



Travis County Commissioners Court Agenda Request

Meeting Date: November 18, 2014

Prepared By/Phone Number: Ashley Waffer 41181; Marvin Brice CPPB 49765

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Ratify Modification No. 2 to Contract No. 4400000892 Southwest Key Programs, Inc., for Family Keys Program for Prevention and Intervention Program Services

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

This Modification 2 is for the ratification and approval of the contract effective September 1, 2014. This program is funded with grant funds received from the Texas Juvenile Justice Department, wherein, late September the County received notification that this grant was awarded an additional year of funding.

Per the contract scope of services, the participants in this program must receive uninterrupted ongoing services for a period of three (3) months, so to prevent any interruption the department authorized the contractor to continue providing the services after the contract expiration date of August 31, 2014. Prior to the contract expiration it was decided by the department to wait until receipt of grant award notification to have the contract renewed for an additional twelve (12) month period.

Modification 1 provided for one additional renewal period of twelve (12) months, September 1, 2013 thru August 31, 2014, while at the same time ratified the contract from September 1, 2013 thru December 20, 2013.

This contract provides services specialized and tailored to effectively intervene with juveniles who are currently not on formal probation but have been identified as children in need of supervision and wrap around services.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to agenda@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

➤ **Contract Expenditures:** Within the last 10 months \$85,183.32 has been spent against this contract/requirement.

➤ **Contract-Related Information:**

Award Amount: \$51,110.00

Contract Type: Professional Services Agreement

Contract Period: May 1, 2012 thru August 31, 2012

➤ **Contract Modification Information:**

Modification Amount: \$102,220.08

Modification Type: Bi-lateral

Modification Period: September 1, 2014 thru August 31, 2015

➤ **Solicitation-Related Information:** N/A

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

➤ **Special Contract Considerations:**

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

SAP Shopping Cart #:

Funding Account(s): IO#/Grant Number: 101755/800392

GL Number: 511130

Comments:



TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

ESTELA P. MEDINA
Chief Juvenile Probation Officer

ADMINISTRATIVE SERVICES
COURT SERVICES
DETENTION SERVICES
PROBATION SERVICES
RESIDENTIAL SERVICES
SUBSTANCE ABUSE SERVICES
DOMESTIC RELATIONS OFFICE
JUVENILE JUSTICE
ALTERNATIVE EDUCATION
PROGRAM

TO: Cyd Grimes
Purchasing Agent

FROM: *Estela P. Medina*
Estela P. Medina
Chief Juvenile Probation Officer

RE: Southwest Key Prevention and Intervention Program contract 400000892

DATE: October 8, 2014

The Travis County Juvenile Probation Department is requesting a contract renewal with Southwest Key Programs to provide services to effectively intervene with juveniles who are currently not on formal probation but have been identified as youth in need of supervision. The scope of work is for prevention and intervention services for youth in the Travis County community.

The department would like to enter into a renewed contract with Southwest Key to provide these services with grant funds received from the Texas Juvenile Justice Department. An amount of \$102,220.08 will be budgeted and available for use from September 1, 2014. Southwest Key will bill for services at a 12 month flat fee rate of \$8,518.34 per 20 youth per month.

Vendor: 100000961
IO Number#/Grant#: 101755/800392 TJJJD Grant "S"
GL#: 511130

If you need additional information in order to proceed, please do not hesitate to call me.

cc: Virginia Martinez
Sylvia Mendoza

EPM: sm



Family Keys Prevention and Intevention Services

ISSUED BY: PURCHASING OFFICE P.O. Box 1748 AUSTIN, TX 78767	PURCHASING AGENT ASST: Jason G. Walker TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: October 15, 2014
ISSUED TO: Southwest Key Programs, Inc. Attn: Rachael Luna, General Counsel 6002 Jain Lane Austin, Texas 78721	MODIFICATION NO.: 2	EXECUTED DATE OF ORIGINAL CONTRACT: May 1, 2012
ORIGINAL CONTRACT TERM DATES: 05/01/12 – 8/31/12		CURRENT CONTRACT TERM DATES: 09/1/13 – 8/31/14

FOR TRAVIS COUNTY INTERNAL USE ONLY:
 Original Contract Amount: \$153,330.00 Current Modified Amount \$102,220.08.

DESCRIPTION OF CHANGES:

Pursuant to Section 6.0 Amendments/Modifications, the above referenced contract is hereby modified to reflect the following changes:

- A. Ratify services provided for the period of time beginning September 1, 2014 until the date of execution of this modification.
- B. The inclusion of one additional renewal period beginning September 1, 2014 through August 31, 2015.
- C. During this FY2014 renewal period Contractor will bill for services at a 12 month flat fee rate of \$8,518.34 per 20 youth served per month for a total renewal term not to exceed \$102,220.08.

Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

Note to Vendor:
 Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.
 DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: <u>Southwest Key Programs, Inc.</u> BY: <u>Claudia Chahin</u> SIGNATURE BY: <u>Claudia Chahin</u> PRINT NAME TITLE: <u>Legal Counsel</u> ITS DULY AUTHORIZED AGENT	<input type="checkbox"/> DBA <input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER DATE: <u>10/30/14</u>
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TRAVIS COUNTY, TEXAS BY: <u>MB</u> CYD V. GRIMES, C.F.M., CPPO TRAVIS COUNTY PURCHASING AGENT	DATE:
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TRAVIS COUNTY, TEXAS BY: <u>SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE</u> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 100px;">DRAFT</div>	DATE:
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