

SPECIFICATIONS

Substance Abuse Treatment Services and Other Cognitive, Criminogenic Interventions for Female Offenders in the Women Helping Ourselves Program for the Harris County Community Supervision & Corrections Department

SCOPE

Harris County is seeking a qualified vendor to provide Texas Department of Criminal Justice-Community Justice Assistance Division (TDCJ-CJAD) Level III substance abuse treatment services and other cognitive, criminogenic interventions in the vendor's Texas Department of State Health Services (TDSHS) licensed facility for female offenders ("clients") referred by the Women Helping Ourselves (WHO) program of the Harris County Community Supervision & Corrections Department (HCCSCD).

Services shall be provided in the vendor's Texas Department of State Health Services (TDSHS)-licensed facility for a period of one (1) year, beginning on or about May 1, 2027, and ending twelve (12) months thereafter, or until all services ordered prior to the expiration date have been satisfactorily provided.

PRE-PROPOSAL CONFERENCE

A pre-submittal conference will be held Wednesday, October 20, 2026, at 10:00 a.m. CST via Microsoft Teams. Attendance is not mandatory, but all vendors should attend in order to have a better understanding of the requirements of this Request for Qualifications (RFSQ).

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/285964606034236?p=gzxy5Z0TAxpeQbZli4>

Meeting ID: 285 964 606 034 236

Passcode: Vf7J3bW6

Dial in by phone

[+1 281-985-1862](tel:+12819851862), 860371801# United States, Aldine

[Find a local number](#)

Phone conference ID: 860 371 801#

Persons with disabilities requiring special accommodation should contact the Office of the Purchasing Agent at (713) 274-4400 at least two (2) days prior to the conference.

It is the responsibility of each vendor to examine the entire Request for Supplier Qualifications (RFSQ) package, seek clarification in writing, and review their offer for accuracy before submitting it. Questions relating to this RFSQ must be submitted in writing through Bonfire. All questions submitted in writing prior to the deadline shall be compiled and answered in writing. A copy of all questions and answers shall be released as a Public Notice within Bonfire to all firms. The County will not be bound by any information conveyed verbally.

RENEWAL OPTIONS

HCCSCD may consider four (4) one-year renewal options, renewable one year at a time, based upon the same terms, conditions and pricing as the original year. Once renewal options are exhausted, the contract must be rebid. HCCSCD reserves the right to rebid at any time as is in its best interest and is not automatically bound to renew.

BACKGROUND

Harris County is an urban county located in Texas and is one of the most populated counties in Texas and in the United States. Harris County's seat is Houston, the largest city in Texas, which is among the largest cities in the United States.

HCCSCD is currently one (1) of the largest adult probation departments in the United States. HCCSCD offers a broad array of services including community supervision, outpatient counseling, cognitive - behavioral programming and residential treatment to increase the capabilities of clients so that they can be successful moving forward.

HCCSCD Mission Statement

HCCSCD is committed to using evidence-based strategies to help individuals on community supervision eliminate future criminal behavior and become productive citizens, which in turn, creates a safer community with fewer victims.

HCCSCD Vision Statement

HCCSCD strives to accomplish its mission by:

- Using interventions that are designed to effectively reduce criminal behavior.
- Using assessment to accurately identify and target criminal risk and needs.
- Recognizing the ability of individuals to change.
- Treating all individuals with respect and dignity.
- Creating an environment that encourages learning and professional growth.

HCCSCD Values

Respect – HCCSCD believes all individuals deserve respect and dignity.

Knowledge – HCCSCD is dedicated to creating an environment that encourages learning and professional growth.

Ability to change – HCCSCD recognizes that all people can change regardless of their past.

Collaboration – HCCSCD acknowledges the importance in understanding our role and working with other community stakeholders to help address our clients' holistic needs.

HCCSCD's WHO Program Overview

HCCSCD's WHO program provides community-based, long-term residential treatment programming for women who are either pregnant or have an infant child.

The program lasts between six (6) and twelve (12) months, followed by a six (6)-month reintegration phase of intensive supervision in the community. The residential phase of the program is designed to assist clients in changing antisocial attitudes, feelings, peer associations and behavior by promoting identification with anti-criminal role models and providing skills training in self-control and self-management through behavioral, cognitive, and social learning principles programs. The reintegration phase is designed to reinforce that which has been learned and to provide support for the women as they incorporate new ways of thinking into their lives.

Eligibility Criteria:

- Female;

- Seventeen (17) years of age or older;
- Pregnant or has a newborn infant; and
- Meets the criteria for one of the following: substance abuse or dependency characteristics or unable to maintain sobriety/prosocial lifestyle in a community setting.

VENDOR GENERAL REQUIREMENTS AND QUALIFICATIONS

The intent of this solicitation is to secure a provider capable of delivering gender-responsive, trauma-informed residential treatment services and other cognitive, criminogenic interventions in vendor's Texas DSHS-licensed facility for clients referred by HCCSCD's WHO program. A maximum of seventeen (17) beds year-round is anticipated. A minimum number of client referrals is not guaranteed, as client referrals from HCCSCD are made on as-needed basis, and the number clients referred may vary depending upon the needs of HCCSCD and its clients.

The vendor shall have a minimum of five (5) years of experience and demonstrated success in providing the requested substance treatment services to female adult clients and in working with female adult client populations who are involved in the criminal justice system. At a minimum, vendor shall explain in its proposal how it is qualified to perform the required services (with specific examples), its experience working with government entities of similar size to Harris County, and its experience working with the target client populations. Vendor shall also note any exceptions that it has to any HCCSCD client population(s) in its proposal response.

Vendor's proposal response shall also include information regarding vendor's history, background, and principal officers and include a copy of vendor's organizational chart. A description of the team responsible for providing the services requested by this RFSQ shall also be included, along with the names and resumes of team members and the role of each team member that shall be assigned to providing the proposed services. Copies of the minimum qualifications/job descriptions for all staff providing direct services to clients shall also be included with vendor's proposal response, and vendor shall note if its staff are full-time salaried employees or if they are consultants with limited client contact.

Vendor shall comply with all applicable federal, state, and local laws. At the time of proposal submission, vendor is required to provide evidence of compliance with all requirements for licensure (individual and facility), which includes, but is not limited to the following:

- A current, valid TDSHS facility license or licenses to provide the residential substance abuse treatment services sought in this RFSQ;
- Current, Texas-issued professional licenses for vendor's personnel who shall be providing the required residential substance abuse treatment services; and
- Copies of any accreditation and/or certification documents applicable to vendor's personnel and facility(ies).

Photocopies of relevant documents are sufficient for proposal submission. Vendor shall provide copies of all current State and Local licenses/certificates and shall include expiration and renewal dates. On at least an annual basis, and upon request by HCCSCD, vendor shall provide HCCSCD with copies of all State and Local licenses/certificates, including expiration and renewal dates.

Vendor shall provide details in its proposal response regarding the facility(ies) at which it currently offers the services sought by this RFSQ. If vendor has multiple office or treatment locations, vendor shall list the addresses of all of its office and treatment locations in its proposal response. Vendor shall also provide details regarding whether vendor's office location(s) is/are accessible by means of public transportation, vendor's hours of operation, as well as whether vendor offers weekend, evening, or early morning individual and/or

group therapy sessions. Vendor shall also provide a copy of its current group schedule(s).

Vendor shall further explain any accessibility and diversity features, programs, or services offered currently at vendor's facility(ies). Examples of accessibility features, programs, and services, include, but are not limited to, the accessibility of vendor's location(s) by means of public transportation, the ability to accept some referrals under other funding, bilingual staff and programming, and spoken language and sign-language interpretation services. Vendor shall also explain any policies, programs, or services related to LGBTQ, interfaith, and/or community and cultural diversity. Vendor shall further indicate in its proposal its ability to provide a variety of aftercare services for successful clients of the residential program and whether vendor is able to provide such aftercare services at no or low cost to the successful clients. Vendor shall also address the needs of clients experiencing relapse in aftercare by providing a "Relapse Track" program whose structure is approved by the DEPARTMENT. Aftercare services shall be individual to the client and include the following: outpatient treatment, counseling, case management, relapse-prevention, referrals to community resources, recovery support services, family support services and any other relevant support or service recommended for the client as aftercare to residential treatment.

PROGRAM REQUIREMENTS

Vendor must be able to accept into the program and provide appropriate services for referrals that are pregnant, have newborn infants, and co-occurring disorders. HCCSCD will consider awarding contracts to more than one vendor in an effort to provide up to seventeen (17) beds for female clients. However, preference will be given to the vendor that can provide the most beds up to the maximum of seventeen (17) beds. Clients shall be in the vendor's facility for a minimum of six (6) months and a maximum of one (1) year. The facility must be a secure property with controlled movement of clients at all times. In addition to the Level III requirements, the vendor shall be responsible for the welfare, safety, and security of the clients. Movement of clients off the premises of the facility shall be strictly controlled and monitored by facility staff. Clients in the initial phases of the treatment continuum shall be escorted at all times by facility staff during external movements.

The minimum level of residential substance abuse treatment services that is required to be provided shall be Supportive Residential Treatment, in accordance with TDCJ-CJAD Substance Abuse Treatment Standards for Level III supportive residential treatment. Compliance with TDCJ-CJAD Substance Abuse Treatment Standards, the TDCJ-CJAD Standards for Residential Services, and the TDCJ-CJAD Standards for CSCDs is required for all HCCSCD clients referred to vendor's facility(ies) for substance abuse treatment (collectively the "TDCJ-CJAD Standards"). Copies of the TDCJ-CJAD Standards are available in Bonfire for review.

Vendor(s) awarded this contract may be required to allow TDCJ-CJAD, or their designee, to conduct an Evidenced-based Correctional Program Checklist (CPC) six (6) months after the implementation of the program. Information on the CPC is available on the National Institute of Corrections website: <https://nicic.gov>.

Supportive Residential Treatment – vendor's written policies and procedures shall ensure the following:

- a. All HCCSCD clients admitted to vendor's Supportive Residential Treatment program shall have written justification to support their admission, be medically stable, able to function with limited supervision and support, and be able to participate in work release or community service/restitution programs.
- b. The program shall have adequate staff to meet treatment needs within the context of the program

description, with counselor caseloads not to exceed twenty (20) clients, unless the program can provide research-based evidence in writing to justify a higher caseload size based on the program design, characteristics, and needs of the population served, and any other relevant factors.

- c. There shall be direct care staff alert and on site during all hours of operation. There shall be an appropriate number of direct care staff to provide for the safety and security of the clients, according to the design of the facility and with the approval of the funding source.
- d. Counselors shall complete a comprehensive client assessment and individualized treatment plan within ten (10) working days of admission for all clients.
- e. The program shall deliver no less than six (6) hours per week of substance abuse counseling with a cognitive-behavioral approach (one (1) hour per month of which shall be individual counseling) for each client.
- f. Counseling and education schedules shall be submitted to the funding entity for approval.
- g. The program design and application shall include increasing levels of responsibility for clients and frequent opportunities for clients to apply knowledge and practice skills in structured and unstructured settings. Cognitive behavioral programs shall have a published curriculum identified by the authors to contain cognitive, social and behavioral elements. This curriculum shall be approved by TDCJ-CJAD and implemented as designed. Anyone facilitating a cognitive curriculum must be trained in that specific curriculum. All staff must receive training on the principles of a cognitive behavioral model as it relates to their job duties. Components of the cognitive program shall at minimum include:
 - ways to identify thinking patterns; and
 - a social skills training component.

In addition, the following services are required:

- h. Vendor shall deliver not less than sixteen (16) hours of structured activities per week for each client, including:
 - Six (6) – eight (8) hours of cognitive based substance abuse counseling; and
 - Seven (7) hours of additional counseling focusing on identifiable criminogenic risk/needs, including anger control and parenting classes, education, life skills, mental health, abuse issues (sexual/physical trauma) or rehabilitation activities based on assessed needs; and
 - Three (3) hours of structured social and/or recreational activities; and
 - No less than one (1) hour of individual counseling per month.
 - Providing counseling services for clients with co-occurring disorders.
- i. Each client shall have an opportunity to participate in physical recreation at least weekly.
- j. Vendor shall provide educational family support services related to substance use to identified support persons.
- k. The program shall provide each client with opportunities to apply knowledge and practice skills in a structured supportive environment.
- l. The facility must be enclosed by a perimeter fence at least eight (8) feet tall. The gates to the fence must be locked at all times when not in use.
- m. HCCSCD personnel shall have access to all aspects of the client's counseling program. This shall include, but is not limited to, in-person observation and documentation of the client's treatment episode and programming.
- n. Clients shall be subject to search at any time, especially those that have had movements off campus.
- o. Vendor shall provide a minimum of one (1) office space for stationing HCCSCD personnel on the

- facility grounds.
- p. Clients shall be drug screened randomly, and always upon return from external movement. A copy of the urinalysis results shall be forwarded to the client's Community Supervision Officer.
 - q. Vendor's staff shall be responsible for the safety and security of the clients referred by HCCSCD. Vendor agrees to comply with all rules and regulations regarding the prevention, detection, and response to sexual assault and sexual abuse of confined individuals.
 - r. Vendor shall allow babies born to pregnant clients while they are stipulated to the facility to be permitted to stay at the facility with the mother for the duration of the mother's treatment episode in order for the baby to bond with the mother. Vendor agrees to maintain documentation detailing the number of baby days, consumables, and personnel associated with the provision of its services to clients. Upon request by HCCSCD, vendor shall provide HCCSCD with copies of such documentation at no cost to HCCSCD.
 - s. Vendor shall electronically submit via email all documentation requested by HCCSCD staff regarding services provided by vendor to clients, including, but not limited to, intake reports, violation notices, discharge plans and reports, and progress reports.
 - t. HCCSCD retains control over the clients in the Program for the provision of substance abuse treatment. If the client is determined to need additional or different treatment services, HCCSCD's WHO Program Manager must be notified with justifications. The process by which this action shall occur will be addressed in the WHO Policies and Procedures.

Note: Preference will be given to vendors with residential substance abuse treatment services that include the following program(s):

- Moving On—research-based substance abuse treatment program developed by VanDieten, specifically designed for women. Workbook material and facilitator manual required for program delivery.
- Seeking Safety—A research-based program designed to treat the co-occurrence of substance abuse and trauma.

The vendor shall offer a range of programming to meet the criminogenic and responsivity needs of the clients being served. Such services may include anger management, cognitive restructuring, or trauma services. All services must use a cognitive-behavioral model. All group services must also use a structured treatment curriculum.

Although the program is designed to primarily target substance abuse and criminal risk factors, the vendor shall also address mental health concerns presented by the clients. Such concerns include, but are not limited to, suicidality, self-injurious behaviors, and other mental health symptoms. Services may include individual or group counseling, contingency management, or case management. The vendor shall have staff qualified to address mental health needs.

The program model used by the vendor shall be a cognitive-behavioral treatment model. This includes both treatment programming and client management strategies (the program milieu).

Screening

Proposer's written policies and procedures for the screening of clients shall ensure the following:

- a. Screening shall include administration, scoring, interpretation and referral for assessment of a client to determine the probability the client is chemically dependent.
- b. Screening must be conducted by a Licensed Chemical Dependency Counselor or by an otherwise

qualified person to conduct such screening who is exempt under TDSHS-SA licensure rules and/or TDCJ-CJAD Standards. Qualified Community Supervision Officers (CSOs) may also conduct the screening.

- c. The screening instruments that are approved for use by proposer for a client to determine the possible existence of chemical dependency are the following; [i] Substance Abuse Subtle Screening Inventory (SASSI) [ii] Substance Abuse Life Circumstance Evaluation ("SALCE"), or [iii] Texas Christian University Drug Screen II ("TCUDS").
- d. Screening process may be bypassed if the client meets any of the following criteria:
 - (1) A client with a documented criminal history of two (2) or more prior arrests for offenses which involve the use or possession of alcohol or the use, possession, or sale of illegal substances;
 - (2) A client who has submitted positive urine specimens;
 - (3) A client who has previously attended an outpatient or inpatient substance abuse program; or,
 - (4) A client with a completed and documented screening or assessment/evaluation from another referral source that determined further assessment/evaluation of the subject client's substance abuse history was needed;

Evaluation/Assessment

Proposer's written policies and procedures for the evaluation/assessment of clients shall ensure the following:

- a. The proposer's evaluation/assessment must include the use of the Addiction Severity Index (ASI), the TDSHS, or the Clinical Management for Behavioral Health Services (CMBHS) Assessment as a structured or semi-structured interview.
- b. The assessor must use the information and scoring to determine and document the nature and extent of a client's chemical dependency.

The assessor must determine and document an appropriate referral or document why a referral is not necessary. Proposer **CANNOT** conduct an evaluation/assessment and then refer the client to themselves for treatment. The ASI or CMBHS assessment interview, scoring, and referral to appropriate level of treatment, shall be performed by a Licensed Chemical Dependency Counselor (LCDC), appropriately supervised Counselor Intern (CI), or by an otherwise qualified person to conduct such evaluations/assessments who are exempt under TDSHS-SA rules/TDCJ-CJAD Standards.

TDCJ-CJAD REQUIREMENTS

If a formal written contract is negotiated and entered into between vendor and HCCSCD, it is anticipated that the format, terms and provisions, of such contract shall be substantially as set forth in the Contract Management Manual for the Texas Department of Criminal Justice (TDCJ) – Community Justice Assistance Division (CJAD) Funding of Offender Services (September 1, 2015). Such contract format, terms and provisions therein, are incorporated into this RFSQ by reference; and for vendor's convenience, a copy of the agreement that vendor shall be expected to enter into with HCCSCD is available for review in Bonfire. Prior to its furnishing of a formal contract, HCCSCD reserves the right to revise or modify such contract format, terms and conditions as may be deemed appropriate under the circumstances and to accommodate any changes or revisions that may be necessary to comply with applicable TDCJ-CJAD Standards, rules, regulations, or other legal requirements.

Vendor shall share program data and statistics on clients referred to vendor with the research and planning divisions of HCCSCD. Vendor shall submit monthly progress reports via email for each client to appropriate HCCSCD staff. The reporting shall include relevant outcome data, as directed by HCCSCD and TDCJ.

Vendor shall allow representatives from HCCSCD and TDCJ to access client and program data for research purposes, as requested.

At all times, HCCSCD retains control over the clients that may be referred by vendor to government agencies or third parties to provide other or additional services. If a client is determined by vendor to need additional or different treatment services, such client is to be referred back to HCCSCD for a determination as to what, if any, further action or treatment should occur. The policies and procedures that pertain to the circumstances for these additional and other referrals, if any, that may occur shall be addressed by vendor in its written proposal submitted in response to this RFSQ. If vendor has a preferred policy or practice of handling such situations, vendor shall describe its policies and/or practices in its proposal.

Any proposed agreement shall be subject to the availability of State and/or County funds as appropriated by the proper authorities. If such funds become reduced or unavailable, any agreement resulting from this RFSQ shall be subject to immediate modification, reduction or termination.

Before the award of any contract related to this RFSQ, vendor shall be required to furnish HCCSCD with satisfactory evidence as to the pecuniary and financial resources and insurance coverages that are available to fulfill the terms and conditions of the contract. Vendor shall include a copy(ies) of applicable certificates of coverage along with vendor's response to Sections II and IV of this RFSQ. HCCSCD may further require that all financial reports or statements furnished reflect the vendor's current financial status and are certified as to accuracy by a certified public accountant.

Vendor Operational Plan and Budget

Under any contract that may be awarded related to this RFSQ, vendor shall provide all necessary personnel, equipment, materials, supplies, facilities, and services (except as may be furnished by the HCCSCD as specified in writing), and do all things necessary for, or incidental to, the provision of services requested in this RFSQ.

HCCSCD does not guarantee a minimum utilization rate of the proposed services and reserves the right to utilize the proposed services to a greater or lesser degree than estimated at the vendor's proposed price.

If a contract is offered and furnished by HCCSCD to vendor, it is anticipated that HCCSCD's Performance Measures set forth in these Specifications below, the RFSQ Specifications, Sections II and IV of the RFSQ Special Requirements, vendor's proposal as finally negotiated, vendor's Best and Final Offer (BAFO), the TDCJ-CJAD Substance Abuse Treatment Standards, the TDCJ-CJAD Residential Services Standards, the TDCJ-CJAD Standards for CSCD, and the related operations and budget information as submitted in response to this RFSQ, shall become part of the Vendor Operational Plan, which shall be attached and incorporated by reference into such contract, as entered into and executed by the parties. A copy of the Sample Services Operations Agreement is included under Supporting Documentation in Bonfire. Under these circumstances, the Vendor Operational Plan and Summary Budget for Purchase of Services ("Budget"), as included in the vendor's proposal and/or vendor's BAFO, shall become legally binding upon the execution of an agreement by vendor and HCCSCD. The Vendor Operational Plan and Budget shall be included among the processes, circumstances, and terms under which the proposer's treatment services shall be provided. The Vendor Operational Plan shall also be used in annual contract monitoring by HCCSCD.

Vendors with multiple contracts with state or local governments or other agencies are required to develop budgets, accounting processes and records that allow for the verification of rates by HCCSCD, TDCJ-CJAD, and any government auditors. This obligation for verification of vendor rates shall include information as to vendor's indirect cost rates, overhead, and cost pooling practices.

Vendor Budgets included in proposals prepared in response to this RFSQ shall follow all applicable TDCJ-CJAD requirements. The prices quoted by vendors in response to this RFSQ shall be the full cost of the subject treatment. Vendors shall ensure that only reasonable and allowable costs are used in the cost justification set forth in Vendor's Budget and other provisions of vendor's proposal submitted in response to this RFSQ (for examples of unallowable costs, see the Unallowable Costs attachment included within the Instructions to Vendors and Vendor Budget Forms under Supporting Documentation in Bonfire).

HCCSCD shall only pay vendor the per client/per day rate from vendor's BidTable submission(s) for the services provided by vendor. Time spent by vendor's administrative, managerial, or non-clinical staff on matters related to the services, including but not limited to, phone calls and meetings with HCCSCD personnel, travel, trainings, staffing reviews, policies and procedures, and quality improvement/assurance reviews shall not be reimbursable to vendor or billable to HCCSCD. HCCSCD shall not pay or reimburse vendor for any expense(s) not expressly allowed by, or for which specific rate(s), is/are not set forth in its contract with vendor. In addition, payment or reimbursement for the following items is specifically disallowed: indirect and overhead expenses, as well as administrative, copying, postage, travel, parking fees, long-distance telephone calls, mileage, hotel accommodations, meals, or other costs or expenses, unless approved in writing in advance by HCCSCD.

If, during the term of any contract that may be offered and furnished to the proposer, unallowable or unreasonable costs or monies are expended by the proposer in contravention of the requirements and specifications contained in this RFSQ, the proposer may be subject to contractual liabilities and damages, in addition to criminal sanctions, under certain circumstances.

ADDITIONAL REQUIREMENTS

Performance Measures.

The Vendor's performance shall be measured against the performance measures. The performance measures shall include at a minimum:

Strategy One (1):

Vendor shall develop an individualized treatment plan that addresses the needs of each individual served.

Measure: One hundred (100) percent of individuals served shall have a written individual treatment plan identifying objectives to be completed within ten (10) working days in residential programs of a client's arrival for treatment.

Adjustment: For each individual served not having an individual treatment plan within the above specified time frame, the vendor shall reimburse forty percent (40%) of the unit rate per each bed day the treatment plan was late on each client.

Strategy Two (2):

Client's progress on individualized treatment plans shall be documented.

Measure: One hundred percent (100%) of individuals served shall have chronological recordings in their case files on a weekly basis documenting the client's level of participation and compliance with treatment goals and objectives.

Adjustment: For each individual not having chronological recordings in their case files on a weekly basis documenting the client's level of participation and compliance with treatment goals and objectives,

the vendor shall reimburse forty percent (40%) of the unit rate for each unit billed in the week(s) that a chronological recording was not made in the file.

Strategy Three (3):

Each client exiting treatment shall have a discharge plan completed and forwarded to HCCSCD.

Measure: One hundred percent (100%) of the clients exiting treatment shall have a discharge plan prepared and forwarded to HCCSCD within three (3) days of the client's discharge.

Adjustment: The vendor shall reimburse fifty percent (50%) of the unit rate for the last three units of service provided to each client that does not have a discharge plan sent to HCCSCD within three (3) days of a client's discharge.

Strategy 4:

Each individual client shall have a minimum of six (6) hours of treatment specific interventions per week and another three (3) hours of structured programming per week.

Measure: One hundred percent (100%) of the clients enrolled in the residential program shall receive a minimum of six (6) hours of treatment specific interventions per week.

Adjustment: The vendor shall reimburse fifty percent (50%) of the per diem rate for each week that the individual client does not receive a minimum of six (6) hours of treatment specific interventions.

Quality Assurance (QA)

The Vendor shall provide ongoing QA to ensure that vendor's services are being delivered with fidelity. HCCSCD will review the vendor's QA feedback and provide additional monitoring by its QA personnel or other designees as needed. Vendor shall allow a HCCSCD contract monitor and/or representative to review HCCSCD client documentation, and vendor shall have a representative available to answer questions, receive feedback and provide other information as needed. Vendor shall expect to be monitored by HCCSCD's QA personnel at least annually, and HCCSCD may conduct additional QA monitoring, in its discretion, if the additional monitoring is necessary or desirable.

Services Reviews

The Vendor's designated operational staff shall meet with HCCSCD operational and contract staff on at least a quarterly basis. These meetings will serve to review services, discuss any utilization trends, address any clinical or operational issues, and collaboratively identify opportunities for service improvement.

Training

The selected vendor shall be required to provide professional training to HCCSCD staff, on topics the vendor staff are trained and licensed in by the State of Texas, commensurate with the level of funding they are awarded, and upon request during the contract period. Upon request by HCCSCD, and at no cost to HCCSCD, the selected vendor shall also be required to attend all trainings provided by HCCSCD or its designees.

Court Testimony

Vendor must agree to provide testimony in court, if required, at no additional cost to HCCSCD.

Background/Criminal History Checks for Vendor Staff

Vendor shall conduct national and state background checks in accordance with HCCSCD standards and Texas law for all counselors and other personnel who treat, prepare progress reports, access probationer's client files, or otherwise provide services, prior to allowing the counselor or other personnel to provide services, and annually thereafter, if the counselor or other personnel continue to provide services. Vendor shall notate its personnel files (*i.e.*, with a memorandum to the file, log, or other similar method) indicating the dates that the required background checks were conducted along with the methodology utilized by vendor (*e.g.*, DPS public website, third-party background check service, employer check using a third-party background check search engine or website, etc.). HCCSCD may also, at its option, conduct its own national and state criminal background checks of vendor personnel, including but not limited to, the review of Texas Department of Public Safety and National Crime Information Center (NCIC) criminal records. Vendor shall not permit any counselors or personnel that it employs, who are currently under probation and/or parole supervision, to provide treatment, to prepare progress reports, or to have access to clients' files. Vendor shall also notify HCCSCD within twenty-four (24) hours if any employee or independent contractor, who provides services to clients, is arrested for and/or convicted of misdemeanor (other than a Class C Misdemeanor traffic offense) or felony offenses.

At a minimum, vendor agrees to require all of its counselors and personnel who treat, prepare progress reports, access clients' files, or otherwise provide services to clients, to submit to pre-employment drug screening. Vendor shall not permit its counselors or other personnel whose drug detection test result in a positive finding for illegal drugs to provide services to clients. Vendor agrees to comply with subsequent drug detection testing requests from HCCSCD.

All vendor employees or independent contractors with a criminal background must be approved by HCCSCD prior to providing services to clients. In the event that a vendor's employee becomes unsatisfactory for any reason, HCCSCD reserves the right to request that the employee be replaced. Vendor must also notify HCCSCD at least once per contract term of vendor employees or independent contractors with a criminal background. Vendor is also responsible for supplying HCCSCD with a list of any changes to existing staff or independent contractors assigned in conjunction with the services, including but not limited to, new personnel and terminated personnel. In the event that vendor's personnel become unsatisfactory for any reason, HCCSCD reserves the right to request that they be replaced.

If determined to be applicable by HCCSCD, vendor may be requested to complete a Criminal Justice Information Security (CJIS) Addendum, in accordance with applicable laws, and to attend a TCIC Criminal Justice Practitioner Access Training (2 hours duration) and/or a TCIC/TLETS Mobile Access Operator Training (8 hours duration). Additional information is available from HCCSCD and at: <https://www.dps.texas.gov/SecurityReview/documents.htm>.

Vendor shall submit monthly progress reports on each client to the appropriate HCCSCD staff. The reporting must include relevant outcome data, as directed by HCCSCD and TDCJ.

Discharge summary reports must be submitted to HCCSCD staff seventy-two (72) hours prior to discharge. The reporting must include relevant outcome data, as directed by HCCSCD and TDCJ. Co-Occurring Psychiatric and Substance Disorders (COPSD) Discharge reports must be provided on clients receiving COPSD services.

Allow representatives from HCCSCD and TDCJ to access client and program data for research purposes, as requested.

Invoicing

Vendor shall submit monthly itemized invoices electronically, via email, by the seventh (7th) day of each month, to HCCSCD's and Harris County Auditor's Accounts Payable staff. Vendor shall include with its invoice, a list which includes the identity of each offender served and the services provided. Vendor shall be required to use the forms and procedures specified by HCCSCD and the Harris County Auditor's Accounts Payable.

The Harris County Auditor's Office will make payment to vendor. Payment is dependent upon the HCCSCD's receipt of its allotment of funds from TDCJ-CJAD and vendor's submission of itemized invoices and backup documentation acceptable to HCCSCD and the Harris County Auditor's Office.