified, in writing, accordingly, if the Contractor demonstrates that the stop work order resulted in an increase in costs to the Contractor.

6.9 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

6.10 TERMINATION FOR DEFAULT:

The County may, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

6.10.1 Deliver the supplies or to perform the services within the time specified in this contract or any extension;

6.10.2 Make progress, so as to endanger performance of this contract; or

6.10.3 Perform any of the other provisions of this contract.

6.10.4 The County's right to terminate this contract under these subparagraph may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the County) after receipt of the notice from the Procurement Officer specifying the failure.

6.11 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel any 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.

6.12 CONTRACTOR LICENSE REQUIREMENT:

6.12.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Office of Procurement Services and the using agency of any and all changes concerning permits, insurance or licenses.

6.12.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

6.13 SUBCONTRACTING:

6.13.1 The Contractor may not assign to another Contractor or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

6.13.2 The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates or the County has approved the increase. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

6.14 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Office of Procurement Services shall be responsible for approving all amendments for Maricopa County.

6.15 ADDITIONS/DELETIONS OF SERVICE:

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

6.15.2 The County reserves the right of final approval on proposed staff for all Task Orders. Also, upon request by the County, the Contractor will be required to remove any employees working on County projects and substitute personnel based on the discretion of the County within two business days, unless previously approved by the County.

6.16 VALIDITY:

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

6.17 SEVERABILITY:

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

6.18 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a Contract and to the performance thereunder.

6.19 NON-DISCRIMINATION:

CONTRACTOR agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and may be viewed and downloaded at the Governor of the State of Arizona's website <http://azmemory.azlibrary.gov/cdm/singleitem/collection/execorders/id/680/rec/1> which is hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, CONTRACTOR shall not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

6.20 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

6.20.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor

6.20.1.1 is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

6.20.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

6.20.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

6.20.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

6.20.2 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

6.21 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

6.21.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall

remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

- 6.21.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 6.21.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

6.22 INFLUENCE

As prescribed in MC1-1202 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct may be grounds for Disbarment or Suspension under MC1-902.

An attempt to influence includes, but is not limited to:

- 6.22.1 A Person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type valuable contribution or subsidy,
- 6.22.2 That is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.

If a Person attempts to influence any employee or agent of Maricopa County, the Chief Procurement Officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.

6.23 CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLERBLOWER RIGHTS.

- 6.23.1 The Parties agree that this Contract and employees working on this Contract will be subject to the whistleblower rights and remedies in the pilot program on contractor employee whistleblower protections established at 41 U.S.C. § 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and section 3.908 of the Federal Acquisition Regulation;
- 6.23.2 Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. § 4712, as described in section 3.908 of the Federal Acquisition Regulation. Documentation of such employee notification must be kept on file by Contractor and copies provided to County upon request.
- 6.23.3 Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold (\$150,000 as of September 2013).

6.24 ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW:

6.24.1 In accordance with section MCI 371 of the Maricopa County Procurement Code the Contractor agrees to retain all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is latest. 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.

6.24.2 If the Contractor's books, records, accounts, statements, reports, files, and other records and back-up documentation 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.

6.24.3 If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance. The course of action to address the disallowance shall be at sole discretion of the County, and may include either an adjustment to future invoices, request for credit, request for a check or deduction from current billings Submitted by the Contractor by the amount of the disallowance, or to require reimbursement forthwith of the disallowed amount by the Contractor by issuing a check payable to Maricopa County.

6.25 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.

6.26 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 of the contract.

6.27 PUBLIC RECORDS:

Under Arizona law, all Offers submitted and opened are public records and must be retained by the Records Manager at the Office of Procurement Services. Offers shall be open to public inspection and copying after Contract award and execution, except for such Offers or sections thereof determined to contain proprietary or confidential information by the Office of Procurement Services. If an Offeror believes that information in its Offer or any resulting Contract should not be released in response to a public record request under Arizona law, the Offeror shall indicate the specific information deemed confidential or proprietary and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise from disclosure. The Records Manager of the Office of Procurement Services shall determine whether the identified information is confidential pursuant to the Maricopa County Procurement Code.

6.28 PRICES:

Contractor warrants that prices extended to County under this Contract are no higher than those paid by any other customer for these or similar services.

6.29 INTEGRATION:

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

6.30 RELATIONSHIPS:

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, co-employee, partnership, principal and agent, or joint venture between the County and the Contractor.

6.31 GOVERNING LAW:

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona

6.32 ORDER OF PRECEDENCE:

In the event of a conflict in the provisions of this Contract and Contractor's license agreement, if applicable, the terms of this Contract shall prevail.

6.33 INCORPORATION OF DOCUMENTS:

The following are to be attached to and made part of this Contract:

- 6.33.1 Exhibit A, Pricing;
- 6.33.2 Exhibit B, Scope of Work;
- 6.33.3 Exhibit B-1, Narrative

NOTICES:

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

For County:

Maricopa County
Office of Procurement Services
ATTN: Contract Administration
320 West Lincoln Street
Phoenix, Arizona 85003-2494

For Contractor:

Stephen Grams
SAGE Counseling, Inc.
1830 S. Alma School Road, Suite 101
Mesa, AZ 85210

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

CONTRACTOR

Stephen Grams
AUTHORIZED SIGNATURE

Stephen Grams Executive Director
PRINTED NAME AND TITLE

1830 S. Alma School Road, #101, Mesa, AZ 85210
ADDRESS

4-25-16
DATE

MARICOPA COUNTY

[Signature]
CHAIRMAN, BOARD OF SUPERVISORS

MAY 18 2016
DATE

ATTESTED:

Cristine Copeland
DEPUTY CLERK OF THE BOARD

MAY 18 2016
DATE

APPROVED AS TO FORM:

[Signature]
DEPUTY COUNTY ATTORNEY

May 16, 2016
DATE

**EXHIBIT B
SCOPE OF WORK**

1.0 INTENT:

The intent of this solicitation is to provide, weekly to semi-weekly, cognitive restructuring group therapy, the Thinking for a Change program (T4C) and curriculum based educational services for the Maricopa County Sheriff's Office (MCSO) Inmate Programs Division. The program must be developed to the satisfaction of the MCSO and meet all the criteria as contained in the scope of work. Maricopa County reserves the right to award this contract to multiple vendors. The Maricopa County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

Other governmental entities under agreement with the County may have access to services provided hereunder (see also Section 3.6 and 3.7 above)

2.0 SCOPE OF WORK:

2.1 TECHNICAL REQUIREMENTS:

2.1.1 Qualifications:

2.1.1.1 Counselors providing direct services (client contact) shall possess a master's degree in the field of human services (e.g. Counseling, Psychology, Social Work, or related field), or must receive clinical supervision from a Ph.D. level or Masters level prepared supervisor. The counselors providing direct services shall be State certified Counselors or eligible for certification.

2.1.1.1.1 Counselors need to have a license obtained through the Arizona State Board of Behavioral Health in the appropriate discipline such as professional or associated counselor, social worker, or marriage and family counselor or be eligible for licensure and have a minimum of two years or 2000 hours experience in education or counseling. Provide a copy with submittal.

2.1.1.2 Counselors shall possess professional certificates in counseling or be eligible for certification. Provide a copy with submittal.

2.1.1.2.1 Criteria for eligibility for certification may be obtained from Board of Behavioral Health Examiners, phone number 602-542-1882.

2.1.1.3 In addition, counselors shall have a minimum of two years of related experience or at least 2,000 hours education or counseling. The counselor shall be experienced in delivering Cognitive Behavioral Services (any training by Adult Probation or MCSO departments is preferred). This experience shall include the facilitation of educational/didactic groups for criminal offenders /participants.

2.1.2 Credentials Verification:

2.1.2.1 Each applicant/respondent shall submit copies of resumes and college degrees for each person who will be providing direct services to Inmate Program Division referrals.

2.1.2.1.1 Resumes shall include both education and related work experience.

2.1.2.1.2 Resumes for staff providing direct and/or supervisory services are to be included with the proposal as an attachment.

2.1.2.2 Providers are to notify MCSO authorized personnel of any and all material changes to personnel and program content related to the service contract. Notification for content change needs written approval by authorized MCSO personnel prior to implementation (contact name/phone number of authorized personnel shall be provided at time of award). Notification of staff changes shall be made no less than 48 hours from the predicted or actualized change(s).

2.1.3 Parameters:

2.1.3.1 Clients will be referred by the MCSO Inmate Programs Division, Substance Abuse Treatment Programs, Adult Programs and/or Education Section.

2.1.3.2 There are four groups involved. These groups are comprised of juvenile males between the ages of 12 and 18; juvenile females between the ages of 12 and 18; adult males; and adult females.

2.1.3.3 Gender and age specific groups only shall be presented for consideration.

2.1.3.4 Providers are to facilitate weekly to semi-weekly sessions of evidence based cognitive restructuring groups' as well as presenting the Thinking for a Change program (T4C) as developed by the National Institute of Corrections.

2.1.3.4.1 Group sessions should be approximately 120 minutes in length.

2.1.3.4.2 Groups shall be facilitated by use of a structured curriculum, containing a counselor's guide and client workbook. The counselor must provide the group materials. MCSO recommends formation of "open ended" groups for the program, where appropriate.

2.1.3.4.3 *Gender specific and bilingual (Spanish) programming is preferred.*

2.1.3.4.4 For the term of the contract, substitute counselors are not allowed without prior written approval from authorized MCSO personnel. All substitute counselors must meet the jail entrance requirements of MCSO. (Section 2.1.3.4 and Detention and Sheriff's Office Facilities Guidelines and Maricopa County Sheriff's Office Acknowledgement of Prison Rape Elimination Act (PREA)).

2.1.3.5 Providers are responsible for good classroom management and abiding with all safety, security and jail inmate regulations.

2.1.4 Services:

2.1.4.1 Each applicant shall provide a proposal for services that includes methods to:

2.1.4.1.1 Facilitate a learning environment whereby clients are;

2.1.4.1.1.1 Provided an objective presentation of goals, objectives & contrasting behavior and/or attitudes;

2.1.4.1.1.2 Are presented with cognitive-behavioral strategies to challenge current thinking & feeling about change;

2.1.4.1.1.3 Are taught to complete thinking reports;

2.1.4.1.1.4 Are assisted in developing their own ambivalence & discrepancy regarding change factors and;

- 2.1.4.1.1.5 Are taught skills to enhance self-efficacy necessary to make initial commitments to change.
- 2.1.4.1.2 Education regarding:
 - 2.1.4.1.2.1 The Stages of Change process (Prochaska, DiClemente, & Norcross, 1992);
 - 2.1.4.1.2.2 Motivation types and strategies (external vs. internal drives);
 - 2.1.4.1.2.3 Goal setting and attainment;
 - 2.1.4.1.2.4 Skill development (e.g., insight & awareness enhancement, problem solving, decision making, impulse control, consequences, and communicating needs and desires).
- 2.1.4.1.3 Provide visual, auditory, and kinesthetic activities to encourage learning environment for all learning types.
- 2.1.4.1.4 Provide objective counseling & training services that allow them to identify personal resistances, barriers, and challenges to change.
- 2.1.4.1.5 Provide structured formatted groups to teach inmates how to redesign and implement new thinking patterns to meet the Inmate Program Division's goals of reducing crime and recidivism, by teaching inmates how to manage anger, control impulses, recover from chemical addiction, discontinue anti-social behaviors including domestic violence, and make positive, responsible choices. The groups will be an extension of Inmate Programs and may be aligned with established education or treatment programs' goals and objectives.
- 2.1.4.1.6 Provide specific, individualized treatment plans that identify objectives to overcome barriers to change.
- 2.1.4.1.7 Individual Pre and Post testing activities that measures change in participant's cognitive skills *with copies provided to authorized program staff for file retention.*
- 2.1.4.1.8 Prepare discharge or treatment summaries for group participants. These summaries will be provided to the respective authorized MCSO section personnel.
- 2.1.4.1.9 Immediate notification shall be given to program staff of the respective Section MCSO personnel of any program participant that fails to fully participate in class or demonstrates inappropriate behavior in group.
- 2.1.4.1.10 The goal of the counselor should be to inculcate each inmate the ability to accept responsibility for changing his/he behavior by learning how to identify and change attitudinal, physical, psychological, and intellectual factors that contribute to resistances and barriers to change.

2.1.5 Administrative Services:

- 2.1.5.1 The provider will maintain accurate attendance records and notification of absences will be provided to the respective authorized MCSO section personnel on the next business day.
- 2.1.5.2 Monthly progress reports shall be submitted to the respective authorized MCSO personnel of the respective Section documenting attendance, homework completion, attitude, progress in treatment, future treatment recommendations. The reports are due to the respective authorized MCSO section personnel by the end of each month.
- 2.1.5.3 Statistical reports are to be completed and submitted to the respective authorized MCSO section personnel as indicated.
 - 2.1.5.3.1 Reports are to be submitted on a quarterly basis to the assigned Section commander or designee.
- 2.1.5.4 Pre and post testing of cognitive skills to measure improvements are required for each inmate participating in the groups.
 - 2.1.5.4.1 Testing results for each student is due to the respective authorized MCSO section personnel within five (5) business days after the completion of said testing procedure.
- 2.1.5.5 If it is determined that a participant may be dismissed or discharged from group or discharged from group by the provider, the provider will notify MCSO Programs personnel in the respective Section. Such notification shall occur prior to termination unless infraction violates the safety and well-being of the participant or others. If terminated from group, a written report is to be submitted to the respective authorized MCSO section personnel within 24 hours of dismissal.

2.1.6 Administrative Information:

- 2.1.6.1 Providers shall be required, at the discretion of MCSO, to facilitate groups in the following six (6) jail facilities:

Lower Buckeye Jail (Adults & Juvenile)
3250 W. Lower Buckeye Road
Phoenix, AZ 85009

Durango Jail (Adults)
3225 W. Gibson Lane
Phoenix, AZ 85009

Towers Jail (includes Pup Tents)
3127 W. Durango
Phoenix, AZ 85009

Estrella Jail (Adults)
2939 W. Durango
Phoenix, AZ 85009

4th Avenue Jail
301 W. Madison
Phoenix, AZ 85003

In-Tents Jail (All Adults)
2939 W Durango
Phoenix, AZ 85009

- 2.1.6.2 Proposers are to "bid" for services on a cost per group session basis.
 - 2.1.6.2.1 Group sessions are expected to be 120 minutes in length.
 - 2.1.6.2.2 Group size will be 4 – 22 participants.
- 2.1.6.3 ***Proposals exceeding \$200.00 per group session will not be considered.*** On occasion, sessions of less than 120 minutes may be required.

2.1.6.4 Proposers are asked to provide an hourly fee or rate for group sessions which are scheduled for less than the norm of 120 minutes. Applicants are encouraged to submit competitive “bids” when submitting responses.

2.1.6.4.1 Group preparation, supplementary individual counseling, and documentation preparation time are considered inclusive of the group rate.

2.1.6.5 Providers are to prepare, update, and report outcomes relating to individualized treatment plans for each inmate served. These plans and reports will be provided to the respective authorized MCSO Section personnel.

EXHIBIT B-1 NARRATIVE

5.5.3 PROPOSAL

AS DIRECTED, THIS SECTION CONTAINS A STATEMENT OF THE PROGRAMS AND SERVICES PROPOSED. IT IS BASED ON SECTION 2.0 SCOPE OF WORK, AND FOCUSES PRIMARILY, BUT NOT EXCLUSIVELY, ON 2.4.1 SERVICES. SAGE COUNSELING WILL FULLY COLLABORATE WITH MCSO STAFF TO DEVELOP AND IMPLEMENT THIS PROGRAM IN A MANNER THAT FOLLOWS THEIR PHILOSOPHY AND PLAN FOR THE PROGRAM. WE WILL ALSO COMPLY WITH ALL OF THE SPECIFICATIONS AND REQUIREMENTS LISTED IN THE SCOPE OF WORK AND ALL OF THE OTHER SECTIONS, EVEN IF NOT EXPLICITLY ADDRESSED IN OUR PROPOSAL.

2.1.1 Through 2.1.1.3 Qualifications and 2.1.2 through 2.1.2.2 Credentials

Contractor's clinical staff will all have the qualifications required. As directed, we have included staff resumes, professional licenses, certificates, and diplomas for key personnel. Contractor Counseling has 18 offices that are licensed as Outpatient Clinics by the Arizona Department of Health Services, Bureau of Medical Facilities Licensing. We also provide services in jails, prisons, and client homes.

Contractor has provided cognitive-behavioral programming for MCSO for various inmate populations, including services under this Cognitive Skills contract, for over 15 years. Providing those kinds of clinical services for the criminal justice system is the primary focus and work of our agency. We employ a psychoeducational, client focused, individualized treatment orientation, and all of our programming is based on a **Cognitive-Behavioral, Social Skills Training** platform, which the Substance Abuse and Mental Health Service Administration (SAMHSA) lists as an **Evidence-Based Practice**. This approach assists clients in changing their behavior by teaching them to reflect on their *thinking and beliefs* and learn how those have led them into problematic behavior. This methodology is based on the principle that *thinking drives behavior*, so in order to change problematic behavior, clients need to change their thinking.

We often utilize **Thinking Reports** (based largely on material from **Thinking for a Change**, primarily Lessons #5-10) to help clients reflect on their thinking, feelings, beliefs, and values. We educate them on thinking errors and their personal cognitive sets that have led them into destructive behavior in the past. Contractor clients *identify and practice* positive alternatives for coping effectively with life situations that could lead to risky behavior and/or recidivism. These new cognitions, coping skills, and behaviors support and build on each other, as they experience increasing progress and success.

2.1.3 through 2.1.3.5 Parameters

We agree to provide cognitive restructuring groups in the formats described herein for the specific inmate populations requested (male and female, juvenile and adult). We will provide gender-specific and, when requested, Spanish-speaking groups in either open or closed formats. Following the best professional standards of our field, we stress fidelity to structure in our programs. We utilize standardized curricula with facilitators' and participants' manuals that are designed for our specific client population (e.g. criminal offenders). Our materials emphasize cognitive restructuring regarding anti-social and criminal thinking, thinking errors, and general skill development, including social/communication skills, problem solving, anger management, and refusal skills.

Whenever requested, we will employ the **Thinking for Change (T4C)** curriculum from the National Institute of Corrections for these counseling groups. Contractor began utilizing aspects of this program when the agency was founded in 1998, and that approach and material strongly informs our clinical approach in our all of our programming for criminal justice clients. Because it is a requirement of MCSO in this RFP to utilize **T4C**, we will not describe it here.

In addition to **T4C**, for certain groups, e.g. the Cognitive Restructuring groups, which Contractor has been facilitating at MCSO for more than 15 years, we will utilize excellent curricula from Texas Christian University's Institute for Behavioral Research "**Unlock Your Thinking, Open Your Mind: Criminal Justice Version.**" We have included the Table of Contents for both of these curricula in Section 5.5.6.3 Lesson Plans and Curriculum, and the entire curriculum can be found on the website of TCU's Institute of Behavioral Research: www.ibr.tcu.edu and the National Institute of Corrections' at <http://nicic.gov/t4c>.

This program has excellent user-friendly, evidence-based material for both facilitators and participants. It employs a technique called **Mapping-Enhanced Counseling**, which is a communication and decision-making device developed by TCU. It enhances treatment by improving client and counselor interaction through the use of graphic visualization tools. The technique centers on the use of "node-link" maps to depict interrelationships among people, events, actions, thoughts, and feelings that underlie negative circumstances and the search for potential solutions. It's particularly well-received by clients who are not entirely comfortable with approaches that emphasize reading and writing.

SAMHSA maintains the **National Registry of Evidence-Based Programs and Practices (NREPP)**, which provides a list of specific curricula and clinical interventions that they have deemed "Evidence-Based." **Unlock Your Thinking, Open Your Mind** is endorsed by NREPP as fully evidence based. Various applications of the methodologies of **Cognitive Behavioral Therapy** and **Motivational Enhancement Therapy** are also endorsed by NREPP, and they are primary aspects of CONTRACTOR's clinical approach.

For Cognitive Restructuring groups, we may also supplement this TCU curriculum with material from T4C. The specific sessions chosen from T4C would depend on the needs and capacities of inmates in each particular group.

2.1.4 through 2.1.4.1.10 Services

Our programs teach our clients the process of effective **goal setting and attainment** (including establishing realistic concrete steps and time frames), and solid skill development in a variety of areas that are central for criminal offenders to avoid recidivating. Our interventions are well-targeted, **functional, dynamic** treatment goals that enhance positive change. We:

- Emphasize behavioral change
- Focus on changing underlying problematic thinking, attitudes, & beliefs
- Provide multiple opportunities for role playing and skill development
- Support pro-social involvement in the clients' community
- Challenge and reduce anti-social attitudes/beliefs and criminal behavior
- Focus on resolving criminogenic needs and support related skill development, including anger management, impulse-control, conflict-resolution, refusal skills, vocational skills, assertiveness, social skills, and effective coping, etc. and
- Eliminate drug and alcohol use and abuse.

As recommended by the leaders in the field of offender treatment, our programs and interventions are highly structured, focused, utilize multiple treatment activities and learning approaches, and emphasize **specific skill development and rehearsal**, including:

- Refusal Skills
- Identification of Personal Triggers
- Proactive Response to High-Risk Situations
- Effective Coping Skills
- Positive Self-Talk, Thought Stopping, and Thought Replacement
- Identifying and Modifying Thinking Errors, and High-Risk Problematic Beliefs
- Impulse-Control
- Assertiveness and Conflict-Resolution
- Positive Alternatives to Aggression and Domestic Violence
- Developing and Maintaining Healthy Relationships
- Problem Solving
- Social/Communication Skills
- Pro-Social Involvements
- Avoiding Anti-Social Peers and Behaviors, and
- Anger Management.

Clients are taught and encouraged to:

- Accept responsibility for their offenses by learning how to identify and change thinking errors, self-serving cognitive distortions, mistaken risky beliefs, minimizations, rationalizations, and victim-stancing

- Intervene in their criminal offense and substance use patterns at the earliest possible moment
- Call upon the appropriate coping responses, tools, and skills to suppress and avoid inappropriate behavior
- Identify specific high-risk situations for potential relapse or a return to criminal thinking or behavior and quickly apply appropriate coping responses using cognitive-behavioral techniques, and
- Engage in a resocialization process in order to learn new social skills for cultivating satisfying, socially acceptable behavior; acquire a more positive self-concept, and develop new attitudes and expectations.

In addition to what has already been addressed above, our overall program goals include building motivation for and commitment to treatment and positive change; increasing self-awareness concerning criminogenic thinking and specific offense patterns; increasing one's sense of personal responsibility and accountability; increasing empathy; improving **self-efficacy**; and building pro-social values and beliefs. Some of the most significant of these pro-social values/beliefs are: respecting the rights of others, honoring fairness and justice, having a respectful attitude toward authority, taking personal responsibility for one's life, appreciating their own personal goals and ideals, and valuing intimate, supportive relationships.

At SAGE Counseling, we utilize **Motivational Interviewing (or Motivational Enhanced Therapy: MET)**, which is evidence-based, client-centered counseling that elicits behavior change by helping clients to explore and **develop discrepancy, resolve ambivalence, and enhance self-efficacy**. MET is a method that works to identify and enhance intrinsic motivation within the client in order to change behavior. We enhance clients' engagement by utilizing various learning activities and methodologies with our curricula, as well as by employing an approach of empathy, respect, and positive regard. Through collaboration, this approach attempts to increase the client's awareness of the potential problems caused, unnecessary risks faced, and negative consequences experienced as a result of their thinking and behavior. Our programming evokes thinking about the discrepancies between a) where they wanted their lives to go and where they currently find themselves, and b) between where they want their lives to go in the future and where their lifestyle seems to be taking them. Treatment supportively challenges them with viable, alternative pro-social goals and moves them toward greater "**readiness for change.**" To that end, we employ Miller's five basic principles: Express Empathy; Develop Discrepancy; Avoid Argumentation; Roll with Resistance; and Support Self-Efficacy.

An effective program with criminal offenders must find ways to maintain the delicate balance between, on the one hand, holding clients accountable and challenging them about their problematic attitudes and destructive behavior, and on the other hand, engaging them collaboratively to promote their making positive changes. Part of this process is to avoid power struggles that almost inevitably result from a stance of aggressively "confronting the client's denial."

Through various methods grounded in **Motivational Interviewing** and the **Stages of Change Model**, we strive, first, to build clients' motivation for treatment and, second, to strengthen their commitment to change. This process entails avoiding power struggles that almost always result from "confronting the client's denial." Realizing that a client's readiness to change is a dynamic condition, we respectfully, but firmly challenge their current problematic beliefs and assumptions. Clients' self-determination and personal choice are always emphasized. Our effort is to meet defendants where they are in the **Stages of Change** continuum (pre-contemplation; contemplation; preparation; action; and maintenance), work collaboratively with them to identify personal barriers and problematic beliefs, increase their ambivalence about their lifestyle, and identify and overcome barriers to change.

We teach our clients the Transtheoretical Stages of Change model, because learning that simple description of change helps them conceptualize their recovery and treatment process. We consider the process of assessing clients' Stage of Change to be so significant that we built it into the format of our Progress Notes of our Electronic Health Record years ago.

We also utilize a **Strength-Based Approach** in promoting client change. Rather than focusing only on "symptoms" and "problems," we work with our clients, often through MET techniques, to explore collaboratively where and how they have been successful in their lives. Discovering and naming their specific skills and resources help the clients focus on a positive future rather than only the problems of the past. We believe in providing treatment that is responsive to clients' individual needs and respectful of their personal choices. We guide them in developing and using alternative options and cultivating opportunities for positive change. We work to increase their sense of personal accountability and social responsibility, and thereby reduce impulsive behavior and recidivism.

Our overall goals include teaching clients key skills in order to reduce criminal thinking and behavior, including skills for anger management, assertiveness, empathy, communication, problem solving, decision-making, and using

positive self-talk. Our treatment is designed to encourage and assist clients to identify and replace maladaptive behavior with more adaptive, pro-social thinking and behavior. This occurs most quickly when clients are able to:

- Experience ambivalence about their problematic behavior
- Increase awareness and acceptance of the long-term risks and negative consequences of continuing their past coping strategies and behaviors
- Increase their self-awareness about the linkages between their thinking, feeling, & behavior
- Learn about their own automatic thinking, thinking errors, permissions-giving attitudes, and other maladaptive beliefs
- Improve their understanding of their personal barriers to change
- Improve their understanding of the process and principles of change
- Receive concrete information and instruction about skills and techniques for making such changes, and
- Practice alternative, effective coping behaviors in a supportive, prosocial environment that holds them accountable.

We will administer the **Criminal Thinking Scales (CTS)** as the Pre- and Post-Test to measure change in our client's cognitive skills, if requested. The **CTS** is a 37-item self-report instrument that was recently developed at the TCU Institute of Behavioral Research. The test requires about 15 minutes to complete, has 6 subscales, and was designed specifically to evaluate the thought patterns, self-supportive justifications, and thinking errors that support offending behavior and increase the risk of recidivism. The **CTS** was developed to provide information to help understand criminogenic cognitions and thereby develop targeted interventions that help reduce recidivism. The subscales of the **CTS** are:

1. Sense of Entitlement
2. Justification for Problem Behavior
3. Sense of Responsibility
4. Focus on Power Position
5. Empathy and Emotional Connection, and
6. Criminal Rationalizations and Denial

2.1.5 through 2.1.6.5 Administrative Services and Administrative Information

Contractor will provide MCSO staff with all the material requested in these sections. We will notify MCSO prior to discharging any client from treatment, except for crisis situations, and provide a subsequent report within 24 hours of dismissal. Contractor will provide the services in any of MCSO's jail facilities with the requested parameters for time frames, group size and composition. We will also prepare and submit reports to MCSO staff, when requested, regarding clients' attendance, statistics, progress, treatment recommendations, outcomes related to their individualized treatment plans, and pre/post testing.

5.5.4 QUALIFICATIONS

SAGE Counseling, Inc. was designed and developed specifically to provide clinical and educational services to the criminal justice system and to court-mandated clients. The agency was founded in 1998 by Stephen Grams, a counselor licensed by the Arizona Board of Behavioral Health Examiners, who has led SAGE for these last 18 years as its Executive Director. The agency has grown to 160 employees with 8 offices throughout Maricopa County, and a total of 18 locations throughout Arizona. We also provide services in jails, prisons, and client homes.

Contractor has been continually licensed as an **Outpatient Treatment Clinic by the Arizona Department of Health Services/Bureau of Medical Facility Licensing** since we opened in 1998. Each of our 18 office locations is licensed.

Our agency's primary strengths are the expertise and credentials of our highly qualified staff—both administrative and clinical. We have highly competent managers, directors, and clinicians who have enabled SAGE to achieve and maintain the highest standards for both client care and customer service. 5 of our 9 managers and directors are professional counselors who are licensed by the Arizona Board of Behavioral Health Examiners. The ones who are not licensed are our directors of Finance, Information Technology, Human Resources, and Operations. Because "*credentials of management staff*" are listed as a specific evaluation criteria for the evaluation committee, we are attaching additional information about our management team. A detailed listing of their backgrounds is in **Management Bios**

Since our beginning, Contractor has been a premier provider of clinical services for offenders in Arizona, and we have a long, successful history of providing excellent assessment, education, case management, and counseling services for this client population. As our references will attest, we have been extremely effective in fulfilling, and surpassing, contract requirements. Our counselors are highly skilled in positively engaging with our clients, and we often receive phone calls, emails, and letters from our clients who tell us how much they appreciate the dedication, skill, caring, and competence of our clinical staff.

For over 15 years, we have successfully managed multiple high-demand contracts (for the state, counties, courts, and municipalities) with various client populations and settings. Our customers' satisfaction with our work has been clearly demonstrated by the continual expansion of our services, and the repeated re-awarding of contracts to us through the solicitation/procurement process—many of them three or four times. For example, *we have been re-awarded contracts through procurement by MCSO several times*. Contractor has retained every contract we have had through all new solicitations with the Request for Proposal, procurement process. This has happened all 18 times we have submitted a RFP proposal for a current contract. We consider our extensive list of satisfied customers to be a strong indication of Contractor's "*ability and experience related to the programs and services proposed.*" As our history demonstrates, Contractor is a "contractor of choice" in Maricopa County for services to the criminal justice system; we currently hold 25 contracts in Arizona.

We utilize evidence based practices in our programs and have always been committed to continuous improvement in order to realize better outcomes for our clients and customers. We care deeply about the success of the people we serve, which is largely why Contractor has earned a reputation as the leader in our field.

We have been the largest provider for substance abuse treatment services under the Drug Treatment and Education Fund for the **Maricopa County Adult Probation Department (MCAPD)** and over the past few years, we have also been the largest provider of domestic violence offender treatment services in Maricopa County.

Contractor has had remarkable stability and continuity in its management due to the fact that Mr. Grams, who founded the agency in 1998, has been our Executive Director from the beginning. In addition, he has worked and specialized in this field since 1985. Please see Steve Grams' complete biography in the **Management Bios**.

SAGE Counseling's Cognitive Skills Program, like all of our programs, is based on evidence-based curricula with proven outcomes. Contractor teaches cognitive self-change, social skill development, problem solving skills, and pro-social thinking. Cognitive approaches are proven effective in improving these skills, as well as means-ends problem solving, critical reasoning, moral reasoning, emotional self-control, impulse management, and self-efficacy. We also employ Mapping-enhanced counseling, a cognitive strategy that was developed by the Institute of Behavioral Research at Texas Christian University, and has been shown to be effective in increasing client motivation, engagement, participation, and retention in treatment. This approach also promotes more positive interactions with other clients and treatment staff.

Our interventions are highly structured and emphasize increasing client accountability; developing key skills; increasing empathy and emotional connection; increasing healthy guilt and motivation; decreasing unhealthy,

dysfunctional shame and negative self-appraisal; resolving criminogenic needs; modifying excessive entitlement; and decreasing anti-social thinking and attitudes. For the past fifteen years, Contractor has been providing cognitive skills groups in English and Spanish, effectively reducing recidivism among our clients. Contractor is committed to continually improving our programs to realize better outcomes with those we serve.

Several of Contractor's counselors and managers have completed the 4 day, 32-hour training program for the National Institute of Justice's **Thinking for a Change (T4C)** program, and we are currently facilitating that curriculum in the county jails and in outpatient groups. **T4C** is a highly-effective program that combines cognitive restructuring and social skills theory to create an integrated curriculum designed to help individuals in the justice systems take control of their lives by taking control of their thinking.

Contractor's Counseling has extensive experience conducting T4C and Cognitive Skills groups. We have hosted 3 T4C trainings in the last few years; approximately 25 of our counselors and supervisors, as well as personnel from MCSO and MCAPD, have attended those trainings we have sponsored at our offices. In fact, the first two T4C trainings were facilitated by MCAPD staff, and the third one was facilitated by an MCSO employee. Two of our T4C-trained counselors are bilingual English/Spanish.

We currently co-facilitate 14 T4C groups in the MCSO jails, each meeting twice a week. In addition, we have 2 Cognitive Restructuring groups in the jails that meet twice per week. We also have experience facilitating T4C and Cognitive skills in our outpatient groups, currently holding 4 T4C and 4 Cognitive Skills groups in the community. Clients from our DOC Transitional Program and MCAPD (some recently released from the MCSO jails) are the majority of our outpatient T4C clients.

We currently facilitate 65-75 counseling groups per week in the MCSO jails. These include:

- Anger Management
- Cognitive Restructuring
- Domestic Violence Awareness
- Parenting
- New Opportunities for Work: Job Skills Training

Contractor has years of experience working with these kinds of clients both in the jails and after they've been released. We have held the Drug Treatment & Education Fund, Substance Abuse Treatment Contract with MCAPD (Proposition 200) for over 17 years, and many of those years several of our clinical staff participated in training sessions that were provided by MCAPD for that contract. Those sessions included both Cognitive-Behavioral Interventions with Criminal Offenders (where we focus primarily on *Thought Reports*, the *Franklin Reality Model*, and *Motivational Interviewing*). In addition, we regularly hold in-service trainings for our staff on those same topics.

Our counselors are professionals with extensive knowledge of cognitive-behavioral theory, motivational interviewing, social learning theory, and forensic treatment issues. They also have experience and training in working with various client populations, especially those in the criminal justice system, various cultures, ethnicities, and backgrounds.

We have included a chart that lists the staff's assignments, responsibilities, and an estimate of the time each would devote to this program. The information is based on the services that Contractor is currently providing for MCSO under this contract. The amount of time needed for their assignments and responsibilities would be directly affected by the number of counseling groups that we are asked to facilitate if Contractor is awarded the contract.

We recently transitioned to a web-based **Electronic Health Records** system that has enhanced the agency's efficiency in maintaining and sharing clinical records. More than most other criminal justice treatment agencies, Contractor has a large number of office staff, so that we respond to our clients' and customers' needs quickly and efficiently. This has resulted in numerous compliments from agencies about our quality of customer service.

For our customers' convenience, we also have a **Web-Based Client Case Management System**. Our customers utilize this highly-secure system to easily track the progress of their clients on-line, viewing assessment results, treatment placement, group attendance, and progress in their treatment programs. In addition, we maintain narrative notes in each client's record that document client contacts and any significant events in the case. This system has

been an ideal resource for our customers to have up-to-date notes on their clients, which is often beneficial during staffing's, court hearings, etc. Access is available through Contractor's website.

At SAGE Counseling, we hold a very simple philosophy: always provide exceptional service to our clients and customers. We want to ensure that these relationships continue to thrive in the future. As an agency, our approach has always been to invest heavily in our staff, administrative infrastructure, and organizational development to maintain our excellent quality of services, promote timely and accurate reporting and compliance, and effectively evaluate performance.

Project Personnel

<i>NAME</i>	<i>Assignment and Responsibility for this Contract</i>	<i>Time Devoted</i>
Brandy Judson	Clinical Director; oversees all of our clinical programs and services	4 hours per week
Nolan Roberts	Clinical Manager, oversees several of our clinical programs	6 hrs/wk
Laura Walton	MCSO Programs Supervisor; facilitates T4C groups, performs clinical supervision	24 hrs/wk
Amy Carden	Bilingual Counselor, facilitates T4C groups	8 hrs/wk
Tara Catanzaro	Counselor; facilitates T4C groups	10 hrs/wk
Alexandra McAuslan	Bilingual Counselor, facilitates T4C groups	6 hrs/wk
Sarah Quintano	Counselor; facilitates the Cognitive skills and T4C groups	14 hrs/wk
Amanda Sahli	Counselor; facilitates T4C groups	10 hrs/wk
Kristopher Schlepp	Counselor; facilitates T4C groups	12 hrs/wk

** All staff resumes (Management Bios), professional licenses, certificates, and diplomas for key personnel and other referenced documents that were provided at time of response are in the procurement file, any updates shall be made available upon request

SAGE COUNSELING, INC., 1830 S. ALMA SCHOOL ROAD, SUITE 101, MESA, AZ 85210

PRICING SHEET: NIGP CODE 95221

Terms:	NET 30
Vendor Number:	2011000826 0
Certificates of Insurance	Required
Contract Period:	To cover the period ending May 31, 2018.