

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

6574

JUVENILE

SEX OFFENDER TREATMENT

SERVICES

FOR

WASHTENAW COUNTY

Prepared By:

Washtenaw County Purchasing
Administration Building
220 N. Main B-35
Ann Arbor, MI 48107

Anne Strieter, CPM
Senior Buyer
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48107
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL 6574

October 1, 2010

Washtenaw County Purchasing Division on behalf of the Washtenaw County Trial Court Juvenile Division is issuing a Sealed Request for Proposal (RFP) 6574 for Juvenile Sex Offender Treatment Services for a three year period starting January 1, 2011.

Sealed Proposals: Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48107**

by 3:00 p.m. on Friday, October 29, 2010

This submission shall include the entire Request For Proposal document and any amendments if issued.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- The envelope must be clearly marked "SEALED RFP 6574".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter (734) 222-6749 or email strietera@ewashtenaw.org
- Please direct specific technical questions regarding this RFP to Donna White at (734) 222-6913 or whitedj@ewashtenaw.org.

Thank you for your interest.

I. PROPOSAL

Definitions:

"County" is Washtenaw County in Michigan.

"Bidder" an individual or business submitting a bid to Washtenaw County.

"Contractor" One who contracts to perform work or furnish materials in accordance with a contract.

"Court" the Washtenaw County Trial Court - Juvenile Division

Purpose of Proposal:

The purpose of this RFP is to obtain cost and service information related to sex offender assessment and treatment services for those persons referred to or ordered by the Juvenile Division for sex offender treatment.

Proposal Terms:

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. The **entire** proposal document with any amendments should be returned in **triplicate**. To be considered, original proposal and two copies must be at the County Purchasing Division on or before the date and time specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

RFP 6574 Sex Offender Treatment Services

F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive and responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box is not, in and of itself, sufficient to discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two of more bids are substantially equal.

II. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to Washtenaw County Trial Court Juvenile Division Administrator or designee and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the Trial Court.

Section 4 - The Trial Court may review and inspect the Contractor's activities during the term of this contract.

Section 5 - The Contractor will submit an annual written report to the Trial Court, including number of youth/families served, number of sessions, outcomes for youth, and program challenges and successes.

Section 6 – By the third day of each month, the Contractor will send the Washtenaw County Trial Court Juvenile Division a monthly confidential itemized billing statement for the preceding month which will include the name of each client, the referring staff, service rendered by date and client, and cost per service.

Section 7 - After reasonable notice to the Contractor, the Trial Court may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE V – PERFORMANCE RECORDS AND PROGRAM EVALUATION REPORTS

1. Client Records

For each eligible client serviced under this Agreement, the Contractor shall maintain and submit to the Juvenile Division client case records consisting of:

- A. Date of contact with client.
- B. Individual treatment goals with measurable outcomes.
- C. Monthly Progress report examining the offender's progress in group, individual, and family work that is relevant.
- D. Behavioral checklist assessing the offender's motivation to comply within the program's guidelines.
- E. Initial and quarterly risk assessment.

F. Other material as may be reasonably specified by the Juvenile Division.

2. Service Documentation

The Contractor agrees to produce program narrative and statistical data to the Juvenile Division at the conclusion of the contract period.

3. Evaluation Criteria

The services provided by the Contractor under this Agreement shall be evaluated by the Juvenile Division on the basis of the following criteria:

- A. The Contractor, in coordination with the Juvenile Division, will devise a program evaluation instrument for the purpose of determining the program's effectiveness.
- B. The Contractor will monitor client progress and success. The Juvenile Division Administrator or his/her designee and the Contractor will meet quarterly to review all aspects of the contract.

ARTICLE V - TERM

This contract begins on January 1, 2011 through December 31, 2013.

ARTICLE VI - PERSONNEL

Section 1 - The Contractor will provide the required services and will not subcontract or assign the services without the Trial Court's written approval.

Section 2 - The Contractor will not hire any Trial Court or County employee for any of the required services without the Trial Court and County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the Trial Court or County for any purpose.

Section 4 – The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned by or affiliated with the contractor. For purposes of this contract, the term "offshore" refers to any area outside the contiguous United States, Alaska, or Hawaii.

ARTICLE VII - INDEMNIFICATION AGREEMENT

The Contractor will protect, defend and indemnify the Washtenaw County Trial Court and Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the Trial Court or Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VIII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 for each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.
4. Professional Liability coverage with a minimum limit of \$1,000,000 each occurrence. The County shall be added as "additional insured" on Professional liability policy with respect to the services provided under this contract.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P.O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE IX - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE X - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the Washtenaw County Trial Court, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XI - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the Trial Court or County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XII - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the Trial Court. Any publication of the information or results must be co-authored by the Trial Court.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the Trial Court and the Contractor, their successors and assigns. Neither the Trial Court nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. The Trial Court may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$10.88 per hour with benefits or \$12.75 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May 1, 2010, and annually thereafter, which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the Trial Court and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXI - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

III. JUVENILE SEX OFFENDER TREATMENT SERVICES CONDITIONS

AWARD:

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See "Low Bidder" following), quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which the County or Court may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

The County intends to award the entire contract to a single Contractor.

LOW BIDDER:

Will be determined by lowest price overall for the services listed. Since there are several methods by which a bidder can price the work, low price will be determined by which price is deemed in the best interest of the county.

TERM OF THE CONTRACT:

The contract is for a three year period. Before the contract can be terminated, 90 days notice is required.

IV. PROPOSAL SUBMISSION REQUIREMENTS

Bidders will deliver one (1) original and two (2) copies of this proposal to the Washtenaw County Administration Building, Purchasing Division, 220 North Main Street, Room B-35, Ann Arbor, MI 48107, no later than 3:00 pm on Friday October 29, 2010. The proposal should include all of the following information:

A. Signature Page:

B. Proposal Narrative:

1. Describe your treatment model and goals.
2. Describe your assessment protocols.
3. Describe your program components and activities, including average length of time clients are in treatment.
4. Describe any collaborative partners, joint programming ventures, or other working agreements with other agencies, and how they will contribute to the success of this program.
5. Describe who is primarily responsible for delivering the service. Describe them by name (list desired traits if not yet hired) and function, and list relevant experience, education, and certification/licensure. Do you employ staff fluent in any foreign language(s)?
6. Describe your previous experience working with Juvenile Sex Offenders, or similar populations, including length of time you have offered these services.
7. List Agency Accreditation, if applicable.
8. Other information you deem necessary and relevant to this proposal.

C. Cost per service unit:

- per parent support group session.
- per group therapy session
- per psychological evaluation and report received.
- per psych-sexual evaluation and report received.
- per individual therapy session.
- per family therapy session.
- per sex offender specific/risk screening tool administered
- per polygraph administered and report received.
- other, specify:_____.

D. References (3)

E. Other Attachments

V. DESCRIPTION OF SERVICE

Background Information

A. Purpose

The purpose of this contract is to provide comprehensive assessment and community-based treatment to sexually abusive youth under the jurisdiction of the Court. Though most of the youth are between the ages of 12 and 17, male, and of average intelligence and functioning, the contractor must be able to individualize treatment in order to successfully meet the needs of all youth including very young offenders, older youth, female offenders, youth with fetal alcohol spectrum disorders or development disabilities, youth with significant medical or mental health conditions, youth with other delinquent behaviors, and youth with significant family disorder.

It is important to consider youth within the context of their families and their environments, and to develop holistic interventions with the goal of promoting healthy, well-adjusted youth. Promoting healthy family functioning, in addition to addressing sex offending behaviors, is a strong component of developing healthy youth. For some families, treatment may be necessary to help parents/caregivers to deal with the shame, guilt, and anger that are common to these circumstances. For other families, a focus of treatment may be to increase communication skills, parental supervision, establishment of structure and limits, safety planning, and to maintain healthy boundaries.

The contractor will work in close collaboration with the CSC Court Caseworkers to assure consistent and comprehensive assessment and case planning, treatment attendance and participation, and effective risk management for the purpose of assisting youth to:

- Accept responsibility for their offense;
- Identify contributing factors to their offense;
- Address cognitive distortions or thinking errors;
- Learn about healthy sexuality, boundaries, and relationships;
- Develop victim empathy;
- Develop pro-social skills and competencies;
- Establish positive peer relationships; and
- Promote healthy family functioning.

Approximately 45-55 youth are on the CSC caseload each year; an average of 10-15 youth in treatment at any given time. Caseloads and treatment intensity may vary throughout the year.

A. Client Profile: Description of Target Population

1. Eligible youths for whom the contract services are an alternative to out-of-home residential placements or treatment programs.
2. Eligible youths returning from out-of-home residential placements or treatment programs.
3. Eligible youths adjudicated in criminal court and sentenced as juveniles either on probation or returning from out-of-home residential placement.

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4. Youth are generally male (95% of caseload), between the ages of 12 and 17, and of average intelligence and functioning. Ability to serve both males and females, ages 7 – 21, with or without developmental disabilities or significant mental illness is required.

B. Eligible Client/Determination of Eligibility

1. Referrals shall be made directly to the Contractor by the Washtenaw County Trial Court Juvenile Division. The referral packet will include a referral form; a copy of the court order; police report, and psycho-social case assessment. The Juvenile Division and Contractor shall jointly determine the eligibility of the client. The clients will normally be between the ages of 10-17, residents of Washtenaw County, who meet one or more of the following criteria:
 - a. Have been adjudicated for criminal sexual conduct offense(s).
 - b. Have expressed responsibility for a sexual offense and are determined in need of out-patient sex offender specific treatment.
 - c. Returning from out-of-home residential treatment for sex offenders.
 - d. Delinquent or Protective wards that have been determined in need of a diagnostic evaluation and supportive counseling services associated with sexual acting out behavior(s).
 - e. Have been determined in need of specific services as an alternative to out-of-home residential/institutional placement or treatment.
2. The decision to exclude a youth from group modality of treatment will be made jointly between assessing clinician and assigned court caseworker.

C. Description of Type of Services to be Rendered

The Contractor will deliver the following types of services:

1. Psychological evaluations (minimally to include a client interview, parent interview, review of relevant records, intelligence testing, and projective testing) will be conducted at the request of the Juvenile Division on an as needed basis. The Contractor may request permission to conduct a psychological evaluation, if needed, to design an effective treatment plan.
2. Psycho-sexual assessment, risk assessment, and treatment plan for those persons referred by the Juvenile Division. Such services shall include, unless waived by the Juvenile Division, a sex offender specific evaluation, review and interpretation of the results and data, a current estimate of risk of recidivism, and a written report including a treatment plan with goals, objectives, mode and frequency of treatment. The Contractor may request permission to conduct a special diagnostic testing, if needed, to design an effective treatment plan.

3. Group therapy sessions will be scheduled and held weekly. Consideration should be given to the development of tiered levels of group treatment. One group which targets the higher risk, more predatory offenders and a less intense group whose focus is on education of sex offender laws, developing healthy relationships and boundaries, and victim empathy. Any deviations from the weekly schedule will be agreed upon, in writing, by both the Contractor and the Juvenile Division Administrator or his/her designee, in advance of the scheduled session.
4. Family support group at least once per month.
5. Individual therapy sessions (50 minutes, face-to-face).
6. Family therapy sessions (50-minutes, face-to-face).
7. Clinical polygraph examinations (CPE) a CPE will be scheduled and completed within 30 days of the youth's acceptance into the treatment program.
8. The Contractor will provide testimony at Probation Violation or Review hearings at the request of the probation officer.
9. Monthly reports detailing dates of contact with client, progress on treatment goals, recommendations, and projected date of completion.
10. Initial and quarterly updated risk assessment.
11. Monthly case conferences with referring caseworkers/probation officers.

The Juvenile Division shall provide the following:

1. A meeting place sufficient to hold group sessions.
2. A caseworker to supervise the youth in the community and collaborate with the Contractor to monitor treatment progress and outcomes.

D. Description of Product or Outcome Expected

1. Prevention and reduction of additional criminal sexual offenses committed by participants.
2. Prevention and reduction of additional non-sexual offenses committed by participants.
3. Avoidance of out-of-home residential/institutional placement.
4. Avoidance/reduction of days of out-of-home detention.
5. Reduction of the days of care in out-of-home residential/institutional placement should it occur. (Early returns)
6. Opportunity for victim restoration and healing relationships.

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E. Compensation

The Contractor shall submit a monthly invoice to the Juvenile Division. The invoice is to specify the fee charged for each service, grouped by youth. The invoice will also include the youth's name, date of service provided, type of service and the amount charged for the service.

The Juvenile Division shall pay the Contractor the following fees for services:

1. \$_____per parent support group session.
2. \$_____per group therapy session.
3. \$_____per psychological evaluation and report received.
4. \$_____per psych-sexual evaluation and report received.
5. \$_____ per individual therapy session.
6. \$_____per family therapy session.
7. \$_____per sex offender specific/risk screening tool.
8. \$_____per Clinical Polygraph Examination (CPE).
9. \$_____per (other, specify):_____.

The invoice shall be submitted to the Juvenile Division three (3) working days from the end of the monthly billing period. If the billing is not received during this period, no payment shall be made by the County for the billing period unless an exception is specifically authorized by the Juvenile Division Administrator or his/her delegated representative. In no event shall the County make payment to the Contractor for billings submitted more than one hundred and eighty (180) days after the billing period. The County will pay the Contractor for invoices submitted within a given billing period, no later than 30 days after the end of that billing period.

F. Technical Assistance

The Juvenile Division shall, where required, provide training and technical assistance to the Contractor. The Juvenile Division shall also furnish the Contractor with any forms and instructions necessary to carry out the requirements of this Agreement.

G. Performance Records and Program Evaluation Reports

The Contractor shall submit to the Juvenile Division reports that indicate the effectiveness of activities performed under this agreement as indicated below:

1. Psychological evaluation—A comprehensive analysis of the data received (through personal interviews, reports and tests), current risk to the community, and comprehensive treatment recommendations not limited to sex-offender specific treatment (psychological evaluations will occur only when specifically requested by the referring caseworker/probation officer).
 - a) The evaluation appointment will be scheduled within three business days of receipt of referral.
 - b) The psychological evaluation will be completed and the report submitted to the referring caseworker/probation officer within fifteen business days of receipt of referral (with a goal of completion within ten business days, when possible).
2. Initial psycho-sexual evaluation – for each youth assessed. Assess the youth’s amenability to treatment and current risk to the victim and the community. Description of youth’s treatment goals, plan to reach those goals, and expected duration of treatment.
 - a) The initial evaluation and orientation session will be scheduled within three days of receipt of the referral.
 - b) The initial evaluation and orientation will be completed and the report submitted to the referring caseworker/probation officer within ten business days of receipt of the psychological evaluation (with a goal of completion within five business days, when possible).
3. Monthly progress reports for each youth—to include dates of youth’s and family’s attendance, youth’s and family’s motivation and participation in treatment, youth’s and family’s progress in treatment, and any noted increase in risk factors. Reports will be submitted to the supervising caseworker/probation officer by the fifth of the month following the reporting period.
4. A written report detailing the results of the Clinical Polygraph examination are to be submitted to the Court within five days of completed CPE. The results are to be shared with the youth, family and case manager to determine any additional services needed or issues of disclosure. The manner in which the results are to be shared will be determined between the treatment provider and the supervising caseworker/probation officer.
5. Quarterly updated risk assessment and treatment plan—long-term and intermediate (three-month) treatment goals and methods to reach them, and projected discharge date.
6. Discharge reports – to include length of service, types of service, risk assessment, general progress, and recommendations for future treatment.

H. Client Records

For each eligible client serviced under this Agreement, the Contractor shall maintain and submit to the Juvenile Division client case records consisting of:

1. Date of contact with client.
2. Individual treatment goals with measurable outcomes.
3. Monthly Progress report examining the offender's progress in group, individual, and family work that is relevant.
4. Behavioral checklist assessing the offender's motivation to comply within the program's guidelines.
5. Initial and quarterly risk assessment.
6. Other material as may be reasonably specified by the Juvenile Division.

I. Service Documentation

The Contractor agrees to produce program narrative and statistical data to the Juvenile Division at the conclusion of the contract period.

J. Evaluation Criteria

The services provided by the Contractor under this Agreement shall be evaluated by the Juvenile Division on the basis of the following criteria:

1. The Contractor, in coordination with the Juvenile Division, will devise a program evaluation instrument for the purpose of determining the program's effectiveness.
2. The Contractor will monitor client progress and success. The Juvenile Division Administrator or his/her designee and the Contractor will meet quarterly to review all aspects of the contract.

SIGNATURE PAGE

Signature _____	Company Name _____
Print Name _____	Company Address _____
Title _____	City _____ St. _____ Zip _____
Telephone # _____	Fax # _____
Email Address _____	
Federal Tax ID # _____	<u>CHECK ONE</u>
URL _____	Partnership _____
Date _____	Non Profit _____
	Profit Corp _____
	Other _____

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

By checking this box we hereby certify that we are a Washtenaw County company as defined in Section I.F. above . If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.