AGREEMENT NO. RFP 07727-09

COLLIN COUNTY
CONSULTANT AGREEMENT

THIS AGREEMENT, entered into by and between the University of North Texas Health Science Center at Fort Worth, herein also referred to as Provider and Collin County, Texas.

STATEMENT OF WORK: Services shall be performed in accordance with the attached scope as outlined in Attachments A, B, and C attached herewith.

All duties shall be performed in a manner, consistent with Collin County procedures and policies. Collin County will provide all equipment and tools to perform work.

COMPENSATION FOR SERVICES: Services shall be billed at the completion of each of three phases and submission of deliverables, as detailed on Attachment B for the work performed under this agreement. No other expense or reimbursement shall be borne by Collin County unless stated herein.

- INVOICES shall be submitted to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, TX 75071
- SALES TAX: Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax.

TERM OF AGREEMENT: This agreement will begin on September 21, 2009 and will terminate effective August 30, 2010, unless otherwise agreed to by and between Collin County and the provider in written form. Cost of service will not exceed $168,455. Both parties agree that they have the right to terminate this agreement at any time without cause or prior notice. In the event of early termination Provider shall be compensated by Collin County for services rendered up to the date of termination.

ADDITIONAL CONDITIONS:

BENEFITS: Provider is not an employee of Collin County and is not entitled to any benefits offered to Collin County Employees.

INDEMNIFICATION: To the extent permitted by the Constitution and laws of the state of Texas, Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injury to or damages received or sustained by any person, persons, or property on account of any negligent act or fault by Provider in performance under this Agreement. To the extent permitted by the Constitution and laws of the state of Texas, Provider shall pay any judgment with cost, which may be obtained against Collin County growing out of such injury or damages.

VENUE: This Agreement will be governed and construed according to the laws of the State of Texas.

CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms and conditions stated in this Agreement. All Change Orders to this Agreement must be agreed to by the parties in writing.

CONFLICT OF INTEREST: No public official shall have interest in this Agreement, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171.

RENEWAL OF AGREEMENT: At the discretion of Collin County and approval by the Provider, this agreement may be renewed for additional time periods to incorporate additional phases or work as determined by Collin County. The cost of such services shall be determined by Collin County and Provider and shall be established at a not to exceed amount.

AGREEMENT NO. RFP 07727-09

THIS AGREEMENT, when properly accepted by Collin County shall constitute an agreement equally binding between the Provider and Collin County.

AGREED TO AND ACCEPTED THIS
_____ DAY OF _____, 2009.

University of North Texas Health

Science Center at Fort Worth

By: _____ 10/15/09
Glenn Dillon, Ph.D.
VP for Research

By: _____ 10/12/09
Steve Russell, Exec. VP for Finance and Administration

Read and Understood
By: _____ 10-5-09
des Anges Cruser, Ph.D., Project Director

EXECUTED AND ACCEPTED THIS
19 DAY OF October, 2009.

COLLIN COUNTY

By: _____
Franklin Ybarbo, Purchasing Agent

Court Order No. 2009-757-09-14

10/19/09

UNIVERSITY of NORTH TEXAS
HEALTH SCIENCE CENTER at Fort Worth

Education, Research, Patient Care and Service

Response to Solicitation 07727-09 Services, Study to Review Mental Health System for Collin County

11 August 2009

TABLE OF CONTENTS

6.1.1 FIRM OVERVIEW 1

6.1.1.1 – 2 A descriptive background of your company's history, principal business location and any other service locations 1

6.1.1.3 Primary Line of business 1

6.1.1.4 Length of time providing services 1

6.1.1.5 Locations of service 1

6.2 PROPOSED PROJECT TEAM QUALIFICATIONS (And Attachment F) 2

6.3 PROPOSED SERVICES 4

6.3.1. – 6.3.1.1 Proposed services 4

5.6 refers to 6.5 4

5.7 Statement of Work inserted here 4

6.4 REFERENCES and Attachment A 6

6.5 TIME SCHEDULE and Attachment B 6

6.6. FEES (Includes 6.6.2 – 5) 7

6.7 OTHER PROJECTS (EXAMPLES)and Attachment C 7

ATTACHMENTS

A Letters of Reference 8

B Project Schedule 11

C Three other companies where like services have been provided 13

D Project forms 15

Item Response Form - Total Proposed Cost -

Exception to Bid Specifications (See Attachment E)

Company Profile

Authorized Agent

Affidavit of Compliance

Conflict of Interest (NA)

E Exception to Bid Specifications (per UNTHSC Counsel) 22

F All Curriculum Vitae and Resumes 26 – 139

Organization Chart, UNTHSC 140

6.1.1 FIRM OVERVIEW

6.1.1.1 – 2 A descriptive background of your company's history, principal business location and any other service locations

The School of Public Health is one of four graduate schools at the University of North Texas Health Science Center (UNTHSC). UNTHSC www.hsc.unt.edu was created by the Texas legislature in 1990 by joining the Graduate School of Biomedical Sciences with the Texas College of Osteopathic Medicine (TCOM) founded in 1970. UNTHSC added the School of Public Health in 1997 and the School of Health Professions in 2008. The 33 acre campus is in Fort Worth in the heart of Fort Worth's Cultural District across the street from the Amon Carter and Kimball museums, and is growing with new academic and research facilities. It is bound by 7th Street on the North and Camp Bowie on the South, and is growing to the West. The organization chart is attached.

In 2009 approximately 1,225 students enrolled in the medical school, physicians' assistant studies, physical therapy, public health, and basic sciences graduate programs. UNTHSC educates medical and PA students in rural sites across the State, and supports its students who are active military in training. In 2008, 245 graduate degrees were awarded. UNTHSC has 374 faculty, 926 staff, and $32 million in extramural research dollars. Ten medical specialty departments serve ~574,000 patients annually in 32 outpatient clinics. UNTHSC faculty and staff also provide contract health and mental health services in the Tarrant County Hospital District inpatient and outpatient sites, and at community hospitals, prisons, jails, and other urban and rural community programs in North Texas. UNTHSC has collaborative research and multidisciplinary education partnerships with a variety of institutions of higher education and high schools in Texas and in other states, including UT Arlington, UT Houston, UTMB, Texas Christian University, and UNT Denton.

In keeping with its commitment to research, the Health Science Center has several institutes and centers including the Institute for Aging & Alzheimer's Disease, Institutes for research in Cancer, Cardiovascular Disease, Physical Medicine, Manual Medicine, Hispanic Health, and the Eye Research Institute. It also has a Center for Women's Health, Minority Health, Education, Research and Outreach, and the Mental Sciences Institute. The Health Science Center also serves as home to several National Institutes of Health-funded programs, including a multi-institutional Research Education Program for which Dr. Cruser is the Principal Investigator.

6.1.1.3 What is your primary line of business?

The Health Science Center has four missions: Education, Research, Clinical Services, and Community Engagement. Dr. Cruser is an Associate Professor in the School of Public Health (SPH), Department of Social and Behavioral Sciences, and Director of the Mental Sciences Institute (MSI), an interdisciplinary and cross-institutional research and education institute. The SPH and the MSI offer a variety of consultation services such as program evaluation for services delivery systems, evaluation of learning outcomes such as clinical interviewing skills, professional performance reviews, and policy analysis such as for crisis services in Tarrant County.

6.1.1.4 How long have you been selling product(s) and/or providing service(s)?

The UNTHSC has worked with various private and governmental organizations locally, nationally, and globally first as a medical school, and then as a health science center, for over 35 years.

6.1.1.5 State how many and the locations where your product/services are in use.

Some of the organizations with which the UNTHSC, SPH and the MSI work in policy and services studies include the JPS Health Network, the Office of Human Subjects Protection, the National Institutes of Health, Texas Health Resources, Tarrant County Juvenile Services, and local correctional and law enforcement organizations.

6.2 PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS/EXPERIENCE/CREDENTIALS

6.2.1 Qualifications and experience of project key personnel.

To achieve the goals of the project we have assembled a core project team of experts who together have 175 years of experience in evaluating, planning, and directing public mental health systems. The team will function out of the School of Public Health at UNTHSC. Below we have briefly summarized the qualifications and experience of the core team members, listing the team leader first followed by key personnel in alphabetical order. While we have access to other specialists at the UNTHSC, and may utilize others over the course of this project, this list is the eight-member core project team. Full curriculum vitae and resumes are lengthy, thus included as a separate document in Attachment F.

Cruser, des Anges is the study team leader. Dr. Cruser holds a BA degree in French and Political Science, a Masters of Public Administration focus in health care management from the University of Arkansas, and a doctoral degree in family systems and organizational behavior from Oklahoma State University. Dr. Cruser served as a commissioned officer in the U. S. Navy in the Viet Nam era, as translator for combat operations orders and interpreter for NATO meetings. Her management training includes leadership seminars at Yale University. Her research training includes a fellowship at the National Institutes of Mental Health. She has 30 years of experience in public mental health services program management, policy, research, and teaching in Texas, Arkansas and Oklahoma. She has served on gubernatorial committees for planning and advocacy for persons with mental illness, and been the recipient of multiple private and public grants including the Pew Charitable Trust, the Hogg Foundation, and the NIH supporting services delivery, policy analysis, and systems evaluation and design. Dr. Cruser was a founding member of the Forensic Network in Texas in 1995, and the Oklahoma Alliance for the Mentally Ill in 1984. Dr. Cruser has been the CEO and Program Director for a large state hospital, and multiple community mental health, adult and juvenile forensic, substance abuse, and domestic violence programs. She is a trained mediator, certified mental health administrator, and has public finance and policy experience suitable to lead this study team. Over the past 24 years she has personally collaborated with five of the other seven team members in multiple projects similar to this proposed study.

Brown, Sarah holds a BS in psychology from Texas A&M, and both a Masters of Public Health (MPH) degree and a Doctor of Public Health (Dr. PH) degree from the University of North Texas Health Science Center (UNTHSC) School of Public Health (SPH). Dr. Brown is the Research Analyst for the Mental Sciences Institute. She recently completed her dissertation work with Dr. Cruser and Dr. Singh examining the past ten years of psychiatric services utilization in Tarrant County. Examples of her work include managing data for a multi-site CDC sponsored study of tuberculosis, instructing graduate students in psychotherapy methods and cognitive testing, and participation in a study of health care needs of uninsured working age adults in Tarrant County, including developing and leading focus groups and analyzing the group responses. She has also several professional papers presented in multi-disciplinary venues in clinical and services issues in public mental health. Dr. Brown brings ~10 years of experience in the public mental health arena to this project team.

Davis, Rhonda holds a BA in computer science and an MBA. Her other training includes certificates in Information Systems Management, network and communications management, and doctoral level studies in business management. She has performed fiscal analysis and management services for community mental health systems in north Texas, and has up-to-date familiarity with generally accepted accounting principles, governmental accounting principles and procedures, and contemporary models of funding public mental health services. Ms. Davis has 15 years of experience in validating data sets, communicating with regulatory bodies, forecasting costs and expenditures, and managing complex financial systems. Ms. Davis has also served in the United States Air Force in avionic communications. Ms. Davis has worked directly with other members of this study team.

Diamond, Pamela holds a BS in psychology from Carnegie Mellon University, a masters of arts in psychology research methods, and a doctoral degree in educational psychology awarded by UT Austin. Her extensive work experience includes Texas Tech University Health Science Center, MHMR Harris County, Hogg Foundation, and UT School of Public Heath health promotion and behavioral sciences. Dr. Diamond has many publications and scholarly presentations in mental health services issues, and has served as a reviewer for the National Center for Disease Control injury prevention center, policy research teams for studies of access to health and mental health care in Texas. She has collaborated with Dr. Cruser in policy analysis, publishing, community forum events, and planning in the public mental health arena. She has been funded by the Pew Charitable Trust, the Hogg Foundation, and the NIH. Dr Diamond brings the strength of ~30 years of social and mental health services experiences to this project team.

Miles, Ed holds a BA and a Masters degree in psychology from the University of Oklahoma. He also has an additional Masters of Arts degree and a doctoral degree in clinical psychology. Dr. Miles has been the director of large public mental health systems in several states, and provided leadership to community based programs for special populations in several local communities. Dr. Miles brings ~24 years of essential practical experience and understanding of contemporary mental health systems services design and financing to this study team.

Podawiltz, Alan holds a Masters degree in adult education from the University of Oregon and a doctoral degree in medicine from the Oklahoma State University College of Osteopathic Medicine. As a psychiatrist Dr. Podawiltz has been a leader in research and education in the public mental health systems in West Texas and in Tarrant County. Prior to 1991 he developed, delivered, and evaluated medical education and other professional continuing education programs in mental health care. Dr. Podawiltz has served in leadership roles in finance and administration, and he serves on multiple state and national policy and education committees. Dr. Podawiltz is a Viet Nam era veteran of the U.S. Army. He has experience in mediation, group facilitation, planning, organizing, and implementing innovative services programs. Dr. Podawiltz brings ~35 years of experience in public psychiatry and systems development and evaluation to this project team.

Singh, Karan holds a MS in applied and computational mathematics from old Dominion University, Virginia, and doctoral degree in statistics and computer science from the University of Memphis, Tennessee. Dr. Singh is the chair of the Department of Biostatistics at the UNTHSC SPH. He is the chair of several data and safety monitoring boards for studies sponsored by the National Institutes of Health, serves on national and local committees on environmental studies and has co-authored multiple papers on studies of unmet mental health needs of special populations. Dr. Singh brings ~30 years experience in research, statistics, needs assessment, and writing to this project.

Willis, Susan holds a MBA degree from UT Arlington and a Masters in Conflict Management from Abilene Christian University web-based program. A third master's degree in Social work rounds out Ms. Willis' education credentials. She is currently a senior consultant with UNT Health specifically working with the Obstetrics and Gynecology Department. For 10 years Ms. Willis worked as CEO for the North Texas Affiliated Medical Group, a practice group of over 100 physicians, and just prior to that she was an Associate Administrator for the Tarrant County Hospital District for 12 years. Ms. Willis also has three years of experience with the North Central Texas Council of Governments. She brings over 20 years of highly relevant experience to this project team.

6.3 PROPOSED PRODUCT(S)/SYSTEM/SERVICE(S)

6.3.1 Proposed services

6.3.1.1 Work Plan with all necessary components to render it complete and operational;

The Work Plan is delineated below wherein we have addressed section 5.7 of the Solicitation for Bid.

5.6 Delivery/Completion/Response Time: cf schedule in section 6.5.

The Schedule for the Work Plan is presented in **section 6.5** following the statement of work.

5.7 Statement of Work: The overall goal of this study is to review the current mental health system in Collin County and make a determination of whether customers are receiving the services they need.

We propose to study the Collin County Texas behavioral health services system in four phases.

PHASE ONE: Analysis and Recommendations of current structure and system

PHASE TWO: Proposed Collin County Behavioral Health Services Plan

PHASE THREE: Public review and revisions of the proposed services plan

PHASE FOUR: Final plan and development of future strategies

Each phase provides reports to document progress, indentify information needs, refine any aspects of study aims, products or schedules, and make recommendations. We will utilize only validated quantitative and qualitative data, and apply the most contemporary data management and analysis methods.

PHASE ONE (Analysis and Recommendations of current structure and system) goal is to evaluate the current management of behavioral health services for Collin County with particular attention to fiscal and organizational structures, and communications. Phase one begins on or about 1 September 2009 with the identification of all required data/information and their sources. The project team will finalize all timelines and strategies with the County and other key individuals. We will also identify, acquire and validate all quantitative and qualitative data necessary for this phase and for Phase Two (cf Phase Two below). Phase one is estimated to require 600 hours of professional services of the project team over approximately 18 weeks. Phase one culminates with the submission of the *Analysis and Recommendations for the Management and Financing of Collin County Behavioral Health Services* by 30 December 2009. Phase one report will include:

A. Review mental health operations specific to legal residents of Collin County:

- Overview of current services and system (enrollment limits, costs, management structure)
- Trends of current system (cost, enrollment)
- Amount expended for Collin County customers
- Number of providers in Collin County and pct of workload for each
- Financial impact estimated for non-treatment of persons suffering from mental illnesses

B. Review performance of current system

- Barriers of entry (if any) into the system for customers
- Barriers of entry (if any) into the system for providers
- Expenditures in relation to population with NTBHA and other Texas State mental health systems
- Access to services for customers including location of providers and provider accessibility

C. Recommendations

- Recommendation to improve the current system
- Preliminary analysis of costs and methods to implement recommendations

For Phase One
Contractor will provide seven printed reports and one pdf copy for Phase One.
Project team will make a public presentation of findings a scheduled Commissioners Court.
County will provide for hearing or visually impaired access/interpretations.

PHASE TWO overlaps Phase One, beginning with data identification and collection. The goal of phase two is to produce a *Proposed Behavioral Health Services Plan for Collin County.* This phase therefore focuses on addressing the gaps and needs in the services system today and for the future. The team will collect epidemiologic, socioeconomic, and services data, and gather information from interviews with key stakeholders and consumers. Phase Two activities accelerate immediately following the delivery of the Phase One report, on or about 30 December 2009, and finish approximately 18 weeks later on or about 12 April 2010. We estimate needing 600 hours of professional services and 320 hours of student research assistants' time for all activities in Phase Two, which culminates with the submission of the *Proposed Behavioral Health Services Plan for Collin County* on or about 12 April 2010.

Phase two report will include more details that build on Phase one, and comprise a proposed new five year services plan for Collin County. A preliminary outline for a proposed plan is:

A. Executive Summary
B. Introduction and Background
    1) Goals
    2) Scope of the Study
    3) Methods
C. Proposed Plan
    1) Services System Design, Goals, and Strategies
        i. Adult
        ii. Child
        iii. Special Populations
            1. Forensic
            2. Minority populations
            3. Homeless
            4. Uninsured
    2) Management Structure and Oversight
        i. Reporting mechanisms
        ii. Quality Improvement mechanisms
        iii. Consumer and other stakeholders participation
    3) Financing
        i. Costs of not providing services
        ii. Cost savings providing services with emphasis on prevention, early intervention, competitive bids, and effective continuum of care options
D. Supporting Documentation
    1) Tables and Figures
    2) Data Sources
    3) Questionnaires; Interview Schedules
    4) Participants and Contributing Organizations and Individuals

For Phase Two
Contractor will provide seven printed reports and one pdf copy for Phase Two. Electronic versions will be available for public hearings as required.
County will provide for hearing or visually impaired access/interpretations.
Project team will make a public presentation of findings a scheduled Commissioners Court.

PHASE THREE begins with the period of review of the *Proposed Behavioral Health Services Plan* by the County Commissioners. This phase includes public hearings and revisions to the plan. The schedule for Phase three is to commence on or about 12 April 2010 and end on or about 7 June 2010. Phase Three requires an estimated 500 hours of professional services, and 80 hours of student research assistants' time. It culminates with the filing of an approved Collin County Behavioral Health Services Plan.

Every phase will include as needed or requested:
Meetings, discussions, and requests for information, comments and input from at least the following stakeholders

- NTBHA executive staff and Collin County appointees
- Value Options (contracted managed mental health care provider) management
- Local providers of mental health and related health services
- The National Alliance for Mental Illness and other advocacy groups
- Two public hearings/gatherings (1 in Plano and 1 in McKinney)
- Law enforcement including jail administration
- Welfare or related public service providers (WIC, non profit health clinics, Interfaith, etc.)
- Commissioners Court

PHASE FOUR begins on or about 7 June 2010 and ends on or about 30 August 2010. Phase four is the time dedicated to final review and implementation of strategies to achieve plan goals and objectives. This phase is estimated to require 200 hours of professional services time over six weeks for activities associated with making any additional presentations, holding any additional "hearings" or meetings, putting the plan into action and producing any additional reports.

6.4 REFERENCES

6.4.1 Offeror is requested to include at least two (2) references with names, addresses and telephone numbers.

We have provided two letters of reference from individuals familiar with our work and products. Attachment A.

6.5 TIME SCHEDULE

6.5.1 Provide a schedule on each phase of the proposed project beginning with program development and ending with the date of operation. The schedule must include all tasks that will require time in the process, such as County review (identify amount of time assumed for each task).

The schedule of work production is Attachment B.

6.6 PRICING/FEES

6.6.1 Provide an explanation of the total cost of the service(s) showing a breakdown by item. Be sure to include all items necessary to render project complete and operational.

The total budget for this project is: $ 168,455

Professional services 1,900 hours at $ 80.00 per hour** $ 152,000

**The average normally charged professional fee for this mix of professionals is $115.00/hour. Because this is a bid to work with a county government we have bid at 70% of that fee.

Student services 400 hours at $ 16.00 per hour*** $ 6,400

*** Graduate student assistants' salaries and fringe benefits range between $11 and $18 per hour. Thus we have requested compensation for graduate students at an average of $16/hour

Travel Local mileage (data gathering, meetings, interviews) $ 4,455
Faculty team member SPH at UT Houston**** $ 5,600

****Dr. Diamond will travel from Houston an estimated eight trips to Collin County at an average cost per trip of $750.00

Note: UNTHSC will provide clerical support and supplies at no cost to the County.

6.6.2 Training time is included; no installation costs are associated with the proposal.

6.6.3 A warranty does not apply for this project.

6.6.4 Costs for revisions to products and timeline or scheduling modifications are included.

6.6.5 Updates/enhancements are anticipate to be only those associated with software used in cleaning, interpretation, and analysis of data, and are included in the bid.

6.7 OTHER PROJECTS INVOLVED WITH

6.7.1 Offeror is requested to provide a list of other projects that you are currently involved with or will be involved with.

As examples only, we are currently working with the Tarrant County Hospital District, John Peter Smith Health Network in the following projects.

A 360 degree professional evaluation using a novel tool "COMPACT 20" developed by Drs. Cruser and Podawiltz

Development and supervision of research conducted by the Department of Psychiatry resident physicians

Evaluate the effectiveness of the Crisis Stabilization Unit in the Department of Psychiatry

Evaluate a 10 year utilization of the psychiatric emergency center

ATTACHMENT A

TWO LETTERS OF REFERENCE

UNIVERSITY of NORTH TEXAS
HEALTH SCIENCE CENTER at Fort Worth
★
Education, Research,
Patient Care and Service

des Anges Cruser, PhD, MPA
Associate Professor School of Public Health
Executive Director, Mental Sciences Institute
University of North Texas Health Science Center
3500 Camp Bowie Boulevard
Fort Worth, TX 76107

Office for the Protection of Human Subjects
3500 Camp Bowie Boulevard
Fort Worth, Texas 76107-2699

August 7, 2009

Dear des Anges,

Please accept this letter as professional reference for you to submit with your proposal to Collin County for a study of its mental health system.

As you know, as Director of the UNTHSC Office for the Protection of Human Subjects, it is my role and responsibility to oversee regulatory compliance for all research activity involving human subjects, including research involving health care data and health delivery systems. In that time I have had numerous opportunities to work with you, your colleagues, students and associates on many research projects involving human subjects. Throughout those various and sundry protocols and activities, I have found your project management to be highly ethical and clearly focused on patient/subject safety and due diligence with regard to regulatory compliance and process management. The products and approaches you have produced and directed have been responsive to the requirements and expectations of the Office for the Protection of Human Subjects, especially with regard to applications and expansions to better our understanding of mental health. Particularly noteworthy, is your keen ability and expertise in managing highly complex patient data streams, needs assessments and programmatic evaluations of mental health care models and delivery systems. In these challenging areas requiring professional deftness and regulatory savvy, you and your teams has always been forthright, professional and cordial, as well as instructive and enlightening.

I hope that this letter helps to fulfill the requirements of Collin County in relation to your proposed project; if not, please let me know what other information or assistance I may be able to provide.

I wish you much success with your proposal and look forward to continued work with you on this and other future projects.

Sincerely,

Brian Gladue, PhD
Director, OPHS
Chairman, Institutional Review Board

JPS HEALTH NETWORK

August 7, 2009

des Anges Cruser, PhD, MPA
Associate Professor, School of Public Health
Executive Director, Mental Sciences Institute
University of North Texas Health Science Center
3500 Camp Bowie Boulevard
Fort Worth, TX 76107

Dear Dr. Cruser,

I understand you are submitting a proposal to the Collin County Commissioners Court for a study of the existing mental health services system and recommendations for future services.

It is my pleasure to provide you with a letter of reference as required by Collin County.

In the past three years of working with you as a collaborating partner in public mental health services in Tarrant County, I have always found you and your team to be responsive, focused on quality, and thorough. We have cooperated on a number of different projects, and thus I can indeed assure the reviewers of your proposal that your team is one that always performs due diligence in the tasks at hand, always attends to details, and maintains effective communications with their customers.

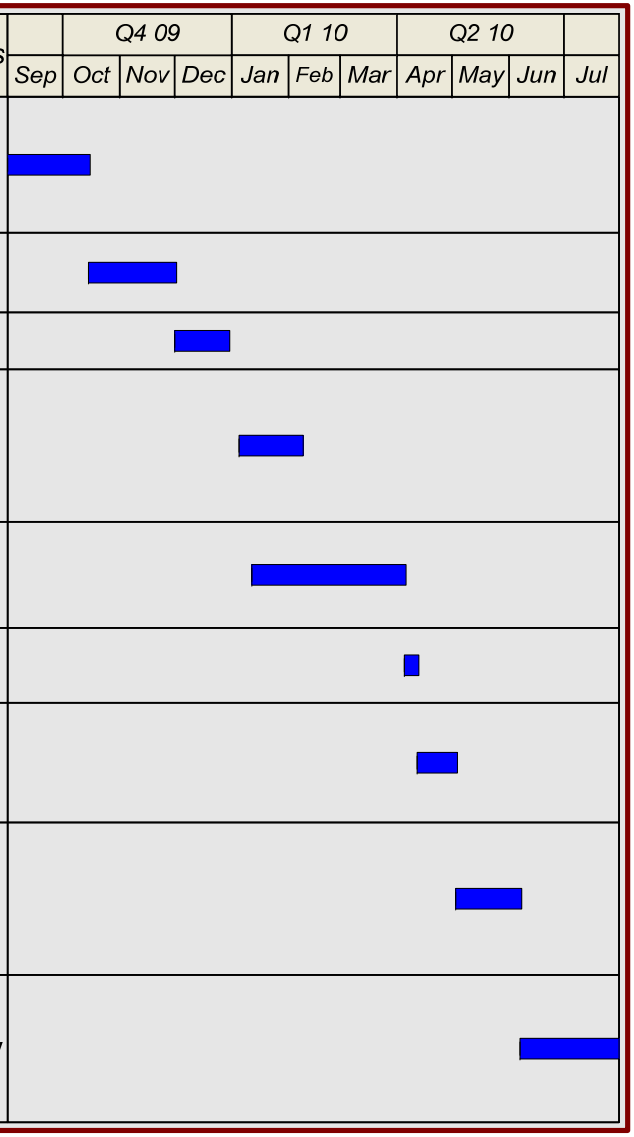
I hope you will find that this letter meets your needs for a professional reference for the proposed project. I look forward to our future work together and wish you the best of luck in your endeavors with Collin County.

Sincerely,

Wayne Young, MBA, LPC
Service Line Administrator
Department of Psychiatry

ATTACHMENT B
PROJECT SCHEDULE

#	Collin County Behavioral Health Services Analysis and Plan	*Start*	*Finish*	*Weeks*
1	Phase One: (Analysis and recommendations re current structure and system) Identify, collect and initiate analysis of information; Finalize strategies & Timelines	9/1/2009	10/15/2009	6.6w
2	All data/informaion collection and analysis continues; report writing initiated	10/15/2009	12/1/2009	6.8w
3	Phase One report preparation and submission	12/1/2009	**12/30/2009**	4.4w
4	County Action on Phase One Report; Phase Two (Services Plan recommendations) ramps up on needs assessment component – services gaps and projections	1/5/2010	2/8/2010	5w
5	Phase Two intensifies community interviews, data analysis, development of Phase Two report (Proposed Services Plan)	1/12/2010	4/5/2010	12w
6	Submit Proposed Collin County Behavioral Health Services Plan.	4/5/2010	**4/12/2010**	1.2w
7	Phase Three begins with County review of proposed plan; Planning Community Public Hearings	4/12/2010	5/3/2010	3.2w
8	Revise reports and proposed plans; Hold public review hearings on the Commissioners' endorsed Proposed Behavioral Health Services Plan	5/3/2010	6/7/2010	5.2w
9	Complete Phase Three: Revise and Submit final reports and plan; Phase four implementation, additional presentations and reviews	6/7/2010	**8/30/2010**	12.2w



ATTACHMENT C
THREE OTHER COMPANIES OR GOVERNMENTAL AGENCIES WHERE LIKE PRODUCTS OR SERVICES HAVE BEEN PROVIDED

World Bank Programs for Science, Technology and Innovation Capacity Building
As part of international team
1818 H Street, NW
Washington DC 20433
202-473-1000
(Singh)

Mental Health and Mental Retardation Authority of Harris County
7011 Southwest Freeway
Houston TX 77074
Phone 713-970-7000
(Cruser and Diamond)

National Institutes of Health
Various Institutes and Centers
(Cruser, Diamond)

Tarrant County Hospital District
John Peter Smith Health Network
1500 South Main Street
Fort Worth Tx 76104
Phone 817-927-3636
(Cruser, Miles, Podawiltz, Willis)

ATTACHMENT D

Item Response Form - Total Proposed Cost
Exception to Bid Specifications (and Attachment E)
Company Profile
Authorized Agent
Affidavit of Compliance
Conflict of Interest (NA)

Bid 07727-09
Services, Study to Review Mental Health System

Bid Number	07727-09
Bid Title	Services, Study to Review Mental Health System
Bid Start Date	In Held
Bid End Date	Aug 13, 2009 2:00:00 PM CDT
Question & Answer End Date	Aug 11, 2009 7:00:00 AM CDT
Bid Contact	Michalyn Rains CPPO CPPB Contracts Manager Purchasing Department 972-548-4113 mrains@co.collin.tx.us
Contract Duration	One Time Purchase
Contract Renewal	Not Applicable
Prices Good for	150 days
Standard Disclaimer	***Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).*** Prices bid/proposed shall only be considered if they are provided in the appropriate space (s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations. All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.
Bid Comments	The overall goal of this study is to review the current mental health sytem in Collin County and make a determination of whether customers are receiving the services they need.

Item Response Form

Item	07727-09-1-01 - Total Proposed Cost
Quantity	1 lump sum
Unit Price	168,445
Delivery Location	Collin County No Location Specified Qty 1

Description
Total proposed cost to include anticipated travel costs and anticipated reimbursable expenses.

SIGNATURE FORM
COLLIN COUNTY, TEXAS

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER. 365

☐ WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

☒ WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

Please see Attachment E

COMPANY INFORMATION/PROFILE/REFERENCES
Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas? ☒ Yes ☐ No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located:

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage: Yes No

if "yes", what is that dollar increment or percentage?

Company Profile: IS YOUR FIRM?

Sole Proprietorship	Yes	X No
General Partnership	Yes	X No
Limited Partnership	Yes	X No
Corporation	Yes	X No
Other Institution of Higher Ed	X Yes	No

List Legal Names in Company:

University of North Texas Health Science Center at Fort Worth

List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.

National Institutes of Health
Private sponsors of Policy research projects
See Attachment C.

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? Yes X No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror's failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED "BIDDER/OFFEROR" IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	UNT Health Science Center at Ft. Worth
Street Address of Principal Place of Business	3500 Camp Bowie Blvd.
City, State, Zip	Fort Worth, TX 76107-2699
Phone of Principal Place of Business	817-735-5073
Fax of Principal Place of Business	817-735-0375
E-mail Address of Representative	ogcmext@hsc.unt.edu
Federal Identification Number	1-756064033-A1
Date	08/10/2009
Acknowledgement of Addenda	#1 ☒ #2 ☒ #3 ☒ #4 ☒ #5 ☒ #6 ☐
Authorized Representative Name	LeAnn S. Forsberg
Authorized Representative Title	Dir., Office Grant & Contract Mgmt.
Signature (Required for paper bid submission)	LeAnn S. Forsberg

AFFIDAVIT OF COMPLIANCE

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company	UNT Health Science Center at Fort Worth
Title of Officer	Vice President of Human Resources
Name of Officer	W. Rand Horsman
Date:	08/10/2009

N/A

CONFLICT OF INTEREST QUESTIONNAIRE
FORM CIQ
For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of person doing business with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.**

4 **Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.**

Adopted 11/02/2005

FORM CIQ

CONFLICT OF INTEREST QUESTIONNAIRE

Page 2

For vendor or other person doing business with local governmental entity

5 **Name of local government officer with whom filer has affiliation or business relationship.**
(Complete this section only if the answer to A, B, or C is YES.

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? é Yes é No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? é Yes é No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?
é Yes é No

D. Describe each affiliation or business relationship.

6

Signature of person doing business with the governmental entity

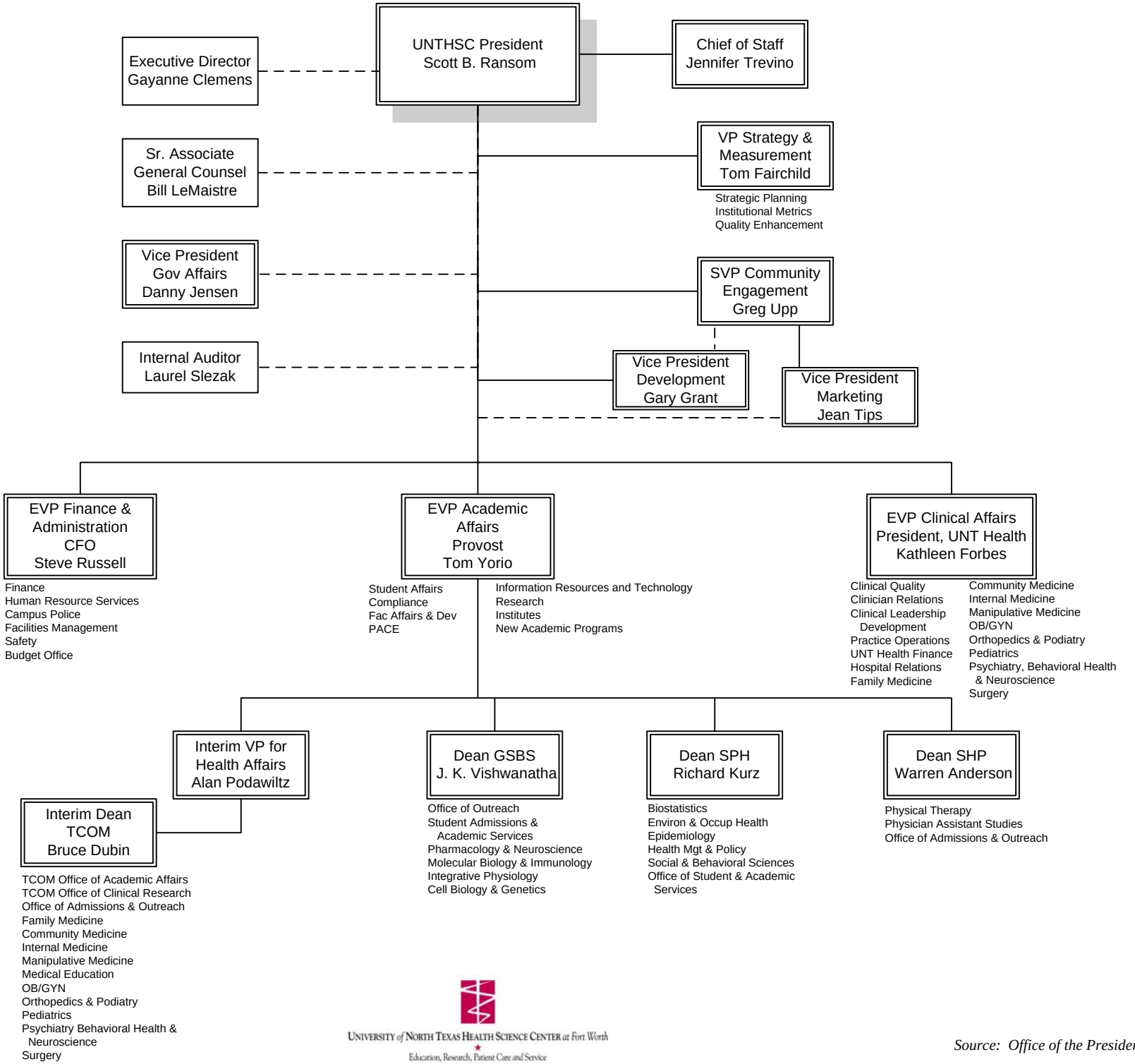
Date

Adopted 11/02/2005

ATTACHMENT E
Statement of Exception to Bid Specifications

Attachment E: Exception to Bid Specifications:

UNTHSC, as a state of Texas institution of higher education and agency of the State of Texas, is subject to constitutional and statutory limitations on its ability to enter into certain terms and conditions of the Solicitation, which may include those terms and conditions relating to: liens on UNTHSC property; disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; warranties; waivers, disclaimers, and limitations on legal rights, remedies, requirements, and processes; limitations of time in which to bring legal action; granting control of litigation or settlement to another party; liability for acts or omissions of third parties; payment of attorney's fees; dispute resolution; indemnities; and confidential information. Terms and conditions relating to these limitations will only be binding on UNTHSC to the extent permitted by the Constitution and the laws of the State of Texas. In addition, UNTHSC, as an agency of the State of Texas, is insured for general liability insurance under a self-insurance program covering its limits of liability. The parties agree that such self-insurance by UNTHSC shall, without further requirement, satisfy all general liability insurance obligations of UNTHSC under the Solicitation. UNTHSC maintains Workers' Compensation Insurance for all its employees under the provisions of the Workers' Compensation Act for Texas State employees, and parties agree that such program shall, without further requirement, satisfy all workers' compensation insurance obligations of UNTHSC under the Solicitation. UNTHSC shall insure its owned automobile fleet with insurance of no less than $250,000 per occurrence, and the parties agree that such insurance shall, without further requirement, satisfy all automobile insurance obligations of UNTHSC under the Solicitation. UNTHSC maintains professional liability insurance in accordance with UNTHSC's Professional Liability Self Insurance Plan for its physicians who are eligible for coverage under the Plan, and the parties agree that such self-insurance by UNTHSC shall, without further requirement, satisfy all professional liability insurance obligations of UNTHSC under the Solicitation. Upon request, UNTHSC shall provide evidence of such coverage, and UNTHSC objects to all other certificate of insurance requirements contained in the Solicitation."



Source: Office of the President - 2009