



July 20, 2020

Community Solutions, Inc.
Attn: Fernando Muniz, Chief Executive Officer
Bloomfield CT, 06002

Notice of Award and Contract: Contract Purchase Agreement No. 1219479

Effective Date: July 14, 2020 through July 31, 2021

This Contract is Not to Exceed: \$196,800.00

Mr. Muniz:


This will serve as official notice to you that the **Family Functional Therapy Services** have been awarded to you for **ITB No. 20-101240 “Family Functional Therapy and Multisystemic Therapy Services.”**

This notice, together with your quotation and previous notices, shall constitute our entire agreement and, for identification purposes, has been assigned **Contract Purchase Agreement No. 1219479.**

You are hereby reminded that no conditions of this agreement may be modified or changed except through or by the Department of Purchasing and Contracting of DeKalb County. Requests, instructions, or information received by you from sources other than the Department of Purchasing and Contracting which are intended to change the contract are to be refused on the basis that such matters may be handled only between the supplier and the Department of Purchasing and Contracting.

Deliveries and/or services are to be made and/or performed only on an **“as ordered”** basis. Using department(s) of the County may place telephoned requests for delivery and/or service but only when they are in position to furnish the applicable contract number which has been assigned by the Department of Purchasing and Contracting. In such event, the telephoned request will be confirmed by a written County Purchase Order form bearing the applicable contract number. Mail invoices to **Accounting Services, Annex Building, 1300 Commerce Dr., Decatur, GA 30030.**

Sincerely,



Jervai K. McConico
Procurement Agent
Department of Purchasing and Contracting

cc: Keisha Jones, Grants and Programs Manager, Juvenile Court

ph:jm

ITB No. 20-101240

Functional Family Therapy (FFT)
&
Multisystemic Therapy (MST)
Services

Original



community
solutions, inc.
creating conditions for change
www.csi-online.org

**Dekalb County Juvenile Court
Dekalb County
ITB No: 20-101240**



Administrative Office
340 West Newberry Road, Suite B
Bloomfield, CT 06002
(O) 860.683.7100 (F) 860.683.7199

April 16, 2020

DeKalb County Department of Purchasing and Contracting
Attn: Jervai McConico, Procurement Agent
Maloo Administration Building
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030

RE: ITB No, 20-101240
Functional Family Therapy (FFT) & Multisystemic Therapy (MST) Services

Dear Mr. McConico:

Enclosed, please find an original proposal response to ITB No. 20-101240 for Functional Family Therapy & Multisystemic Therapy Services for Community Solutions, Incorporated (CSI). In addition, two identical copies are included as required by the solicitation. The original Price Schedule is also included, in a separately sealed envelope. By signing this letter, CSI accepts each of the terms and conditions contained in this solicitation (Invitation to Bid).

CSI is a private, non-profit human service agency with a mission to promote the independence, responsible citizenship, and well-being of individuals and families. We envision a world where all people have the skills and opportunities to realize their highest potential and contribute to healthy communities. Our staff have worked with compassion and integrity to provide positive solutions for our clients, their families, referral agencies, and communities since 1962. With our expertise, innovative spirit, and commitment to make an impact with those we serve, CSI has established and operated a continuum of community based services and programs for over 58 years.

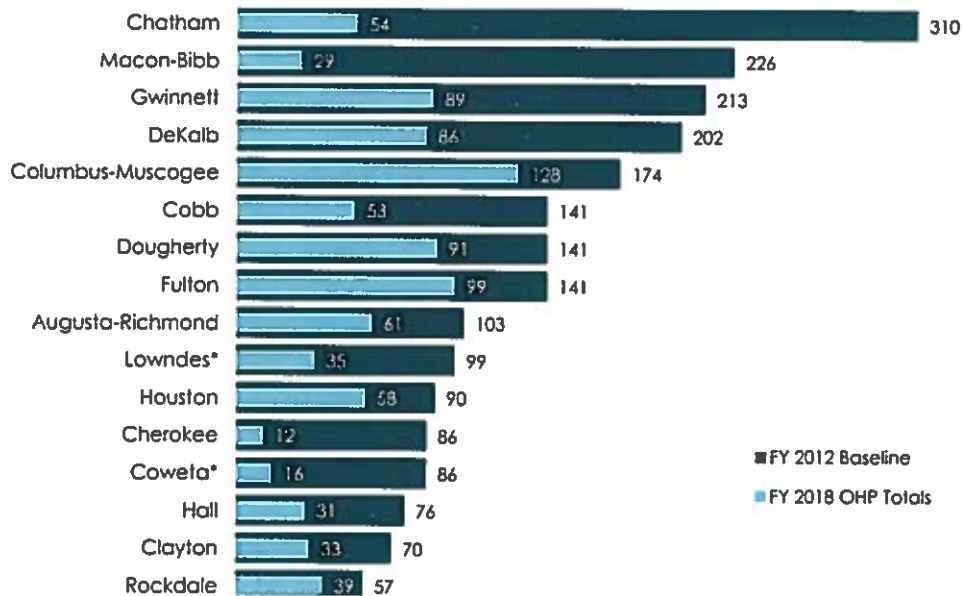
Our agency is well-versed in the provision of home based models, including both Functional Family Therapy (FFT) and Multisystemic Therapy (MST), having provided those services for over 17 years and 21 years respectively. We have delivered MST services in DeKalb County, Georgia since 2002 and FFT services since 2013.

CSI's GA MST and FFT teams have been providing services to at-risk youth in order to reduce the long-term rates of crime in serious juvenile offenders, decrease recidivism and rearrests, reduce adolescent alcohol and drug use, reduce rates of out-of-home placements, decrease behavior and mental health problems for serious juvenile offenders and create improvements in family functioning. These benefits and successful outcomes have offered a cost savings to DeKalb County in comparison with usual mental health and juvenile justice services.

CSI was one of the first organizations that Georgia counties contacted to provide MST and FFT services under the Criminal Justice Coordinative Council (CJCC) incentive grant. CSI has been managing incentive contracts since 2013. Unlike many of our competitors, CSI Incentive Counties have had a significant decrease in their number of Short Term Placement (STP) sentences and felony commitments. Below are the 2017-2018 grant cycle statistics, which illustrate the reduction in out of home placements that CSI has helped DeKalb County realize compared to the 2012 baseline data.

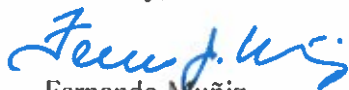
In FY 2018, 25 out of 26 grantee courts had a reduction in out-of-home placements (short-term program admissions & felony commitments to DJJ) compared to their FY 2012 baseline.

July 2017–June 2018



My staff and I are proud of the positive impact that our long-standing MST and FFT programs have made for DeKalb County youth and families over the last several years. We look forward to continuing our long-standing, collaborative working relationship with DeKalb County.

Sincerely,



Fernando Muñiz
 Chief Executive Officer
 Community Solutions, Inc.

Enc. RFP response

Community Solutions, Inc. Proposal

ITB No. 20-101240
Functional Family Therapy (FFT) and Multisystemic Therapy (MST)
Services

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DeKalb County
GEORGIA

Department of Purchasing and Contracting
Maloof Administration Building, 1300 Commerce Drive, 2nd Floor,
Decatur, Georgia 30030

March 16, 2020

INVITATION TO BID (ITB) NO. 20-101240

FOR

DEKALB COUNTY JUVENILE COURT
FUNCTIONAL FAMILY THERAPY (FFT) & MULTISYSTEMIC THERAPY (MST)
SERVICES
ANNUAL CONTRACT WITH TWO (2) OPTIONS TO RENEW

Procurement Agent: Phyllis Head, Procurement Manager
Phone: 404- 687-7198
Email: Phead@dekalbcountyga.gov


Mandatory DeKalb First LSBE Meeting: **Wednesday, March 18, 2020 or March 25, 2020**
(Bidders must attend 1 meeting on either of the dates listed in person or via video conference.)
4572 Memorial Drive, Decatur, Georgia 30032
Main Conference Room - A
(Meetings are held at 10:00 a.m. and 2:00 p.m.)
Video Conference: Utilize the link supplied on our webpage labeled "DeKalb First LSBE Video Meeting"

Mandatory Pre-Bid Conference: **Tuesday, March 24, 2020 at 2:00 p.m.**
Manuel Maloof Building
Purchasing and Contracting 2nd Floor
1300 Commerce Drive
Decatur, GA 30030

Deadline for Submission of Questions: **5:00 P.M. ET, March 30, 2020**

Bid Opening: **3:00 P.M. ET, April 16, 2020**

Price Schedule Opening: **3 – 5 Business days after Bid Opening**

FIRM'S NAME AND ADDRESS: Community Solutions, Inc. 340 West Newberry Road, Suite B Bloomfield, CT 06002	TELEPHONE NUMBER WITH AREA CODE: Phone: <u>860-683-7100</u> E-mail: <u>fmuñiz@csimail.org</u> Federal Tax ID #: <u>06-1580562</u>
SIGNATURE OF PERSON AUTHORIZED TO SIGN BID AND DATE:  <u>04/10/2020</u>	SIGNER'S NAME AND TITLE (Print): <u>Fernando J. Muñoz, CEO</u>

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS BID TO THE DEPARTMENT OF PURCHASING AND CONTRACTING OF DEKALB COUNTY GOVERNMENT ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE BIDDER.

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INVITATION TO BID OVERVIEW

A. PURPOSE:

DeKalb County Government (the County) is soliciting bids for ITB No. 20-101240 **Functional Family Therapy (FFT) & Multisystemic Therapy (MST) Services**

The DeKalb County Juvenile Court implemented the Commitment Alternative Program (CAP), to provide essential services that will restore at-risk youth back into the community, while holding them accountable for their actions and providing evidence-based interventions proven to have lasting impact on their ability to be law abiding and productive members of the DeKalb County community.

The County is seeking bids from qualified agencies to provide Functional Family Therapy (FFT) & Multisystemic Therapy (MST) services to benefit the population of youth served by DeKalb County.

The County anticipates grant funding for this project. Any contract award will be pending and based upon final acceptance and approval of grant funds. The County estimates the grant funding to be between \$350,000.00 - \$400,000.00.

B. GENERAL INFORMATION:

1. BID TIMETABLE:

The anticipated schedule for the bid process is as follows:

Date Issued:	March 16, 2020
Mandatory DeKalb First LSBE Meeting: (Bidders must attend 1 meeting on either of the dates listed.)	March 18, 2020 or March 25, 2020 4572 Memorial Drive, Decatur, Georgia 30032 Main Conference Room - A (Meetings are held at 10:00 a.m. and 2:00 p.m.)
Mandatory Pre-Bid Conference:	Tuesday, March 24, 2020 at 2:00 p.m ET Manuel Maloof Building 1300 Commerce Drive Purchasing and Contracting 2 nd Floor Decatur, GA 30030
Deadline for Submission of Questions:	5:00 P.M. ET, March 30, 2020
Bid Opening:	<u>3:00 P.M. ET, April 16, 2020</u>
Price Schedule Opening:	3 – 5 Business days after Bid Opening
Bids Valid Until:	Bids shall be valid for 90 days from and including the bid opening date.

Sealed bids are to be addressed and delivered to:
DeKalb County Department of Purchasing and Contracting
Maloof Administration Building
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030, not later than **3:00 P.M. ET, April 16, 2020**

PRICE SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. FAILURE TO SUBMIT THE PRICE SCHEDULE IN A SEPARATE SEALED ENVELOPE WILL DEEM THE BIDDER NON-RESPONSIVE AND BIDDER WILL NOT BE CONSIDERED FOR AWARD OF A CONTRACT

Bidders must submit **one original bid package** (inclusive of the entire Invitation to Bid document pages 1 through 45 and all required documents **with the exception of the Price Schedule**). The original bid package must be stamped "Original" along with **two identical copies** stamped "Copy" and submitted to the address listed above. The original Price Schedule pages 46 – 48 must be submitted in a separately sealed envelope marked as "Original". Both envelopes must contain ITB No. 20-101240 – FFT & MST Services on the outside of the envelope.

2. CONTACT PERSON:

The contact person for this bid is **Phyllis Head, Procurement Manager**. General inquiries concerning the meaning or interpretation of this Invitation to Bid (ITB) may be requested from the contact person via telephone at **404-687-7198** or via email at phead@dekalbcountyga.gov. Questions and requests for information or clarification concerning the specifications in this ITB must be submitted to the above listed contact person via email no later than the date and time listed in the bid timetable.

QUESTIONS:

All requests must be in writing. Any explanation desired by a bidder regarding the meaning or interpretation of the Invitation to Bid, drawings, specifications, requirements, etc., **must be requested in writing no later than 5:00 p.m. EST on March 30, 2020.** If any statement in the bidding documents, specifications, plans, etc., appear ambiguous to the Bidder, Bidder is specifically instructed to make a written request to the Department of Purchasing and Contracting contact person identified above. All responses provided by the County concerning this Invitation to Bid **will** be posted to the County's website in the form of an addenda. Oral explanations or instructions given will not be binding.

MANDATORY PRE-BID CONFERENCE:

A mandatory pre-bid conference will be held on **Tuesday, March 24, 2020 at 2:00 p.m. EST** at The Maloof Building, 1300 Commerce Drive, Decatur, GA 30030, Purchasing and Contracting 2nd Floor, Main Conference Room. **All Bidders must attend this mandatory conference in order to be eligible to submit a bid for this project.** Oral explanations or instructions are not authoritative and will not be binding.

3. ADDITIONAL INFORMATION/ADDENDA:

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the bid opening date. Bidders should not rely on any representations, statements or explanations other than those made in this ITB or in any addendum to this ITB. Where there appears to be a conflict between the ITB and any addenda issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the DeKalb County Department of Purchasing and Contracting as requested. Bidders may contact the above listed contact person to verify the number of addenda prior to submission. Addenda issued for this ITB will be posted on DeKalb County's website, www.dekalbcountyga.gov/formalbids. Bidder should regularly check the County's website for addenda.

INVITATION TO BID PROCEDURES

BIDDER INFORMATION:

1. **FAILURE TO SUBMIT THE PRICE SCHEDULE IN A SEPARATE SEALED ENVELOPE SHALL DEEM THE BID NON-RESPONSIVE. INCLUDING THE PRICE SCHEDULE IN ANY AREA OUTSIDE OF ITS SEPARATE, SEALED ENVELOPE MAY RESULT IN BIDDER'S BID BEING DEEMED NON-RESPONSIVE.**
2. Failure to return all pages of this Invitation to Bid may result in bid being deemed non-responsive.
3. Minimum specifications are intended to be open and non-restrictive. Contractors are invited to inform the DeKalb County Department of Purchasing and Contracting whenever specifications or procedures appear not to be fair and open. Such information should be supplied as early in the procurement process as possible. Information received in less than five (5) days prior to the scheduled bid opening will not be acted upon unless the DeKalb County Department of Purchasing and Contracting rules that it is in the best interest of the County to consider.
4. Brand names and numbers when provided in solicitations are for reference and to establish a quality standard. Any reference to a brand name shall not be construed as restricting Bidders to that manufacturer (unless "no substitutes" is stated). Bids on equal items will be considered, provided the bid clearly describes the article offered and it is equal or better in quality and function and fully compatible with this requirement.
5. By submitting a bid, Bidder warrants that any goods or services supplied to DeKalb County Government meet or exceed the specifications set forth in this solicitation.
6. If any supplies, materials, and equipment are provided to the County under this solicitation, then such items shall be new and in first-class condition unless the solicitation specifically allows offers of used, reconditioned, or remanufactured items. If newly manufactured products are specified, such products shall be of recent origin and not previously used. No equipment of any type is acceptable if serial numbers or any other manufacturer's identification labels or marks have been removed, obliterated, or changed in any way. A Contractor delivering any such equipment to the County will be deemed to have breached the contract and appropriate action will be taken by the DeKalb County Government Purchasing and Contracting Department.
7. Time of delivery is a part of the solicitation and an element of the contract that is to be awarded. If the Bidder cannot meet the required service delivery dates, a bid should not be submitted. Failure to deliver in accordance with the contract could result in the Contractor being declared in default.
8. Bid Withdrawal
Bids may be withdrawn at any time prior to the bid opening. After bids have been publicly opened, withdrawal of bids shall be based upon Part 3, Section IV, F. within the DeKalb County Purchasing Policy.

9. Expenses of Preparing Responses to this ITB

The County accepts no responsibility for any expenses incurred by Bidders who submit bids in response to this ITB. Such expenses are to be borne exclusively by the Bidders.

10. It is the responsibility of each Bidder to ensure that its submission is received by 3:00 p.m. on the bid due date. The time/date stamp clock located in the Department of Purchasing & Contracting shall serve as the official authority to determine lateness of any bid. The bid opening time shall be strictly observed. Be aware that visitors to our offices will go through a security screening process upon entering the building. Bidders should plan enough time to ensure that they will be able to deliver their submission prior to our deadline. Late submissions, for whatever reason, will not be evaluated. Bidders should plan their deliveries accordingly. Telephone or fax bids will not be accepted.

11. Price Schedule openings shall be conducted in the Department of Purchasing and Contracting three (3) to five (5) days after the bid opening. Only the Price Schedules of responsive bidders shall be opened. The County reserves the right to decide which bid(s) will be deemed responsive and said determination shall be made in accordance with the requirements stated in this solicitation.

12. Federal Work Authorization

Pursuant to O.C.G.A. §13-10-91, the County cannot enter into a contract for the physical performance of services unless the Contractor, its Subcontractor(s) and sub-subcontractor(s), as that term is defined by state law, register and participate in the Federal Work Authorization Program to verify specific information on all new employees. The Bidder certifies that he/she has complied and will continue to comply throughout the contract term with O.C.G.A. §13-10-91 and any related and applicable Georgia Department of Labor Rule. Contractor agrees that in the event it employs or contracts with any Subcontractor(s) in connection with this contract, Contractor will secure from each Subcontractor an affidavit that certifies the Subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the contract term. Each Subcontractor agrees that in the event it employs or contracts with any sub-subcontractor(s), each Subcontractor will secure from each sub-subcontractor an affidavit that certifies the sub-subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the contract term.

13. LSBE Information

a. It is the objective of the Chief Executive Officer and Board of Commissioners of DeKalb County to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts. The current DeKalb County List of Certified Vendors may be found on the County website at <http://www.dekalbcountyga.gov/purchasing/pdf/supplierList.pdf>

b. It is required that all responding Bidders attend the mandatory LSBE meeting within two-weeks of the solicitation's advertisement, and comply, complete and submit all LSBE forms with the Bidder's response in order to remain responsive. Attendance can be in person, via video conference and teleconference. Video conferencing is available through Skype/Lync. Instructions for attendance via video conference can be found on the County's website at <https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>.

c. For further details regarding the DeKalb First Local Small Business Enterprise Ordinance, please contact the LSBE Program representatives at DeKalbFirstLSBE@dekalbcountyga.gov or (404) 371-4770.

14. First Source Jobs Information

The DeKalb County First Source Jobs Ordinance requires contractors or beneficiaries entering into any type of agreement with the County, including purchase orders, regardless of what they may be called for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$50,000 or more make a good faith effort to hire DeKalb County residents for at least 50% of jobs using the First Source Registry (candidate database). The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance.

For more information on the First Source Jobs Ordinance requirement, please contact WorkSource DeKalb at www.dekalbworkforce.org or 404-687-3400.

15. Attention to General Terms and Conditions

Bidders are cautioned to thoroughly understand and comply with all matters covered under the General Terms and Conditions section of this ITB. The successful Bidder(s) will enter into a contract approved by the County. The County's ITB document and attachments, subsequent County addenda, and the Bidder's response documents are intended to be incorporated into a contract. All Bidders should thoroughly review this document prior to submitting a bid. Any proposed revisions to the terms or language of this document must be submitted in writing with the bid. Since proposed revisions may result in a bid being rejected if the revisions are unacceptable to the County, bidders should review any proposed revisions with an officer of the firm having authority to execute the contract. No alterations can be made in the contract after award is made.

16. Required Signatures

Bids must be signed by an officer or agent of the firm having the authority to execute contracts.

17. Ethics Rules

Bidders are subject to the Ethics provision within the DeKalb County Purchasing Policy; the Organizational Act, Section 22A, the Code of DeKalb County; and the rules of Executive Order 2014-4. Any violations will be addressed, pursuant to these policies and rules.

To the extent that the Organizational Act, Section 22A, the Code of DeKalb County, and the rules of Executive Order 2014-4 allow a gift, meal, travel expense, ticket, or anything else of value to be purchased for a CEO employee by a contractor doing business with the County, the contractor must provide written disclosure, quarterly, of the exact nature and value of the purchase to the Chief Integrity Officer, if created, or the Finance Director or his/her designee. Every contractor conducting business with the County will receive a copy of these ethical rules at the time of execution of the contract.

18. Business License

Bidders shall submit a copy of its current, valid business license with its Bid or upon award. Georgia companies are to submit a valid county or city business license. Contractors that are not Georgia companies are to provide a certificate of authority to transact business in the State of Georgia and a copy of a valid business license issued by its home jurisdiction. If Bidder holds a professional certification which is licensed by the state of Georgia, then Bidder may submit a copy of its valid professional license with Bidder's bid or upon award unless the Minimum Specifications require submittal with the bid. Any license submitted in response to this ITB shall be maintained by the Contractor for the duration of the contract.

BID SUBMITTAL:

1. All bids should be completed in ink or typewritten. Errors should be crossed out and corrections entered in ink or typewritten adjacent to the error. The person signing the bid should initial corrections in ink.
2. Bidders shall complete and submit Attachment A - Required Documents Checklist and all documents responsive to this requirement with the bid submittal.
3. If applicable, provide evidence that the Bidder is a DeKalb County Firm.
4. Bids must be submitted in a sealed envelope(s) or box(es) with the Bidder's name and **ITB No. 20-101240- Functional Family Therapy (FFT) & Multisystemic Therapy (MST)** Services on the outside of each envelope or box. All Bidders delivering submittals via delivery services, please place the sealed bid envelope(s) or box(es) inside the delivery service envelope(s) or box(es). Bidders are responsible for informing any delivery service of all delivery requirements. No responsibility shall attach to the County for the premature opening of a submission not properly addressed and/or identified. The Decatur postmaster will not deliver certified or special delivery mail to specific addresses within DeKalb County Government.

C. Contract Award:

1. Bids submitted will be evaluated and recommended for award to the lowest, responsive, and responsible Bidder.
2. The County intends to make a single award for this contract; however, the County reserves the right to make multiple awards. The County may accept any item or group of items on any bid, whichever is in the best interest of DeKalb County.
3. **Grant Funding:** The County anticipates grant funding for this ITB. The final award of a contract shall be pending receipt and approval of grant funding.
4. The County reserves the right to reject any and all bids, to waive informalities, and to re-advertise.
5. The judgment of DeKalb County Purchasing and Contracting on matters, as stated above, shall be final. The County reserves the right to decide which Bid will be deemed lowest, responsive and responsible.

GENERAL TERMS AND CONDITIONS

- A. In the event of a conflict between any provisions contained in any of the documents governing this transaction, the following shall be the order of precedence: Change Orders or modifications; the Bidder's accepted bid; and the County's ITB.
- B. The Bidder's services shall include all things, personnel, and materials necessary to provide the goods or services that are in compliance with the specifications as authorized by the County.
- C. The contract term is for twelve (12) calendar months, with two (2) annual renewal options. The County anticipates a contract effective date of July 1, 2020. The awarded company shall be expected to begin providing services as of this date, pending receipt and approval of grant funds.

D. DELIVERY:

Delivery of services or goods will commence within ten (10) calendar days upon receipt of the Notice to Proceed.

Bidder state agreement: Yes No

Contact Person: Fernando J. Muñiz

Telephone Number: 860-683-7121 Cellular Phone Number: 860-951-1131

Address: 340 West Newberry Road

Suite B

Bloomfield, CT 06002

Commodities only – Not Applicable to this contract. All prices are to be firm, F.O.B. Destination, Freight Prepaid and Allowed. This shall include delivered, unloaded, and placed in designated place. Delivery must be made between 9:00 A.M. and 2:30 P.M. Monday through Friday, unless otherwise required. The successful bidder shall give a 24-hour prior notice of delivery to Department or Division calling in the order, and must ask for caller's telephone number as well as Purchase Order form and address, since 24-hour Notice of Delivery is required. The County will unload after prior notice.

E. DELIVERIES BEYOND THE CONTRACTUAL PERIOD:

This contract covers all requirements that may be ordered, as distinguished from delivered, during the contract term. This is for the purpose of providing continuity of supply by permitting the County to place orders as requirements arise in the normal course of supply operations. Accordingly, any order mailed (or received, if forwarded by other means than through the mail) to the Contractor on or before the expiration date of the contract, and providing for delivery within the number of days specified in the contract, shall constitute a valid order.

F. FOREIGN PRODUCTS:

Commodities only – Not Applicable to this contract. DeKalb County prefers to buy items produced and/or manufactured in the United States of America; however, foreign products may be considered provided it is so stated. Bidder certifies that items offered on this bid is/are manufactured and produced in the United States.

Yes _____ No _____ N/A

If "No", state the exact location of plant or facility where items will be produced:

G. COUNTY REQUIREMENT:

The contract will be an "Indefinite Quantity" type with County requirements to be satisfied on an "as ordered" basis. The County makes no promise, real or implied, to order any quantity whatsoever. This invitation and resulting contract will provide for the normal requirements of DeKalb County, and contracts will be used as primary sources for the articles or services listed herein. Articles or services will be ordered from time to time in such quantities as may be needed. As it was impossible to determine the precise quantities of items described in this invitation that will be needed during the contract term, each contractor is obligated to deliver all articles and services that may be ordered during the contract term.

H. WARRANTY AND/OR GUARANTY:

Commodities only – Not Applicable to this contract. Contractor warrants that its services under this Agreement shall be free of defects in materials and workmanship for a period of ninety (90) days. The Contractor shall not be liable for indirect, special, or exemplary damages. The Contractor shall be liable for direct damages.

or

The bidder will state below or will furnish a separate letter attachment, which fully explains the conditions of Warranty and/or Guaranty. If no Warranty and/or Guaranty are applicable, it must be so stated. **NOTE: FAILURE TO RESPOND TO THE REQUIREMENTS OF THIS PARAGRAPH MAY RESULT IN THE BID BEING DEEMED NON-RESPONSIVE.**

I. SAMPLES & TESTING:

Commodities only – Not Applicable to this contract. Samples of items, when required, must be submitted within the time specified, and unless otherwise specified by the County, at no expense to the County. If not destroyed by testing, samples will be returned at bidder's request and expense, unless otherwise specified by the Invitation to Bid. Since tests may require several days for completion, the County reserves the right to use a portion of any supplies before the results of the tests are known, without prejudice to any final adjustments, rejecting the unused portion of the delivery and payment will be made on an adjusted basis for the used portion. The costs of inspections and tests of any item which fails to meet the advertised specifications shall be borne by the bidder.

J. LITERATURE:

Not Applicable to this contract- Bidders must submit a bid based on the specifications, Scope of Work contained in the ITB – No other services shall be accepted. When the bidder proposes to furnish another product, he is required to furnish, with his bid, literature describing the item(s) being offered. Failure to furnish this literature may result in the bid being deemed non-responsive.

K. SILENCE OF SPECIFICATIONS:

The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement, with County interpretation to prevail.

L. TERM:

The Contractor shall commence the Work under this Contract within ten (10) days from the acknowledgement of receipt of the Notice to Proceed (“Commencement Date”). The term of this Agreement shall be for twelve (12) calendar months, beginning on the Commencement Date. There are two (2) annual options to renew. Without further action by either party, this contract will terminate at the end of the Initial Term of twelve (12) calendar months, or at the end of the renewal term if exercised by the County.

M. PRICING / PRICE SCHEDULE:

The Price Schedule consists of three (3) pages: (1) Price Schedule Cover Page -Part 1; (2) Price Schedule – Part 2; (3) Price Schedule Detailed Pricing – Part 3. ALL THREE PAGES 46-48 MUST BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE.

Alterations to the Price Schedule shall result in the Bidder being deemed non-responsive and its bid shall be rejected. If there are any questions concerning the Price Schedule, Bidders must submit questions prior to the deadline allowed for questions. Bidders shall complete the Price Schedule pages as contained in the ITB; Bidders shall not mark, add or delete any information contained on the Price Schedule pages. The completed Price Schedule must be submitted in a separately sealed envelope.

1. **Price Reductions:** If at any time after the date of award, the Contractor makes a general price reduction in the comparable price of any article or service covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a general price reduction under this paragraph. For purposes of this paragraph, a general price reduction shall mean any reduction in the price of an article or service offered:

- To Contractor's customers.
- In the Contractor's price schedule for the class of customers; i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract.

The Contractor shall invoice the County at such reduced price indicating on the invoice that the reduction is pursuant to General Terms and Conditions, paragraph M- Pricing as stated within the ITB.

2. Price Escalation Clause: During the life of the contract, the awarded bidder shall furnish price lists to the County for increases, and those of the bidder's supplier (e.g. factory) increases, as prices change. The bidder must also provide a list of the supplier's (e.g. factory's) previous price(s) to the County for purposes of comparison. Price changes will be in effect only after receipt and approval by the Director of the Department of Purchasing and Contracting. Price lists and changes thereto are to be furnished under the contract and without charge to the County. Catalogue(s) or Price List(s) must be submitted to the Department of Purchasing and Contracting, Maloof Administration Building, 1300 Commerce Drive, 2nd Floor, Decatur, Georgia 30030.
3. By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization that in connection with this procurement:

The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor, Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor: and

No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

N. PAYMENT:

1. The County shall pay the Contractor based upon the accepted bid prices submitted by Bidder. Invoices should be signed by the Bidder or authorized delegate and must contain the authorizing DeKalb County Purchase Order (PO) and/or Contract
2. Purchase Agreement (CPA) Number in order for payment to be processed. PO Number must also be on the delivery ticket.

A Contract Purchase Agreement is being issued in lieu of a formal contract. Any reference to a contract refers to the CPA.

3. Invoice(s) must be submitted as follows:

Vendor invoices:
DeKalb County Juvenile Court
Grants Division – 1st Floor
4309 Memorial Drive
Decatur, GA 30032

For Notices:

Keisha M. Jones
Grants and Administrative Manager
4309 Memorial Drive
Decatur, GA 30032

- a. Upon award, Prime Contractor(s) with Local Small Business Enterprise (LSBE) Subcontractor(s) shall enter utilization reports electronically at www.dekalblsbe.info. Proof of payment to the LSBE Subcontractor must be uploaded and submitted. LSBE Subcontractors shall confirm receipt of payment from the Prime, electronically also, at www.dekalblsbe.info.
4. The County's official payment terms are Net 30. Payment dates that fall on a weekend or on a holiday will be issued on the County's next business day.

O. ACCURACY OF WORK:

The Contractor shall be responsible for the accuracy of the Work and any error and/or omission made by the Contractor in any phase of the Work under this Agreement.

P. ADDITIONAL WORK:

The County shall in no way be held liable for any work performed under this section which has not first been approved in writing by the County in the manner required by applicable law and/or the terms of this Contract. The County may at any time order changes within the scope of the Work without invalidating the Contract upon seven (7) days written notice to the Contractor. The Contractor shall proceed with the performance of any changes in the Work so ordered by the County unless such change entitles the Contractor to a change in Contract Price, and/or Contract Term, in which event the Contractor shall give the County written notice thereof within fifteen (15) days after the receipt of the ordered change, and the Contractor shall not execute such changes until it receives an executed Change Order from the County. No extra cost or extension of time shall be allowed unless approved by the County and authorized by execution of a Change Order. The parties' execution of any Change Order constitutes a final settlement of all matters relating to the change in the Work which is the subject of the Change Order. The County shall not be liable for payment for any work performed under this section which has not first been approved in writing by the County in the manner required by applicable law and/or the terms of this Contract.

Q. OWNERSHIP OF DOCUMENTS:

All documents, including drawings, estimates, specifications, and data are and remain the property of the County. The Contractor agrees that the County may reuse any and all plans, specifications, drawings, estimates, or any other data or documents described herein in its sole discretion without first obtaining permission of the Contractor and without any payment of any monies to the Contractor therefore. Any reuse of the documents by the County on a different site shall be at its risk and the Contractor shall have no liability where such documents are reused.

R. RIGHT TO AUDIT:

The County shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part with County funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor's employees, agents, assigns, successors and subcontractors. The County also has the right to communicate with Contractor's employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the County or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such locations is available, then the books, records and supporting documents shall be made available for audit at a time and location which is convenient for the County.

S. SUCCESSORS AND ASSIGNS:

The Contractor agrees it shall not sublet, assign, transfer, pledge, convey, sell, or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous written consent of the County. If the County consents to any such assignment or transfer, then the Contractor binds itself, its partners, successors and assigns to all covenants of this Contract. Nothing contained in this Contract shall create, nor be interpreted to create privity, or any other relationship whatsoever, between the County and any person, or entity or than Contractor.

T. REVIEWS AND ACCEPTANCE:

Work performed by the Contractor shall be subject to review and acceptance in stages as required by the County. Acceptance shall not relieve the Contractor of its professional obligation to correct, at his own expense, any errors in the Work.

U. TERMINATION OF AGREEMENT:

The Contractor understands and agrees that the date of the beginning of Work, rate of progress, and time for completion of the Work are essential conditions of this Contract. Both parties may, for its own convenience and at its sole option, without cause and without prejudice to any other right or remedy of the party, elect to terminate the Contract by delivering to the other party, at the address listed in the Notices article of this Contract, a written notice of termination specifying the effective date of termination. Such notice shall be delivered to the other party at least thirty (30) days prior to the effective date of termination. If Contractor's services are terminated by the County, the termination will not affect any rights or remedies of the County then existing or which may thereafter accrue against Contractor or its surety. In case of termination of this Contract before completion of the Work, Contractor will be paid only for the portion of the Work satisfactorily performed through the effective date of termination as determined

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DeKalb County, Georgia
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by the County. Neither party shall be entitled to recover lost profits, consequential or punitive damages, attorney's fees or costs from the other party to this Contract for any reason whatsoever. This Contract shall not be deemed to provide any third-party with any remedy, claim, right of action, or other right. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

V. INDEMNIFICATION AGREEMENT:

The Contractor shall be responsible from the execution date or from the time of the beginning of the Work, whichever shall be the earlier, for all injury or damage of any kind resulting from the Work, to persons or property, including employees and property of the County. The Contractor shall exonerate, indemnify, and save harmless the County, its elected officials, officers, employees, agents and servants, hereinafter collectively referred to in this Section as "the County Indemnitees," from and against all claims or actions based upon or arising out of any damage or injury (including without limitation any injury or death to persons and any damage to property) caused by or sustained in connection with the performance of this Contract or by conditions created thereby or arising out of or any way connected with Work performed under this Contract, as well as all expenses incidental to the defense of any such claims, litigation, and actions. Furthermore, Contractor shall assume and pay for, without cost to the County Indemnitees, the defense of any and all claims, litigation, and actions suffered through any act or omission of the Contractor, or any Subcontractor, or anyone directly or indirectly employed by or under the supervision of any of them. Notwithstanding any language or provision in this Contract, Contractor shall not be required to indemnify any County Indemnitee against claims, actions, or expenses based upon or arising out of the County Indemnitee's sole negligence. As between the County Indemnitees and the Contractor as the other party, the Contractor shall assume responsibility and liability for any damage, loss, or injury, including death, of any kind or nature whatever to person or property, resulting from any kind of claim made by Contractor's employees, agents, vendors, Suppliers or Subcontractors caused by or resulting from the performance of Work under this Contract, or caused by or resulting from any error, omission, or the negligent or intentional act of the Contractor, vendors, Suppliers, or Subcontractors, or any of their officers, agents, servants, or employees. The Contractor shall defend, indemnify, and hold harmless the County Indemnitees from and against any and all claims, loss, damage, charge, or expense to which they or any of them may be put or subjected by reason of any such damage, loss, or injury.

The Contractor expressly agrees to provide a full and complete defense against any claims brought or actions filed against the County Indemnitees, where such claim or action involves, in whole or in part, the subject of the indemnity contained in this Contract, whether such claims or actions are rightfully or wrongfully brought or filed. The County has the sole discretion to choose the counsel who will provide the defense. No provision of this Contract and nothing herein shall be construed as creating any individual or personal liability on the part of any elected official, officer, employee, agent or servant of the County, nor shall the Contract be construed as giving any rights or benefits hereunder to anyone other than the parties to this Contract. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

W. INSURANCE:

Insurance must meet the County's requirements and will be furnished by the successful Bidder(s) upon award.

1. Successful Bidder(s) will advise their insurance agent of the County's requirements as listed below and that they may not proceed with any work until insurance is provided that is in compliance with these requirements.
2. Contractor's insurance company or agent must mail, email, or bring an original certificate of insurance and applicable declarations or endorsements to the DeKalb County address listed within this Insurance provision. Insurance must be from companies able to do business in Georgia and acceptable to the County as follows:
 - a. Certificates must cover:
 - i. Statutory Workers Compensation
 - (1) Employer's liability insurance by accident, each accident \$1,000,000
 - (2) Employer's liability insurance by disease, policy limit \$1,000,000
 - (3) Employer's liability insurance by disease, each employee \$1,000,000
 - ii. Business Auto Liability Insurance with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
 - iii. Commercial General Liability Insurance
 - (1) Each Occurrence - \$1,000,000
 - (2) Fire Damage - \$250,000
 - (3) Medical Expense - \$10,000
 - (4) Personal & Advertising Injury - \$1,000,000
 - (5) General Aggregate - \$2,000,000
 - (6) Products & Completed Operations - \$1,500,000
 - (7) Contractual Liability where applicable
 - b. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia. Such additional insured coverage shall be endorsed to Contractor's policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products-completed operations), or form(s) providing equivalent coverage.
 - c. This insurance for the County as the additional insured shall be as broad as the coverage provided for the named-insured Contractor. It shall apply as primary insurance before any other insurance or self-insurance, including any

deductible, non-contributory, and waiver of subrogation, Community Solutions, Inc.
DeKalb County P&C 05/24/19 P&C MS1
County as the additional insured.

- d. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its elected officials, officers, employees or agents, and shall cause each Subcontractor to waive all rights of subrogation for all coverages.
- e. Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the County.
- f. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
- g. The insurance carrier must have a minimum A.M. Best rating of not less than "A" (Excellent) with a Financial Size Category of VII or better.
- h. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
- i. Certificates to contain the location and operations to which the insurance applies.
- j. Certificates to contain successful contractor's protective coverage for any subcontractor's operations. If this coverage is included in General Liability, please indicate on the Certificate of Insurance.
- k. Certificates to contain successful contractor's contractual insurance coverage. If this coverage is included in the General Liability, please indicate this on the Certificate of Insurance.
- l. Certificates shall be issued and delivered to the County and must identify the "Certificate Holder" as follows:
 - DeKalb County, Georgia
 - Director of Purchasing and Contracting
 - Maloof Administration Building
 - 1300 Commerce Drive, 2nd Floor
 - Decatur, Georgia 30030
- m. The successful Contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.

X. GEORGIA LAWS GOVERN:

The laws of the State of Georgia shall govern the construction of this Contract without regard for conflicts of laws. Should any provision of this Contract require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction, that a document is to be construed more strictly against

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the party who itself or through its agent prepared same; it being agreed that the agents of all parties have participated in the preparation hereof, and all parties have had an adequate opportunity to consult with legal counsel. In interpreting this Contract in its entirety, the printed provisions of this Contract, and any additions written or typed hereon, shall be given equal weight, and there shall be no inference by operation of law or otherwise; that any provision of this Contract shall be construed against either party hereto.

Y. VENUE:

This Agreement shall be deemed to have been made and performed in DeKalb County, Georgia. For the purposes of venue, all suits or causes of action arising out of this Agreement shall be brought in the courts of DeKalb County, Georgia.

Z. COUNTY REPRESENTATIVE:

The County may designate a representative through whom the Contractor will contact the County. In the event of such designation, said representative shall be consulted and his written recommendation obtained before any request for extra work is presented to the County. Payments to the Contractor shall be made only upon itemized bill submitted to and approved by said representative.

AA. CONTRACTOR'S STATUS:

The Contractor will supervise and direct the Work, including the Work of all Subcontractors. Only persons skilled in the type of work which they are to perform shall be employed. The Contractor shall, at all times, maintain discipline and good order among his employees, and shall not employ any unfit person or persons or anyone unskilled in the work assigned him. The relationship between the County and the Contractor shall be that of owner and independent contractor. Other than the consideration set forth herein, the Contractor, its officers, agents, servants, employees, and any Subcontractors shall not be entitled to any County employee benefits including, but not limited to social security, insurance, paid annual leave, sick leave, worker's compensation, free parking or retirement benefits. All services provided by Contractor shall be by employees of Contractor or its Subcontractors and subject to supervision by Contractor. No officer or employee of Contractor or any Subcontractor shall be deemed an officer or employee of the County. Personnel policies, tax responsibilities, social security payments, health insurance, employee benefits and other administrative policies, procedures or requirements applicable to the Work or services rendered under this Contract shall be those of the Contractor, not the County.

BB. SOLE AGREEMENT:

This Contract constitutes the sole contract between the County and the Contractor. The terms, conditions, and requirements of this Contract may not be modified. No verbal agreement or conversation with any officer, agent, or employee of the County, either before or after the award of the Contract, shall affect or modify any of the terms or obligations herein contained. No representations, oral or written, shall be binding on the parties unless expressly incorporated herein.

CC. SEVERABILITY:

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If any provision of this Contract or the application thereof to any person or circumstance shall to any extent be held invalid, then the remainder of this Contract or the application of such provision to persons or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

DD. NOTICES:

Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent to the Director of the Department of Purchasing and Contracting or to the Contractor or his authorized representative on the work site by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery, or (c) overnight courier service. All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than fourteen days before such notice is sent. Future changes in address shall be effective upon written notice being given by the Contractor to the Director of the Department of Purchasing and Contracting or by the County to the Contractor's authorized representative via certified first class U.S. mail, return receipt requested. Such notices will be addressed as follows:

If to the County:

Chief Procurement Officer
Department of Purchasing and Contracting
Maloof Administration Building
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030

If to the Contractor:

Notices shall be sent to the contact information that is listed in the Bidder's Response to the ITB.

EE. GEORGIA OPEN RECORDS ACT:

Without regard to any designation made by the person or entity making a submission, DeKalb County considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq., without consulting or contacting the Responder person or entity making the submission, unless a court order is presented with the submission. Bidders may wish to consult an attorney or obtain legal advice prior to making a bid submission.

FF. COOPERATIVE PROCUREMENT

The County through the Department of Purchasing & Contracting may permit piggybacks to this contract from other city, county, local authority, agency, or board of education if the vendor will extend the same prices, terms, and conditions to the city. Piggybacking shall only be available where competition was used to secure the contract and only for a period of 12-months following entry, renewal or extension of the contract. This provision shall not apply to any contract where otherwise prohibited or mandated by state law.

SCOPE OF SERVICES

Invitation To Bid (ITB) No. 20-101240

DeKalb County Juvenile Court
Functional Family Therapy (FFT) & Multisystemic Therapy (MST)
Services

Annual Contract with Two (2) Options to Renew

1. Purpose

In keeping with Georgia's goal of increasing public safety through a more effective juvenile system, Criminal Justice Coordinating Council(CJCC) offers funding for local juvenile justice projects that aim to reduce the number of youth served out of home. The Juvenile Justice Incentive Grant Program funding aims to develop programs that address the needs of youth who are typically committed to the Georgia Department of Juvenile Justice (DJJ).

The court implemented the Commitment Alternative Program (CAP), to provide essential services that will restore at-risk youth back into the community, while holding them accountable for their actions and providing evidence-based interventions proven to have lasting impact on their ability to be law abiding and productive members of the DeKalb County community.

2. Scope of Services

- a) The target population for CAP is in alignment with the juvenile justice profile of moderate to high-risk youth offender's ages 13-16 years. This includes youth who have been adjudicated for a felony charge, as well as youth adjudicated for a designated felony charge that could result in commitment to DJJ. The target population also includes youth who have previously been sentenced to Short-Term Programs (STPs) while under the supervision of the DCJC Probation Division.
- b) CAP provides several evidence-based interventions that have been carefully chosen and implemented in order to reduce felony commitments and recidivism rates, reduce annual secure confinement and detention rates, demonstrate cost-savings to citizens, increase overall family functionality, increase public safety, and address the criminogenic needs of the target population. Each evidence-based intervention is chosen specifically to benefit the population of youth we serve. DCJC proposes to continue delivering evidence-based interventions including Functional Family Therapy (FFT) and Multisystemic Therapy (MST).
- c) FFT is a short-term, high quality intervention program with an average of 12 to 14 sessions over three to five months. FFT works primarily with 11- to 18-year-old youth who have been referred for behavioral or emotional problems by the juvenile justice, mental health, school or child welfare systems. Services are conducted in both clinic and home settings, and can also be provided schools, child welfare facilities, probation and parole offices/aftercare systems and mental health facilities.
- d) MST is an intensive family- and community-based treatment program that addresses all environments that impact high risk youth - homes and families, schools and teachers, neighborhoods and friends. MST clinicians must be available to:
 - o Travel to the youth and are on call 24/7
 - o Work intensively to empower parents and caregivers
 - o Work with caregivers to focus youth on school and gaining job skills
 - o Introduce youth to recreational activities as an alternative to hanging out with anti-social peers
- (e) FFT is a strength-based model built on a foundation of acceptance and respect. At its core is a focus on assessment and intervention to address risk and protective factors within and

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outside of the family that impact the adolescent and his or her adult caregivers. FFT and MST provide intensive treatment to youth and can effectively serve youth with chronic, persistent delinquency who are at risk for out of home placement. In both models, the frequency of sessions can be adjusted based on clinical need, allowing the service to be responsive to periods of crisis or high risk and to decrease the intensity for families with lower levels of need.

- (f) FFT works with the entire family, so the youth and his/her caregivers are present at every session. Consequently, sessions are often held afterschool and on evenings and weekends. FFT proceeds through five phases of treatment, each designed to reduce specific risk factors and enhance protective factors. Early in treatment, the emphasis is on engaging the family and motivating them to participate in therapy. The therapist then conducts an assessment of the family, which is used to guide interventions for behavior change. Interventions often include psychoeducation/parent training and communication skills training, with a focus on changing patterns of family interaction that are maintaining the problem behavior. Once change has occurred within the family with respect to the presenting problems, the therapist helps the family generalize their new skills to other problems within the family as well as to situations outside of the home, such as problems that may be occurring at school. The therapist also helps the family develop supports and resources to support lasting change.
- (g) MST can work with the caregivers, youth, or entire family. Sessions are often held with caregivers without the youth present. The therapist often intervenes in other systems, such as school or the peer domain, early in treatment. Assessment includes “fit circles” (identifying factors driving the referral behavior) and sequencing of problem situations. MST draws from a range of research-supported techniques. Interventions are often behavioral in nature, including strategies such as supervision and monitoring plans, reinforcement of desirable behavior, and sanctioning of undesirable behavior, but therapists may also provide family therapy to enhance relationships. MST strives to keep the need for formal services upon completion of MST to a minimum and build natural supports to help the family maintain their progress.
- (h) FFT and MST are both delivered by individual therapists who are organized into teams or “sites” for the purpose of supervision, consultation, and service area. FFT and MST therapists should be masters-level clinicians, although both models make exceptions in certain cases that allow for experienced and well-trained bachelor-level therapists.
- (i) The outcomes emphasized in each model are very similar. Outcome assessment in FFT focuses on change within the family, such as improved parenting skills, improved communication, and reduced conflict, as well as whether the youth has refrained from substance use and criminal activity, stayed in school, and improved his/her behavior. Outcome assessment in MST focuses on the “universal outcomes” of keeping youth at home, in school, and out of trouble with the law, and “instrumental outcomes” such as improved family relationships, improved parenting skills, and involvement with prosocial peers, which research suggests contribute to the universal outcomes.
- (j) FFT has more than 40 years of research behind it, and MST has been studied since the 1980s. Research shows that both treatment models achieve the following short-term (immediate) outcomes: greater likelihood the youth remains at home, improved family functioning, reduced substance use, and fewer youth mental health symptoms and/or behavior problems. Research on MST has also found to improve peer relations, improve school performance, and increase the likelihood that the youth will attend school.

3. **Deliverables** - The Successful Contractor must complete the following **Deliverables** in fulfillment of any contract awarded under this ITB: Community Solutions, Inc.
DeKalb County, GA 30024-1111

Basic Functions and Responsibilities include:

- a) Contractor must provide MST and FFT services and staff to serve a total of **60 youth** and otherwise do all things necessary for or incidental to the performance of work, as set forth below:
- (b) Provide Family Functional Therapy (FFT) services for up to 45 medium to high risk youth participating in the DeKalb County Juvenile Court's Commitment Alternative Program during the FY21 grant period.
- (c) Provide FFT Therapists (licensed per the FFT Service Module) to provide FFT; screened and receive appropriate background checks.
- (d) Provide Multisystemic (MST) services for up to 15 medium to high risk youth participating in the DeKalb County Juvenile Court's Commitment Alternative Program during the FY20 grant period.
- (e) Provide overall clinical support to DeKalb County Juvenile Court's Commitment Alternative Program (CAP).
- (f) Coordinate, train, and conduct ongoing clinical supervision program services.
- (g) Participate in MDT meetings, training sessions, and community presentations speaking engagements as necessary.
- (h) Complete client-related documentation and maintain client files and statistics.
- (i) Recommend program discharges and coordinate in accordance with Agency policies.
- (j) Provide emergency and/or crisis intervention and counseling as necessary.
- (k) Develop initial assessments of client needs.
- (l) Provide family counseling in accordance with the client's needs.
- (m) Engage in on-going review of clinical service plans and modify as necessary.
- (n) Inform DeKalb County Juvenile Court in the development of treatment and discharge plans, as well as compliance.
- (o) Participate in grantor required technical assistance or programmatic site visits
- (p) Coordinate, in conjunction and collaboration with program probation officer, in community- based provision of clinical services.
- (q) Provide assistance and guidance to DeKalb County Juvenile Court staff regarding individual treatment or service plan implementation.
- (r) Act as a resource on client treatment issues for DeKalb County Juvenile Court.

4. **Agency Requirements**

1. Each treatment provider organization must comply with all applicable local (city, county) and state licensing, accreditation, and certification requirements.

- Community Solutions, Inc.
DeKalb County ITB 20181240 FFT, MST
2. The Agency must be licensed for at least four (4) years (not individual therapists). Bidder shall include with its bid submittal - documentation of the agency's licensure for the last four (4) years.
 3. Therapists to be used on this project must have at least two (2) years of experience providing relevant services to the population being served. **Resumes of therapists, supervisors and their individual license is required to be submitted with the bid**
 4. All therapists must be trained in Multisystemic Therapy (MST) and Family Functional Therapy (FFT) – Bidders must submit supporting documentation, e.g. certificates, etc. of said training with their bid submittal
 5. Agency must provide a Certificate of Insurance that is compliant with the insurance requirements outlined in this ITB. The Certificate must be submitted in the format as described in the ITB, and shall contain all required coverages. The Certificate of Insurance must be submitted by the Agency and approved by the County **prior** to the issuance of the Notice to Proceed.

Appendix 1 – Technical Questionnaire

In order to be considered responsive, all Bidders must complete this Questionnaire in its entirety and submit with the bid documents. Failure to submit this document with the bid will deem the Bidder as non-responsive and such Bidder will not be considered for award of a contract under this ITB. Do not include this Questionnaire with the separately sealed Price Schedule. It must be included with the bid documents only.

1. How long has your business been providing MST and FFT services? Please include the year your firm began providing services as a MST and FFT provider.

CSI began providing MST in 1999 as the first licensed MST provider in New England. We began providing MST services in Georgia in 2002. CSI has been a certified FFT provider since 2003, opening our first FFT team in Pennsylvania. We began providing FFT in Georgia (including DeKalb County) in 2013 and have been the sole MST provider for DeKalb Juvenile Court since 2002.

2. What is the maximum number of families you can provide services for MST and FFT at one time?

With the staffing that is submitted under this solicitation, CSI is able to provide services for 5 MST families and 11 FFT families at any given time.

As the incumbent provider, CSI will continue to provide quality FFT and MST services to DeKalb County youth and families in a seamless and uninterrupted fashion. We are able to meet the deliverables outlined in the ITB, including serving the projected number of total clients (60 youth and families).

3. How many MST and FFT therapists do you currently have on staff that will be assigned to the court?

CSI currently has a full-time FFT Therapist and a Lead FFT Therapist that are currently assigned to the DeKalb County Court FFT program. In addition, we have one MST Therapist and an MST Supervisor assigned to the court.

4. Are you able to assign a specific MST and FFT therapist to attend the monthly multi-disciplinary team (MDT) meetings?

Yes, the current MST and FFT Therapists working in DeKalb County attend monthly multi-disciplinary team (MDT) meetings and would continue to do so if CSI is re-awarded the contract.

MST and FFT staff attend all MDT meetings and provide feedback on each client's progress. These updates allow staff to collaborate with probation to determine if a youth is ready to level up to the next phase of CAP. MST and FFT staff also discuss barriers to treatment, allowing for a collaborative intervention to those barriers

5. Are you able to assign a specific MST and FFT therapist to attend the bi-weekly court sessions required?

Yes, the current MST and FFT Therapists working in DeKalb County attend the bi-weekly required court sessions and would continue to do so if CSI is re-awarded the contract.

MST and FFT therapists attend all court review hearings. They provide verbal progress testimony to Judge Crawford and court staff. MST and FFT therapists also provide families with orientation for each perspective model before being ordered into treatment.

6. Are you able to assign a specific MST and FFT therapist to attend the semi-annual team retreats?

Yes, CSI is able to assign a specific MST and FFT Therapist to attend the semi-annual team retreats.

Currently, CSI's Assistant Chief Operating Officer, Program Director, MST, and FFT staff all attend the DeKalb semi-annual retreats. MST and FFT supervisors provide power point presentations to review 6 month outcome data for the models. This time is also utilized to review testimonials from parents. All CSI staff utilize the retreat to collaborate on areas of program improvement for CAP.

7. In line with the MST model, are you willing to travel to the youth and provide on call services 24/7?

Yes. As a provider of home-based services in Georgia for nearly 20 years, we are well-versed in all the requirements of the model, including providing on call services 24 hours/day, 7 days/week and the requirement to travel to the youth and families in their home and community environments. We are willing to continue to meet those requirements.

MST and FFT therapist routinely conduct sessions on the weekend and late afternoons to accommodate the work schedules of DeKalb families. MST therapists have also had sessions at parent's place of employment in order to complete treatment goals.

8. Are you able to introduce youth to recreational activities as an alternative to hanging out with anti-social peers as part of your services?

Yes. While both MST and FFT are home-based models which work with youth and families, the models are holistic in nature, looking at other environments, risks, behaviors, and challenges that may impact the ability of youth to remain at home, and refrain from illegal activity and substance use. Alternatives to associating with anti-social peers, such as helping youth develop pro-social leisure time activities (e.g., recreational activities) are crucial to a youth's success.

For instance, staff have assisted clients in enrolling in the DeKalb PAL (Police Athletic League). MST therapist Morgan Caseman has been a volunteer referee for PAL. Therapists have also worked with WorkSource, DeKalb summer youth employment program.

9. Name an agency or organization that you have provided MST and FFT to in the past two years. Please list the name, phone number and email of the contact at that organization.

In 2013, CSI was awarded an FFT contract to provide FFT to youth residing in Dougherty County, Georgia. CSI's Dougherty FFT team has one of the lowest recidivism rates in the state for FFT teams funded through the CJCC grant.

Contact Information:

Judge Herbie L. Solomon
Dougherty County Juvenile Court
222 Pine Avenue
Albany, GA 31701
Phone (229) 431- 2162
Cell Phone: (229) 894-0179
Email: hsolomon@dougherty.ga.us

BID ACKNOWLEDGEMENT FORM

Community Solutions, Inc.
DeKalb County ITB 20-101240 FFT.MST

I, the undersigned, acknowledge that I have read the Bid Document in its entirety and agree to conform to its every requirement. I further acknowledge that failure to prepare, submit, or execute this bid in the exact manner requested will be just cause to reject my entire bid.

Date: 03/25/2020

Community Solutions, Inc.
Name of Business Entity Submitting Bid

Fernando J. Muñoz, CEO
Print Name and Title of Authorized Signer

340 West Newberry Road, Suite B
Business Entity Street Address


Authorized Signature

Bloomfield, CT 06002
Business Entity City, State and Zip Code

860-683-7121
Contact Person's Phone Number

Hartford
Business Entity County

fmuñiz@csimail.org
Contact Person's E-mail Address

- Bidder acknowledges addendum(s): No. 1 X, No. 2 X, No. 3 X (if Applicable) FJM (Initial)
No. 4. X No. 5 X
- Bidder acknowledges that this bid is valid for 90 days from and including FJM (Initial)
the bid opening date.
- Bidder acknowledges that bid meets or exceeds minimum specifications. FJM (Initial)
Any deviation from minimum specifications must be explained, in detail,
by bidder as to how the bid does not meet the exact specifications.
- Bidder acknowledgement of Exceptions to the above Terms and Conditions:
 - No Exceptions FJM (Initial)
 - There are Exceptions & they are included with the bid submittal _____ (Initial)

The above acknowledgment must be properly signed and firmly attached to your bid. The acknowledgment becomes a part of your bid and without it your bid is not be complete and will be subject to rejection.

THIS PAGE MUST BE RETURNED WITH YOUR BID. FAILURE TO SUBMIT THIS COMPLETED FORM WILL RESULT IN YOUR BID BEING DEEMED NON-RESPONSIVE.

ATTACHMENT A

REQUIRED DOCUMENTS CHECKLIST

Bidder shall complete and submit the following documents with their bid:

Bid Page No.	Title	Check This Box If Included With Bid
1-23	ITB Overview, Bid Procedures, Terms and Conditions, Scope	✓
25	Appendix 1 – Technical Questionnaire *	✓
26	Bid Acknowledgement Form*	✓
27	Required Documents Checklist	✓
28	Attachment B - Contractor Reference and Release Form*	✓
29	Attachment C - Subcontractor Reference and Release Form, if applicable**	✓
30	Attachment D – Contractor & SubContractor Evidence of Compliance	✓
31	Attachment E- Contractor Affidavit*	✓
32	Subcontractor Affidavit, if applicable**	✓
33-42	Attachment G - LSBE - Exhibits A and/or B *	✓
42	First Source Jobs Acknowledgement Form*	✓
43-45	First Source Jobs Ordinance Exhibits 1 – 4	✓
46-48	Price Schedule (must be submitted in a separately sealed envelope) *	✓
See "Agency Requirements" pages 23-24	Licenses, Certifications, Resumes: Agency business license, therapists individual licenses, including MST & FFT certification, resumes (must submit with bid)- all licenses, etc., must have a current, unexpired date	✓

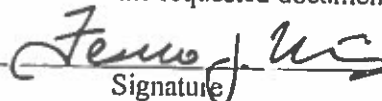
*If these mandatory forms are not completed and submitted with the bid, the bidder will be deemed non-responsive.

**These forms are applicable if a subcontractor will be utilized to fulfill the requirements of this contract. If these forms are applicable, they must be completed and submitted along with the bid. Failure to submit these forms, if applicable, will result in the bidder being deemed non-responsive.

I, the undersigned, acknowledge that I have included the requested documents as listed above.

Fernando J. Muñiz

Printed Name


Signature

ATTACHMENT B

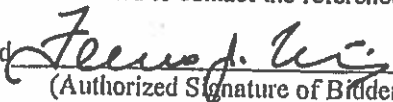
CONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/ service(s) listed in the solicitation.

Company Name Dougherty County Juvenile Court		Contract Period 2013-present	
Contact Person Name and Title Judge Herbie Solomon		Telephone Number (include area code) (p) 229-431-2162 (c) 229-894-0179	
Complete Primary Address 222 Pine Avenue		City Albany	State GA
		Zip Code 31701	
Email Address hsolomon@dougherty.ga.us		Fax Number (include area code) 229-434-2665	
Project Name and Description Functional Family Therapy (FFT) Services-Providing FFT services to the Albany County area.			
Company Name Evidence Based Associates, LLC		Contract Period 10/2013-present	
Contact Person Name and Title Judge James F. Council		Telephone Number (include area code) (p) 229-242-5362	
Complete Primary Address 301 Webster Street		City Valdosta	State GA
		Zip Code 31601	
Email Address counciljf@bellsouth.net		Fax Number (include area code) 404-657-1957	
Project Name and Description Functional Family Therapy- Providing FFT services to the Valdosta County area.			
Company Name GA Department of Juvenile Justice		Contract Period 10/2013- present	
Contact Person Name and Title Tricia Phillips, MPA		Telephone Number (include area code) (p) 404-508-6619 (C) 404-275-4743	
Complete Primary Address 3408 Covington Highway		City Decatur	State GA
		Zip Code 30032	
Email Address tricia.phillips@djj.state.ga.us		Fax Number (include area code) 404-478-4729	
Project Name and Description Multisystemic Therapy (MST)- Providing MST services to the Decatur County area.			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this ITB.

Signed  Title CEO
 (Authorized Signature of Bidder)

Company Name Community Solutions, Inc. Date 03/25/2020

ATTACHMENT C

Community Solutions, Inc.
DeKalb County ITB 20-101240 FFT.MST

SUBCONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type(s) of product(s)/ service(s) listed in the solicitation.

Company Name	N/A			Contract Period
Contact Person Name and Title	N/A			Telephone Number (include area code)
Complete Primary Address	City	State	Zip Code	
Email Address	Fax Number (include area code)			
Project Name and Description				

Company Name	N/A			Contract Period
Contact Person Name and Title	N/A			Telephone Number (include area code)
Complete Primary Address	City	State	Zip Code	
Email Address	Fax Number (include area code)			
Project Name and Description				

Company Name	N/A			Contract Period
Contact Person Name and Title	N/A			Telephone Number (include area code)
Complete Primary Address	City	State	Zip Code	
Email Address	Fax Number (include area code)			
Project Name and Description				

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this ITB.

Signed _____ Title _____
(Authorized Signature of Bidder)

Company Name _____ Date _____

ATTACHMENT D

CONTRACTOR & SUBCONTRACTOR EVIDENCE OF COMPLIANCE:

- (1) County contracts for the physical performance of services within the state of Georgia shall include the following provisions:
 - a. the contractor has registered with and is authorized to use the federal work authorization program to verify information on all newly hired employees or subcontractors;
 - b. by affidavit, the contractor must attest to the contractor's name, address, user identification number, date of authorization, and verification of the continual participation throughout the contract period, and
 - c. the affidavit shall become a part of the covered contract and must be attached.
- (2) No contractor or subcontractor who enters into a contract with the County shall enter into such a contract or subcontract in connection with the physical performance of services within Georgia unless the contractor or subcontractor registers and participates in the federal work authorization program to verify information of all newly hired employees. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements of O.C.G.A. § 13-10-91, as amended.
- (3) Upon contracting with a new subcontractor, a contractor or subcontractor shall, as a condition of any contract or subcontract entered into pursuant to O.C.G.A. § 13-10-91, as amended, agree to provide the County with notice of the identity of any and all subsequent subcontractors hired or contracted by the contractor or subcontractor. Such notice shall be provided within five (5) business days of entering into a contract or agreement for hire with any subcontractor. Such notice shall include an affidavit from each subsequent contractor attesting to the subcontractor's name, address, user identification number, and date of authorization to use the federal work authorization program.
- (4) An affidavit shall be considered an open public record; provided, however, that any information protected from public disclosure by federal law or by Article 4 of Chapter 28 of Title 50 shall be redacted. Affidavits shall be maintained by the County for five years from the date of receipt.
- (5) To verify compliance, the contractor agrees to participate in random audits conducted by the Commissioner of the Georgia Department of Labor. The results of the audits shall be published on the www.open.georgia.gov website, and on the Department of Labor's website no later than December 31 of each year.
- (6) Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement in an affidavit submitted pursuant to O.C.G.A. § 13-10-91 shall be guilty of a violation of Code § 16-10-20 and, upon conviction, shall be punished as provided in such section. Contractors and subcontractors convicted for false statements based on a violation of such section shall be prohibited from bidding on or entering into any public contract for twelve (12) months following such conviction.

¹ O.C.G.A. § 13-10-91, as amended

ATTACHMENT E

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

Fernando J. Muñiz
BY: Authorized Officer or Agent
(Bidder's Name)

3-25-2020
Federal Work Authorization
Enrollment Date

Chief Executive Officer
Title of Authorized Officer or Agent of Bidder

06-1580562
Identification Number

Fernando J. Muñiz
Printed Name of Authorized Officer or Agent

340 West Newberry Road, Suite B
Bloomfield, CT 06002

Address (* do not include a post office box)

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

25th DAY OF March, 2020

Catherine Hodoanec
Notary Public

My Commission Expires: 11/31/2025



N/A

ATTACHMENT G

Community Solutions, Inc.
DeKalb County ITB 20-101240 FFT.MST

DEKALB FIRST LSBE INFORMATION WITH EXHIBITS A – B

SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION OPPORTUNITY TRACKING FORM

The Chief Executive Officer and the Board of Commissioners of DeKalb County believe that it is important to encourage the participation of small and local businesses in the continuing business of County government; and that the participation of these types of businesses in procurement will strengthen the overall economic fabric of DeKalb County, contribute to the County's economy and tax base, and provide employment to local residents. Therefore, the Chief Executive Officer and the Board of Commissioners have made the success of local small businesses a permanent goal of DeKalb County by implementing the DeKalb First Local Small Business Enterprise Ordinance.

PROVISIONS OF DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE (LSBE) ORDINANCE

Percentage of LSBE Participation Required
20% of Total Award

Certification Designation	Request For Proposals (RFP)
LSBE Within DeKalb (LSBE-DeKalb)	Ten (10) Preference Points
LSBE Outside DeKalb (LSBE-MSA)	Five (5) Preference Points
Demonstrated GFE	Two (2) Preference Points

Certified Local Small Business Enterprises (LSBEs) located within DeKalb County and prime contractors utilizing LSBEs that are locally-based inside DeKalb County shall receive ten (10) points in the initial evaluation of their response to any Request for Proposal. Certified LSBEs located outside of DeKalb County but within the nine (9) County Metropolitan Statistical Area (MSA) consisting of Cherokee, Clayton, Cobb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale Counties shall receive five (5) points in the initial evaluation of their response to any Request for Proposal. Prime Contractors who demonstrate sufficient good faith efforts in accordance with the requirements of the ordinance shall be granted two (2) points in their initial evaluation of responses to any Request for Proposal. Pro-rated points shall be granted where a mixture of LSBE-DeKalb and LSBE MSA firms are utilized. Utilization of each firm shall be based upon the terms of the qualified sealed solicitation.

Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) because they are either a certified LSBE-DeKalb or LSBE-MSA firm or has obtained 20% participation of an LSBE-DeKalb or LSBE-MSA firm, submits the lowest bid price shall be deemed the lowest, responsive and responsible bidder.

Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) and documented good faith efforts, submits a lower bid price than a Prime Contractor that achieved 20% LSBE participation, or otherwise required benchmark, then the Prime Contractor who actually met the benchmark will be given the opportunity to match the lowest bid price of the Prime Contractor who only made good faith efforts. Prime Contractor(s) who choose not to match the lowest bid price, then the Prime Contractor who made the good faith efforts will be deemed the lowest, responsive and responsible bidder.

For all qualified sealed solicitations, the Director of Purchasing and Contracting, DeKalb County Government, shall determine if the bidder/proposer has included written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a certified LSBE. This written documentation shall be in the form of a notarized Schedule of LSBE Participation (Attached hereto as "Exhibit A".) For all contracts, a signed letter of intent from all certified LSBEs describing the work, material, equipment and/or services to be performed or provided by the LSBE(s) and the agreed upon percentage shall be due with the bid or proposal documents and included with "Exhibit A". The certified vendor list establishes the group of Certified LSBE's from which the bidder/proposer must solicit subcontractors for LSBE participation. This list can be found on our website <https://www.dekalbcountyga.gov/purchasing> or obtained from the Special Projects LSBE Program team.

Prime Contractors failing to meet the LSBE benchmark must document and demonstrate Good Faith Efforts in accordance with the attached "Checklist for Good Faith Efforts" portion of "Exhibit A." The notarized Schedule of LSBE Participation shall be due and submitted with each bid or proposal. Failure to achieve the LSBE benchmark or demonstrate good faith efforts shall result in a bid or proposal being rejected. Prime Contractors that fail to attend the mandatory LSBE meeting in person or via video conference shall mean that the Prime Contractor has not demonstrated sufficient good faith efforts and its bid or proposal if submitted, shall be deemed non-responsive without any further review.

Upon award, Prime Contractors are required to submit a report detailing LSBE Sub-Contractor usage with each request for payment and not less than on a monthly basis. Prime Contractors shall ensure that all LSBE sub-contractors have been paid within seven (7) days of the Prime's receipt of payment from the County. Failure to provide requested reports/documentation shall constitute a material breach of contract, entitling the County to terminate the Contract for default or pursue other remedies. LSBE sub-contractors must confirm payments received from the Prime(s) for each County contract they participate in.

For eligible bids/proposals valued over \$5,000,000.00, the Mentor-Protégé provision of the Ordinance shall apply. Prime Contractors must agree to become mentors and take on an LSBE protégé in an effort to enhance the potential of future LSBEs. Qualifying projects shall be performed by both Mentor and Protégé through a subcontract between both parties. This requirement is in addition to all other applicable sections of the DeKalb First Ordinance. Please review the ordinance, section 2-214 or contact the LSBE Program Representative for detailed information regarding this initiative.

EXHIBIT A

Community Solutions, Inc.
DeKalb County ITB 20-101240 FFT.MST

**SCHEDULE OF DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION
OPPORTUNITY TRACKING FORM**

As specified, Bidders and Proposers are to present the details of LSBE participation below:

PRIME BIDDER/PROPOSER Community Solutions, Inc. **N/A**

SOLICITATION NUMBER: ITB No. 20-101240

TITLE OF WORK: **Functional Family Therapy (FFT) & Multisystemic Therapy (MST) Services**

1. My firm, as the prime bidder/proposer on this unit of work, is a certified (check all that apply):
 LSBE-DeKalb LSBE-MSA
2. If you are a Certified LSBE-DeKalb or MSA, please indicate below the percentage of that your firm will carry out directly: _____.
3. If the prime bidder/proposer is a joint venture, please describe below the nature of the joint venture and level of work and percentage of participation to be provided by the LSBE-DeKalb or MSA joint venture firm.

4. List the LSBE-DeKalb or MSA subcontractors and/or firms (including suppliers) to be utilized in of this contract, if awarded. No changes can be made in the subcontractors listed below without the prior written approval of the County. Please attach a signed letter of intent from all certified LSBEs describing the work, materials, equipment or services to be performed and/or provided and the agreed upon percentage of work to be performed. A Letter of Intent form is attached hereto as "Exhibit B".

Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	

Name of Company	Community Solutions, Inc.
Address	Dekalb County ITB 20-101240 FET MST
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	
Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	
Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	
Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	
Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach proof of certification: LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	

Please attach additional pages, if necessary.

EXHIBIT A, CONT'D
DEKALB COUNTY

Community Solutions, Inc.
DeKalb County ITB 20-101240 FFT.MST

CHECKLIST FOR GOOD FAITH EFFORTS

A bidder/proposer that does not meet the County's LSBE participation benchmark is required to submit documentation to support all "Yes" responses as proof of "good faith efforts." Please indicate whether or not any of these actions were taken:

	Yes	No	Description of Actions
1.	3/18/2020, 3/25/2020 ✓		Prime Contractors shall attend a MANDATORY LSBE Meeting in person or via video conference within two-weeks of advertisement of the solicitation.
2.	✓		Provide a contact log showing the company's name, contact person, address, email and contact number (phone or fax) used to contact the proposed certified subcontractors, nature of work requested for quote, date of contact, the name and title of the person making the effort, response date and the percentage of work.
3.	✓		Provide interested LSBEs via email, of any new relevant information, if any, at least 5 business days prior to submission of the bid or proposal.
4.		✓	Efforts made to divide the work for LSBE subcontracting areas likely to be successful and to identify portions of work available to LSBEs consistent with their availability. Include a list of divisions of work not subcontracted and the corresponding reasons for not including them. The ability or desire of a bidder/proposer to perform the contract work with its own organization does not relieve it of the responsibility to make good faith efforts on all scopes of work subject to subcontracting.
5.		✓	Efforts were made to assist potential LSBE subcontractors meet bonding, insurance, or other governmental contracting requirements. Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that the LSBE could not readily and economically obtain them in the marketplace.
6.		✓	Communication via email or phone with DeKalb First Program Staff seeking assistance in identifying available LSBEs. Provide DeKalb First Program Staff representative name and title, and date of contact.
7.		✓	For all contracts, a signed letter of intent from all certified LSBEs describing the work, materials, equipment or services to be performed or provided by the LSBE(s) and the agreed upon LSBE participation percentage shall be due with the bid or proposal documents.
8.		✓	Other Actions, to include Mentor/Protégé commitment for solicitations \$5M and above (specify):

Please explain all "no" answers above (by number):

Our program is currently providing FFT and MST services. The majority of expenses are personnel, consulting fees, computers /phones and mileage. The other expenses are limited to offices. We have a list of local small businesses for programs on hand. CSI supports LSBE with the purchasing of office supplies, PPE such as Masks and gloves, office furniture, and local computer repairs. CSI purchases office

supplies from Suburban Stationers which is a small business, our IT Vendor is a small business named AVS Computer Services located in neighboring Gwinnett, and we use Kris Squires which is a minority small owned small business.

However we have found that using 20% of the funding at LSBE is not feasible.

This list is a guideline and by no means exhaustive. The County will review these efforts, along with attached supporting documents, to assess the bidder/proposer's efforts to meet the County's LSBE Participation benchmark. If you require assistance in identifying certified, bona fide LSBEs, please contact the Purchasing and Contracting Department - DeKalb First Program, Felton Williams, Procurement Projects Manager at 404-371-6312.

Community Solutions, Inc.
DeKalb County ITB 20-101240 FFT MST

LBSE List

Name	DUNS	CAGE Code	Expiration Date	Business Type	Contact	email	Address Line 1	City	State/Province	Zip Code
Southern Breeze Construction Inc.	799792170	876A5	10/9/2020	office building renovation and repairs	Marvin Blackwell 404 445 2821		459 HAMMETT DR	DECATUR	GEORGIA	30032 1436
Bradley and S&W Contracting IV, LLC	081565204	86A49	6/10/2020	Roofing, electrical, wiring installators, plumbing,	Derron Bradley 404 295 4157	bradley.s&wcontractingiv@gmail.com	2304 LINCOLN DR	Decatur	GEORGIA	30032 5662
ML DISTRIBUTORS LLC	117304467	90G25	1/25/2021	Caterers, mobile food services	Masah Lullin 404 210 2532	mlstidistributioninfo@gmail.com	5004 JESSICA AVE	DECATUR	GEORGIA	30032 3988
Hasan Global Solutions L.L.C.	080105230	71SD1	4/9/2021	business management consultants	571 781 4475		1621 Austin Meadows Dr	Decatur	GEORGIA	30032 3888
Blac Intel LLC	081116135	82D08	4/15/2021	management consulting services	Alethea Boyd		1686 CORTONA CT	DECATUR	GEORGIA	30031 3879
SITE ENGINEERING, INC.	130795362	0R3B3	2/2/2021	utility contractor	770 261 7234	info@siteengineeringinc.com	7025 BEST FRIEHO RD	ATLANTA	GEORGIA	30340 1141
I. Sam Jones Distributor, Inc.	033537028	08A88	2/9/2021	electrical, wiring supplies	404 351 3200	rlibson@samjonesinc.com	4978 South Atlanta Rd Atlanta	Atlanta	GEORGIA	30319 1569
SHERWIN WILLIAMS COMPANY, THE	067527861	6L5L3	2/18/2021	paint and coating	Gregory Anderson 404 355 4481		3806 PLYMOUTH RD, NW	Atlanta	GEORGIA	30318 2861
S & S INSTITUTIONAL FOODS, INC.	031827100	51569	3/6/2021	packaged frozen food, grocery	404 355 6990		615 GREEN ST NW	ATLANTA	GEORGIA	30318 4113
SB&B CLEARING AND REPAIR LLC.	117388999	8W2C2	1/12/2021	land services, post construction clean-up	470 800 4649		2302 PARKLARE DR NE STE 513	ATLANTA	GEORGIA	30345 2896
Cross Roofing And Home Repairs Inc	024117628	7D3J2	2/17/2021	roofing, siding, material merchant wholesalers	Abm Cross 404 349 3727		3650 Thaxton Rd	Atlanta	GEORGIA	30311 7973
Orlin, LLC	002509420	17NT5	10/30/2020	pest control	404 888 2030		2170 Piedmont Rd NE	Atlanta	GEORGIA	30324 4135
Suburban Stationers, Inc.	095527479	6L189	6/20/2020	office supplies	850 647 9651		693 High St	Middletown CT		6457

EXHIBIT A, CONT'D

DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE SCHEDULE OF
PARTICIPATION
OPPORTUNITY TRACKING FORM

Bidder/Proposer Statement of Compliance

Bidder(s)/Proposer(s) hereby state that they have read and understand the requirements and conditions as set forth in the objectives and that reasonable effort were made to support the County in providing the maximum practicable opportunity for the utilization of LSBEs consistent with the efficient and economical performance of this contract. The Bidder and any subcontractors shall file compliance reports at reasonable times and intervals with the County in the form and to the extent prescribed by the Director of DeKalb County Purchasing and Contracting Department. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of Contractors and their subcontractors.

1. **Non-Discrimination Policy**
 - a. During the performance of this agreement, Contractor agrees to conform to the following Non-Discrimination Policy adopted by the County.
 - b. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Contractor will take action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following:
 - (1) Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided setting forth provisions of this non-discrimination clause.
 - (2) Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.
 - c. Without limiting the foregoing, Contractor shall not discriminate on the basis of disability in the admission or access to, or treatment or employment in, the programs and activities, which form the subject of the contract. The Contractor will take action to ensure that applicants for participation in such programs and activities are considered without regard to disability. Such action shall include, but not be limited to, the following:
 - (1) Contractor agrees to post in conspicuous places available to participants in its programs and activities notices to be provided setting forth the provisions of this non-discrimination clause.
 - (2) Contractor shall, in all solicitations or advertisements for programs or activities, which are the subject of the contract, state that all qualified applicants will receive consideration for participation without regard to disability.
2. **Commitment**

The undersigned certifies that he/she has read, understands, and agrees to be bound by the bid specifications, including the accompanying Exhibits and other terms and conditions of the Invitation to Bid and/or Request for Proposal regarding LSBE utilization. The undersigned further certifies that he/she is legally authorized by the bidder or responder to make the

statements and representations in Exhibit A and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned will enter into formal agreement(s) with the LSBE(s) listed in this Exhibit A, which are deemed by the owner to be legitimate and responsible LSBEs. Said agreement(s) shall be for the work and contract with the Prime Contractor. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder knowing them to be false, or if there is a failure of the successful Bidder (i.e., Contractor) to implement any of the stated agreements, intentions, objectives, goals and commitments set forth herein without prior approval of the County, then in any such events the contractor's act or failure to act, as the case may be, shall constitute a material breach of contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and not in lieu of, any other rights and remedies the County may have for other defaults under the Contract. Additionally, the Contractor will be subject to the loss of any future contract awards by the County for a period of one year.

Firm Name (Please Print):

Community Solutions, Inc.

Firm's Officer:

James H. King Chief Executive Officer
(Authorized Signature and Title Required) Date

Sworn to and Subscribed to before me this 25 day of March, 20120.

Catherine Hodoanec
Notary Public

My Commission Expires: 11/31/2025



EXHIBIT B

**LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR
PROVIDING MATERIALS OR SERVICES**

Instructions:

1. Complete the form in its entirety and submit with bid documents.
2. Attach a copy of the LSBE's current valid Certification Letter.

N/A

To: _____
(Name of Prime Contractor Firm)

From: _____
(Name of Subcontractor Firm) LSBE -DeKalb LSBE -MSA
(Check all that apply)

ITB Number: ITB No. 20-101240

Project Name: Functional Family Therapy (FFT) & Multisystemic Therapy (MST) Services

The undersigned subcontractor is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided).

Description of Materials or Services	Project/Task Assignment	% of Contract Award

Prime Contractor:

Sub-Contractor:

Printed Name: _____

Printed Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT H
FIRST SOURCE JOBS ORDINANCE
INFORMATION (WITH EXHIBITS 1 – 4)

EXHIBIT 1

FIRST SOURCE JOBS ORDINANCE ACKNOWLEDGEMENT

The DeKalb County First Source Ordinance requires contractors or beneficiaries of eligible projects entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$50,000 or more to make a good faith effort to hire DeKalb County residents for at least 50% of jobs created using the First Source Registry (candidate database) within one hundred twenty (120) days of contract execution. The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance. All contractors will be asked to submit an Employment Roster and/or copies of active payroll registers on a monthly basis to verify compliance. The undersigned acknowledges and agrees to comply with the provisions of the DeKalb County First Source Jobs Ordinance.

CONTRACTOR OR BENEFICIARY INFORMATION:


 Contractor or Beneficiary Name (Signature)

Fernando J. Muñiz
 Contractor or Beneficiary Name (Printed)

Chief Executive Officer
 Title

860-683-7121
 Telephone

fmuñiz@csimail.org
 Email

Community Solutions, Inc.
 Name of Business

Please answer the following questions:

1. How many job openings do you anticipate filling related to this contract? 0
2. How many incumbents/existing employees will retain jobs due to this contract?
 DeKalb Residents: 3 Non-DeKalb Residents: 2
3. How many work hours per week constitutes Full Time employment? 40

Please return this form to WorkSource DeKalb, (404)687-3900 or email to fkadkins@dekalbcountyga.gov, malee@dekalbcountyga.gov, vlricksion@dekalbcountyga.gov, or jmjonas@dekalbcountyga.gov

WorkSource DeKalb (WSD) is an EEO/M/F/D/V employer/program. Auxiliary aids/services are available upon request to individuals with disabilities. Persons with hearing impairments may call 1-800-255-0135 or 711 TTY for assistance. WSD is 100% funded by the U. S. Department of Labor and is a proud partner of the American Job Center Network. Revised March 2018

FIRST SOURCE JOBS ORDINANCE
INFORMATION
EXHIBIT 2

NEW EMPLOYEE TRACKING FORM

Name of Bidder Community Solutions, Inc.

Address 340 W. Newberry Road, Suite B, Bloomfield, CT 06002

E-Mail mkastner@csimail.org

Phone Number 860-500-0472

Fax Number 860-683-7198

Do you anticipate hiring from the First Source Candidate Registry? Y or N (Circle one)

If so, the approximate number of employees you anticipate hiring: 0 - At this moment

Type of Position (s) you anticipate hiring: (List position title, one position per line) Attach job description per job title:	The number you anticipate hiring:	Timeline

Please return this form to WorkSource DeKalb, fax (404) 687-4099 or email to FirstSourceJobs@dekalbcountyga.gov.

**FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 3**

BUSINESS SERVICE REQUEST FORM

Please note: We need one form completed for each position that you have available.

DATE: April 10, 2020 FEDERAL TAX ID: 06-1580562

COMPANY NAME: Community Solutions, Inc. WEBSITE: www.csi-online.org

ADDRESS: 340 West Newberry Road, Suite B, Bloomfield, CT 06002

(WORKSITE ADDRESS IF DIFFERENT): 2299 Perimeter Park, Dr. Ste. 220, Atlanta, GA 30341

CONTACT NAME: Marion Kastner

CONTACT PHONE: 860-500-0742 CONTACT FAX: 860-683-7198

CONTACT E-MAIL ADDRESS: mkastner@csimail.org

Are you a private employment agency or staffing agency? YES NO

JOB DESCRIPTION: (PLEASE INCLUDE A COPY OF JOB DESCRIPTION)

POSITION TITLE: Program Director

NUMBER OF POSITIONS AVAILABLE: 0 TARGET START DATE: _____

WEEKLY WORK HOURS: 20-30 hours 30-40 hours Other

SPECIFIC WORK SCHEDULE:

SALARY RATE(OR RANGE):

PERM TEMP TEMP-TO-PERM SEASONAL

PUBLIC TRANSPORTATION ACCESSIBILITY YES NO

IF SCREENINGS ARE REQUIRED, SELECT ALL THAT APPLY:

CREDIT DRUG MVR BACKGROUND OTHER

Please return form to: **Business Solutions Unit (First Source)**

774 Jordan Lane Bldg. #4

Decatur, Ga. 30033

Phone: (404) 687-3400

FirstSourceJobs@dekalbcountyga.gov

PRICE SCHEDULE COVER PAGE - Part 1

This Form must be included with the Price Schedule in the separately sealed envelope

ITB No. 20-101240

Functional Family Therapy (FFT) & Multisystemic Therapy (MST) Services

Date: 3/25/2020

Company Name: Community Solutions, Inc.

Address: 340 West Newberry Road, Suite B

Bloomfield, CT 06002

Authorized Signer:

Fernando J. Muñiz (Printed Name)

Authorized Signer:

 (Signature)

PRICE SCHEDULE – ITB No. 20-101240 (Part 2)
MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER
WILL BE DETERMINED TO BE NON-RESPONSIVE

Description of Costs	Bidder's Costs for One (1) Year Term
Direct Costs	
1. FFT Therapist(s)	\$70,787
2. MST Therapist(s)	\$57,229
3. Therapist(s) Benefits	\$46,662
4. Therapist(s) Mileage	\$10,000
5. Therapist(s) Training and Conference Fees	\$ 1,350
6. Therapist(s) Travel	\$ 2,450
7. FFT Training Conference	
8. Client Incentives	\$ 2,500
9. Lab Supplies	\$ 800
10. Therapist(s) Phone	\$ 2,146
(A) Total Direct Costs (Sum of Lines 1-10)	\$193,923
Indirect Costs	
11. FFT/MST Supervision	\$17,804
12. Property Liability Insurance	\$ 1,200
13. Office Supplies	\$ 2,665
14. Equipment	\$ 2,000
15. Computer Software/System required	\$ 2,600
16. Administrative Fee	\$18,333
(B) Total Indirect Costs (Sum of Lines 11-16) (Should not exceed 23% of Total Costs)	\$44,602
Total Bid Price – Sum of Lines 1-16 (A+B)	
	\$238,525
Cost per day, per MST client	\$ 89.00
Cost per day, per FFT client	\$ 41.00

NOTES:

- a) Based on the Scope of Work, Deliverables, ITB terms and conditions, and all requirements contained in the ITB, each Bidder must submit pricing for each Line Item on the Price Schedule
- b) Each Line Item on the Price Schedule must cover services for one year, beginning July 1, 2020-June 30, 2021. On Page 48 of the Price Schedule, attached as "Appendix 2" - Price Schedule Detailed Pricing, all Bidders must provide a detailed explanation for the amount provided for each line item.
- c) For example, FFT Therapist - \$hourly rate per hr. x 40 hours per week x 52 weeks= \$Bidders Cost For One (1) Year Term. If the Bidder utilizes two (2) therapists, indicate that in the Price Schedule Detailed Pricing Form and enter the amount for two therapists in the line total.
- d) No travel, conferences or other costs outside of the state of Georgia will be allowed.

Appendix 2

**PRICE SCHEDULE DETAILED PRICING- ITB No. 20-101240 (Part 3)
MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE OR BIDDER
WILL BE DETERMINED TO BE NON-RESPONSIVE**

Description of Costs	Details of Price Calculations
Direct Costs	
1. FFT Therapist(s)	1 Lead FFT therapist: $\$25.5/\text{hr} \times (2080 \times 50\%) = \$26,524$; 1 therapist: $\$21.28/\text{hr} \times 2080 = \$44,263$
2. MST Therapist(s)	MST Clinical Supervisor: $\$25.56/\text{hr} \times (2080 \times 25\%) = \$13,293$; 1 therapist: $\$21.12/\text{hr} \times 2080 = \$43,936$
3. Therapist(s) Benefits	36.54% of total salaries: $\$128,016 \times 36.57\% = \$46,777$
4. Therapist(s) Mileage	Annual $\$10,000 = 1,462/\text{miles} \times 0.57/\text{mile}$
5. Therapist(s) Training and Conference Fees	MST 5-day training $\$850$, and MST conference $\$500$
6. Therapist(s) Travel	Hotel and Meal for MST 5-days training, and 3 days MST conference and quarterly boosters.
7. FFT Training Conference	
8. Client Incentives	$\$25/\text{family}$ reward participation / pro-active social activities as needed
9. Lab Supplies	MST - Drug Screens (at each session)
10. Therapist(s) Phone	$\$65/\text{month} \times 2.75 \text{ FTE} \times 12 \text{ months} = \$2,145$
Indirect Costs	
11. FFT/MST Supervision	FFT consultation $\$12,304$; MST consultation $\$5,500$
12. Property Liability Insurance	Professional Insurance $\$100/\text{month}$
13. Office Supplies	Note books, pens, inks, paper, etc.
14. Equipment	One laptop replacement
15. Computer Software/System required	ConnectWise Automate/Manager -IT Asset Management and support environment platform and the financial software for reporting, budgeting, expenses
16. Administrative Fee	8.33% Share of Program Director $\$6,132$, Clerical $\$3,248$, and $\$8,953$ 1.5% share of the salaries of CEO, COO and CFO
Cost per day, per MST client	$\$89.00-$
Cost per day, per FFT client	$\$41.00-$

COMMUNITY SOLUTIONS, INC.
Job Description

JOB TITLE: Program Director

FLSA STATUS: Exempt

JOB STATUS: Full Time

REPORTS TO: Area Director

EFFECTIVE DATE: 6/29/2017

GENERAL FUNCTION:

Provide management for all program services and operations. Principle areas of supervision include: personnel, policy and procedure, program development and fiscal management.

SUPERVISORY RESPONSIBILITIES:

This position oversees program staff including but not limited to Case Manager Supervisors, Counselor Supervisors, and Administrative Assistants.

ESSENTIAL FUNCTIONS:

A. Staff Development and Supervision:

Review and approve all staff duties and client paperwork including but not limited to, program plans, monthly progress reports, closing summaries, and counseling forms.

Review and approve all supervised staff timesheets and payroll information, oversee staff schedule, and approve all staff leave including vacation and training.

Conduct, with the assistance of any supervisory staff, recruitment for all program positions.

Monitor staff performance in accordance with position job description and meet regularly with assigned staff to review job performance and client caseload management. Implement corrective action on above as appropriate.

Complete three-month, six-month and annual performance reviews for all assigned staff.

Conduct and facilitate staff orientation and training using in-service and outside agency resources. Assure supervised staff receive a minimum of required hours of training annually.

Conduct staff meetings as required by policy.

Assign client caseloads and monitor client program performance.

Prioritize staff work efforts and assign or delegates additional duties as required.

Resolve staff personnel issues and enforce progressive discipline of staff as needed.

B. Policy and Program Monitoring:

Formulate program goals and objectives and establish program priorities.

Develop Agency policy and procedure and participate in annual revisions.

Monitor program and staff compliance with all agency policy and procedure. Ensure compliance with other relevant criteria including referring agency requirements and applicable standards.

Conduct audits of client files for accuracy and organization as required by applicable policy.

Develop programs and services in accordance with agency objectives, priorities, available resources, and client needs.

Perform policy and program audits as required.

Evaluate program effectiveness and cost-efficiency.

Review weekly sanitation and safety inspection reports and address deficiencies.

Participate in on-call Agency duty officer as assigned.

Participate in the Agency Annual Planning process.

C. Financial Management:

Develop annual program budget and establish fiscal priorities.

Monitor on an ongoing basis program expense and revenue budget categories. Maintain monthly documentation on above and justify variations from budget averages targeted.

As assigned within residential facilities, manage client subsistence

on weekly basis, document where targeted average is not attained, and implement corrective action.

Recommend staff salary increases based upon completed performance reviews and in accordance with agency resources.

Ensure a preventive maintenance approach to facility upkeep and promptly report maintenance problems to Facilities Manager.

Ensure proper accountability over program resources including food, utilities, telephone, and house and office supplies.

D. Community and Outside Agency Relations:

Approve and coordinate client referrals and intakes from respective contracting agencies.

Identify, coordinate, and monitor existing and new outside agency resources for program and agency use.

Develop contacts with outside agencies and individuals which may foster agency and program growth.

Participate in community civic groups or advisory committees, Board of Directors' committee meetings, training sessions, and community presentations/speaking engagements as assigned by the Chief Executive Officer.

E. Client Supervision:

Perform the functions of Human Service Worker or Case Manager that relate to client supervision, treatment and custody as needed.

Directly investigate and handle all client appeals of a disciplinary or grievance nature.

Intervene and make final approval over client treatment issues.

Oversee referrals to collateral agencies.

Coordinate and participate in all client admissions, orientation, and removals.

F. Reports and Research:

Prepare internal and external program reports as required.

Supervise maintenance of all client-related information and logs, including admission and discharge logs and all financial forms and logs.

G. Volunteer Program:

Participate in the interviewing, hiring and developing of program volunteers.

Train and supervise all volunteers involved with the residential program in accordance with staff development and supervision policies.

Maintain a working knowledge of and abide by the Agency's programs, policies, and procedures.

Perform other work as assigned by the supervisor.

The essential functions of this position include, but are not necessarily limited to, those specifically identified in this description. The Company may, at its sole discretion, add to, change, or expand the essential or marginal functions of this position at any time.

POSITION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

QUALIFICATIONS:

- A Master's degree and three years' experience, or a Bachelor's degree and five years' experience in the social service or criminal justice field. Education may be substituted with relevant experience on a one year for one year basis.
- Three years' experience in management and supervision of staff.
- Ability to engage and develop collaborations with community agencies.
- Previous assessment experience preferred
- Experience with Microsoft Office.

TRAVEL REQUIREMENTS:

Must be able to get to and from the assigned program and training at other locations.

WORK AUTHORIZATIONS:

Must notify CSI of any criminal or MV history and must notify CSI of any police contact for criminal or MV violations.

WORK ENVIRONMENT:

This position operates in an office at a location that may have a lot of activity and noise and may be subject to heat/cold variances. This role routinely uses standard office equipment such as computers, phones, photocopiers/faxes, tape recorders and filing cabinets.

PHYSICAL DEMANDS:

Physical Effort	Rarely	Occasional	Frequent	Continuous
Standing		X		
Sedentary work				X
Computer input			X	
Walking			X	
Climbing Stairs		X		
Bending	X			
Stooping	X			
Driving		X		
Reach/pull/push		X		
Lift over 25 lbs	X			

I have reviewed and understand all of the duties, essential functions and responsibilities as outlined in this job description.

I am able to perform all of the activities and essential functions of the position:
 _____ No reasonable accommodation is required. _____ Reasonable accommodation is required.

 Print Employee Name

 Employee Signature

 Date

**FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 3**

BUSINESS SERVICE REQUEST FORM

Please note: We need one form completed for each position that you have available.

DATE: April 10, 2020 FEDERAL TAX ID: 06-1580562

COMPANY NAME: Community Solutions, Inc. WEBSITE: www.csi-online.org

ADDRESS: 340 West Newberry Road, Suite B, Bloomfield, CT 06002

(WORKSITE ADDRESS IF DIFFERENT): 2299 Perimeter Park, Dr. Ste. 220, Atlanta, GA 30341

CONTACT NAME: Marion Kastner

CONTACT PHONE: 860-500-0742 CONTACT FAX: 860-683-7198

CONTACT E-MAIL ADDRESS: mkastner@csimail.org

Are you a private employment agency or staffing agency? YES NO

JOB DESCRIPTION: (PLEASE INCLUDE A COPY OF JOB DESCRIPTION)

POSITION TITLE: Administrative Assistant

NUMBER OF POSITIONS AVAILABLE: 0 TARGET START DATE: _____

WEEKLY WORK HOURS: 20-30 hours 30-40 hours Other

SPECIFIC WORK SCHEDULE:

SALARY RATE(OR RANGE):

PERM TEMP TEMP-TO-PERM SEASONAL

PUBLIC TRANSPORTATION ACCESSIBILITY YES NO

IF SCREENINGS ARE REQUIRED, SELECT ALL THAT APPLY:

CREDIT DRUG MVR BACKGROUND OTHER

Please return form to: Business Solutions Unit (First Source)

774 Jordan Lane Bldg. #4

Decatur, Ga. 30033

Phone: (404) 687-3400

FirstSourceJobs@dekalbcountyga.gov

COMMUNITY SOLUTIONS, INC.
Job Description

JOB TITLE: Administrative Assistant

FLSA STATUS: Non-Exempt

JOB STATUS: Full Time

REPORTS TO: Program Director

EFFECTIVE DATE: 7/7/2017

GENERAL FUNCTION:

Assist Program Director in administrative matters and carry out all office management functions.

SUPERVISORY RESPONSIBILITIES:

This position does not have any supervisory responsibilities

ESSENTIAL FUNCTIONS:

- Provide overall administrative support, including but not limited to: incoming calls, faxes, incoming and outgoing mail.
- Assist manager in various projects including, but not limited to: budget development, contract proposals, proposal writing, grant requests and new initiatives.
- Organize and maintain up-to-date and orderly assigned office files, and continually record and update information.
- Computerize Agency information and complete reports as needed or directed.
- Compile quarterly and annual statistics.
- Handle outside inquires and staff requests regarding department issues as assigned.
- Write letters and other correspondence as assigned.
- Research and compile information in areas of office management such as pricing of office supplies, printing, posting, and office equipment.
- Maintain an inventory of office/program supplies, order as required.
- Assist Manager in monitoring department information and other assigned weekly, monthly and quarterly reporting.
- Maintain a working knowledge of and abide by the Agency's programs, policies, and

procedures.

- Perform other duties as assigned by the supervisor.

The essential functions of this position include, but are not necessarily limited to, those specifically identified in this description. The Company may, at its sole discretion, add to, change, or expand the essential or marginal functions of this position at any time.

POSITION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

QUALIFICATIONS:

- A Bachelor's Degree plus one year of Administrative experience. Education may be substituted with relevant experience on a one year for one year basis.
- Must have experience with Microsoft Word, Excel, Access, Windows, and Outlook.

TRAVEL REQUIREMENTS:

No travel requirements

WORK AUTHORIZATIONS:

Must notify CSI of any criminal or MV history and must notify CSI of any police contact for criminal or MV violations.

WORK ENVIRONMENT:

This position operates in an office at a location that may have a lot of activity and noise and may be subject to heat/cold variances. This role routinely uses standard office equipment such as computers, phones, photocopiers/faxes, tape recorders and filing cabinets.

PHYSICAL DEMANDS:

Physical Effort	Rarely	Occasional	Frequent	Continuous
Standing		X		
Sedentary work				X
Computer input			X	
Walking		X		
Climbing Stairs	X			
Bending	X			
Stooping	X			
Driving	N/A			
Reach/pull/push	X			
Lift over 25 lbs	X			

I have reviewed and understand all of the duties, essential functions and responsibilities as outlined in this job description.

I am able to perform all of the activities and essential functions of the position:
 No reasonable accommodation is required. Reasonable accommodation is required.

 Print Employee Name

 Employee Signature

 Date

**FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 3**

BUSINESS SERVICE REQUEST FORM

Please note: We need one form completed for each position that you have available.

DATE: April 10, 2020 FEDERAL TAX ID: 06-1580562

COMPANY NAME: Community Solutions, Inc. WEBSITE: www.csi-online.org

ADDRESS: 340 West Newberry Road, Suite B, Bloomfield, CT 06002

(WORKSITE ADDRESS IF DIFFERENT): 2299 Perimeter Park, Dr. Ste. 220, Atlanta, GA 30341

CONTACT NAME: Marion Kastner

CONTACT PHONE: 860-500-0742 CONTACT FAX: 860-683-7198

CONTACT E-MAIL ADDRESS: mkastner@csimail.org

Are you a private employment agency or staffing agency? YES NO

JOB DESCRIPTION: (PLEASE INCLUDE A COPY OF JOB DESCRIPTION)

POSITION TITLE: Clinical Supervisor

NUMBER OF POSITIONS AVAILABLE: 0 TARGET START DATE: _____

WEEKLY WORK HOURS: 20-30 hours 30-40 hours Other

SPECIFIC WORK SCHEDULE:

SALARY RATE(OR RANGE):

PERM TEMP TEMP-TO-PERM SEASONAL

PUBLIC TRANSPORTATION ACCESSIBILITY YES NO

IF SCREENINGS ARE REQUIRED, SELECT ALL THAT APPLY:

CREDIT DRUG MVR BACKGROUND OTHER

Please return form to: Business Solutions Unit (First Source)

774 Jordan Lane Bldg. #4

Decatur, Ga. 30033

Phone: (404) 687-3400

FirstSourceJobs@dekalbcountyga.gov

COMMUNITY SOLUTIONS, INC.
Job Description

JOB TITLE: Clinical Supervisor I

FLSA STATUS: Exempt

JOB STATUS: Full Time

REPORTS TO: Program Director

EFFECTIVE DATE: 7/1/2007

GENERAL FUNCTION:

Provide overall clinical support to three to four MST Therapists. Coordinate, train, and provide ongoing clinical supervision for existing and new program services.

SUPERVISORY RESPONSIBILITIES:

This position does have supervisory responsibilities over MST Therapists.

ESSENTIAL FUNCTIONS:

Client Services:

- Provide direct care services to clients including: developing assessments, group, individual and family counseling, and review of clinical service plans.

Staff Development and Supervision:

- Provide direct staff supervision including performance monitoring and evaluation as assigned.
- Provide clinical supervision to all program staff consistent with program design.
- Act as a resource on client treatment issues for Program Director including staff development needs.
- Maintain and disseminate educational information and provide group training to staff members on a variety of relevant clinical issues.
- Assist in training of new program staff.

Community and Outside Agency Relations:

- Work with Program Director and Agency Senior Managers in the area of community education, promotion and marketing of Agency programs and services to relevant professional agencies, associations, companies and individuals.
- Participate in community civic groups or advisory committees, training sessions and community presentations/speaking engagements as assigned.

Evaluation and Management Information System:

- Assist in the development and implementation of program monitoring, evaluation and research.

Program Services /Administration:

Clinical Supervisor I - MST

- Possess knowledge of and adherence to standards of confidentiality, and if applicable Department of Public Health and Addiction Services regulations, Title XIX, CHAMPUS, Medicare/Medicaid and Managed Care requirements that pertain to Agency programs and client.
- Serve as positive role model following program guidelines for professional conduct and code of ethics.
- On-call availability to staff and program as assigned.

Security & Client Supervision:

- Recommend program terminations and coordinate in accordance with Agency and referral source policies.
- Maintain a working knowledge of and abide by the Agency's programs, policies and procedures.
- Perform other duties as assigned by the supervisor.

The essential functions of this position include, but are not necessarily limited to, those specifically identified in this description. The Company may, at its sole discretion, add to, change, or expand the essential or marginal functions of this position at any time.

POSITION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

QUALIFICATIONS:

- A Bachelor's degree in a related study of social work, counseling, or psychology. Master's degree preferred. Education may be substituted with experience on a year for year basis.
- Three years of relevant supervisory experience or three years of experience in the MST model.
- Excellent oral, written and interpersonal skills desired.
- Experience with Microsoft Office.

TRAVEL REQUIREMENTS:

Must be able to get to and from the assigned program, client locations and training at other locations.

WORK AUTHORIZATIONS:

Must notify CSI of any criminal or MV history and must notify CSI of any police contact for criminal or MV violations.

WORK ENVIRONMENT:

This position operates in an office and at various client locations that may have a lot of activity and noise and may be subject to heat/cold variances. This role routinely uses standard office

equipment such as computers, phones, photocopiers/faxes, tape recorders and filing cabinets.

PHYSICAL DEMANDS:

Physical Effort	Rarely	Occasional	Frequent	Continuous
Standing		X		
Sedentary work				X
Computer input			X	
Walking		X		
Climbing Stairs		X		
Bending	X			
Stooping	X			
Driving		X		
Reach/pull/push	X			
Lift over 25 lbs	X			

I have reviewed and understand all of the duties, essential functions and responsibilities as outlined in this job description.

I am able to perform all of the activities and essential functions of the position:
 No reasonable accommodation is required. Reasonable accommodation is required.

 Print Employee Name

 Employee Signature

 Date

**FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 3**

BUSINESS SERVICE REQUEST FORM

Please note: We need one form completed for each position that you have available.

DATE: April 10, 2020 FEDERAL TAX ID: 06-1580562

COMPANY NAME: Community Solutions, Inc. WEBSITE: www.csi-online.org

ADDRESS: 340 West Newberry Road, Suite B, Bloomfield, CT 06002

(WORKSITE ADDRESS IF DIFFERENT): 2299 Perimeter Park, Dr. Ste. 220, Atlanta, GA 30341

CONTACT NAME: Marion Kastner

CONTACT PHONE: 860-500-0742 CONTACT FAX: 860-683-7198

CONTACT E-MAIL ADDRESS: mkastner@csimail.org

Are you a private employment agency or staffing agency? YES NO

JOB DESCRIPTION: (PLEASE INCLUDE A COPY OF JOB DESCRIPTION)

POSITION TITLE: MST Therapist

NUMBER OF POSITIONS AVAILABLE: 0 TARGET START DATE: _____

WEEKLY WORK HOURS: 20-30 hours 30-40 hours Other

SPECIFIC WORK SCHEDULE:

SALARY RATE(OR RANGE):

PERM TEMP TEMP-TO-PERM SEASONAL

PUBLIC TRANSPORTATION ACCESSIBILITY YES NO

IF SCREENINGS ARE REQUIRED, SELECT ALL THAT APPLY:

CREDIT DRUG MVR BACKGROUND OTHER

Please return form to: Business Solutions Unit (First Source)

774 Jordan Lane Bldg. #4

Decatur, Ga. 30033

Phone: (404) 687-3400

FirstSourceJobs@dekalbcountyga.gov

COMMUNITY SOLUTIONS, INC.
Job Description

JOB TITLE: Therapist - MST (Multisystemic Therapy)

FLSA STATUS: Exempt

JOB STATUS: Full Time

REPORTS TO: Program Director or Clinical Director

EFFECTIVE DATE: 7/1/2007

GENERAL FUNCTION:

Provide community based treatment for youth and family with complex clinical, social and educational problems. Over a period of 4 - 6 months services are delivered in homes, neighborhoods, schools and communities. Emphasis is on promoting behavioral change in the youth's natural environment. Family interventions seek to promote the parent's capacity to monitor and discipline the adolescent. Initial family sessions identify the strengths and weaknesses of the youth, his family, peers, school, and other factors. Problems throughout the family are explicitly identified for change, and the strengths of each system are used to facilitate such change.

SUPERVISORY RESPONSIBILITIES:

This position does not have any supervisory responsibilities

ESSENTIAL FUNCTIONS:

A. Client Services

- Mediate and resolve family problems and handle all emergency situations in a calm manner in accordance with Agency policies and procedures as needed.
- Serve as positive role model following program guidelines for professional conduct and code of ethics
- Develop and maintain professional boundaries and relations with clients.
- Monitor client behavior and implement Agency behavior management procedures as needed.

B. Program Services/Administration

- Possess knowledge of and adherence to standards of confidentiality, and if applicable Department of Public Health and Addiction Services regulations, Title XIX, CHAMPUS, Medicare/Medicaid and Managed Care requirements that pertain to Agency programs and client. Provide directions for staff related to mental health issues as requested.
- Complete incident reports as required
- Establish and maintain positive relationships with colleagues, external agencies, community resources and funding sources.
- Conduct program specific assessment including review of referral information, identifying and engaging key participants, identifying systemic strengths and weaknesses,

- and developing an analysis of the fit of problem behaviors within the ecological context.
- Engage primary caregiver and other key participants in active change-oriented treatment by identifying and overcoming barriers to engagement.
- Implement a problem conceptualization, treatment planning, intervention implementation, outcome review and strategy revision procedure using the program specific Analytic Process.
- Maintain clear and concise documentation of treatment efforts that promote peer and supervisory review and feedback, and that demonstrate compliance with program specific Principles and the program specific Analytic Process.
- Collaborate with all relevant systems and key participants within each system to ensure their buy-in and cooperation throughout treatment.
- Provide direct clinical treatment using methods compatible with program specific principles and practices.
- Attend weekly clinical supervision and clinical consultation.
- Carry cell phone and participate in 24/7 on-call system.
- Complete data for program Client Management System.
- Expected to complete over 75% of cases with 75% of goals met.

C. Security & Client Supervision

- Recommend program terminations and coordinate in accordance with Agency and referral source policies.
- Ensure collection of urine samples and complete related paperwork and breathalyzer testing as required by contract.

D. Professional Growth & Development

- Complete a Therapist/Counselor Field Visit “Before and After” form and attend one home visit with Program Director per month.
- Provide Program Director with one audiotape of a home visit per month and a Therapist/Counselor Tape Review “Drop-off” form for review.
- Increase treatment responsibilities as determined necessary for program needs and as qualified to do so by the Program or Clinical Supervisor.
- Maintain a working knowledge of and abide by the Agency’s programs, policies, and procedures.
- Perform other duties as assigned by the supervisor.

The essential functions of this position include, but are not necessarily limited to, those specifically identified in this description. The Company may, at its sole discretion, add to, change, or expand the essential or marginal functions of this position at any time.

POSITION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with

disabilities to perform the essential functions.

QUALIFICATIONS:

- A Master's degree in Social Services or related field, plus two (2) years of work experience in social work or clinical treatment.
- Social Work or other clinical license is preferred.
- Valid drivers license

Preferred Experience:

- Direct use of pragmatic (i.e. structural, strategic and functional) family therapies
- Individual therapy with children and adults using cognitive behavioral techniques
- Marital therapy using behaviorally-based approaches
- Behavioral therapy targeting school behavior and academic performance
- Implementation of interventions within or between systems in the youth's natural ecology that affect or influence the behavior of youth (i.e. family, peer, school, and neighborhood)

Preferred Knowledge:

- Family systems theory and application
- Social ecological theory and application
- Behavioral therapies theory and application
- Cognitive-behavioral therapy theory and application
- Pragmatic family therapies theory and application
- Child development research and it's application in treatment
- Social skills assessment and intervention.

TRAVEL REQUIREMENTS:

Must be able to get to and from the assigned program and client locations along with training at other locations.

WORK AUTHORIZATIONS:

Must notify CSI of any criminal or MV history and must notify CSI of any police contact for criminal or MV violations.

WORK ENVIRONMENT:

This position operates outside an office at time at various client locations. This position will also be in an office at a location that may have a lot of activity and noise and may be subject to heat/cold variances. This role routinely uses standard office equipment such as computers, phones, photocopiers/faxes, tape recorders and filing cabinets.

PHYSICAL DEMANDS:

Physical Effort	Rarely	Occasional	Frequent	Continuous
Standing		X		
Sedentary work				X
Computer input			X	
Walking		X		
Climbing Stairs		X		
Bending	X			
Stooping	X			
Driving			X	
Reach/pull/push	X			
Lift over 25 lbs	X			

I have reviewed and understand all of the duties, essential functions and responsibilities as outlined in this job description.

I am able to perform all of the activities and essential functions of the position:
 No reasonable accommodation is required. Reasonable accommodation is required.

 Print Employee Name

 Employee Signature

 Date

**FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 3**

BUSINESS SERVICE REQUEST FORM

Please note: We need one form completed for each position that you have available.

DATE: April 10, 2020 FEDERAL TAX ID: 06-1580562

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ADDRESS: 340 West Newberry Road, Suite B, Bloomfield, CT 06002

(WORKSITE ADDRESS IF DIFFERENT): 2299 Perimeter Park, Dr. Ste. 220, Atlanta, GA 30341

CONTACT NAME: Marion Kastner

CONTACT PHONE: 860-500-0742 CONTACT FAX: 860-683-7198

CONTACT E-MAIL ADDRESS: mkastner@esmail.org

Are you a private employment agency or staffing agency? YES NO

JOB DESCRIPTION: (PLEASE INCLUDE A COPY OF JOB DESCRIPTION)

POSITION TITLE: FFT Lead Therapist

NUMBER OF POSITIONS AVAILABLE: 0 TARGET START DATE: _____

WEEKLY WORK HOURS: 20-30 hours 30-40 hours Other

SPECIFIC WORK SCHEDULE:

SALARY RATE(OR RANGE):

PERM TEMP TEMP-TO-PERM SEASONAL

PUBLIC TRANSPORTATION ACCESSIBILITY YES NO

IF SCREENINGS ARE REQUIRED, SELECT ALL THAT APPLY:

CREDIT DRUG MVR BACKGROUND OTHER

Please return form to: Business Solutions Unit (First Source)

774 Jordan Lane Bldg. #4

Decatur, Ga. 30033

Phone: (404) 687-3400

FirstSourceJobs@dekalbcountyga.gov

COMMUNITY SOLUTIONS, INC.
Job Description

JOB TITLE: FFT Lead Therapist

FLSA STATUS: Exempt

JOB STATUS: Full Time

REPORTS TO: Program Director

EFFECTIVE DATE: 7/1/2007

GENERAL FUNCTION:

Provide overall FFT clinical services and administrative support to the Program. Functions as a liaison between FFT Inc. and CSI. Participates in all trainings expected by FFT Inc. during Phases I, II and III.

SUPERVISORY RESPONSIBILITIES:

This position has supervisory responsibilities over the FFT Therapist team for their program.

ESSENTIAL FUNCTIONS:

A. Client Services:

- Provide direct care services to clients including: developing assessments, individual and family counseling, and review of treatment plans. Responds to service providers or families on behalf of FFT therapists when necessary.

B. Staff Development and Supervision:

- Provide direct staff supervision including performance monitoring and evaluation as assigned.
- Provide clinical supervision and training to all program staff consistent with program design. Maintain and disseminate educational information.
- Act as a resource on client treatment issues for Program Director including staff development needs and submissions for counselor certification.
- Assist in training of hiring and training of new program staff.
- Assists team members in adhering to guidelines as outlined by the FFT model.
- Provides FFT therapists with daily clinical support and consultation.

C. Community and Outside Agency Relations:

- Work with Program Director and Agency Senior Managers in the area of community education, promotion and marketing of Agency programs and services to relevant professional agencies, associations, companies and individuals.
- Participate in community civic groups or advisory committees, training sessions and community presentations/speaking engagements as assigned.
- Coordinates FFT team efforts in delivering informative presentations (re: FFT services)

to referral sources and other stakeholders

D. Evaluation and Management Information System:

- Assist in the development and implementation of program monitoring, evaluation and research.
- Assist the Program Director with program audit preparation. Ensures Program compliance.

E. Program Services /Administration:

- Complete client-related documentation and maintains client files and statistics.
- Complete event reports as required.
- On-call availability to staff and program as assigned.
- Monitor team expense, petty cash and mileage expenditures to ensure
- Compliance with agency protocols.
- Services as a liaison between Evidenced Based Associates (EBA), The Department of Juvenile Justice (DJJ) and CSI.

F. Security & Client Supervision:

- Recommend program discharges and coordinate in accordance with Agency and referral source policies.
- If applicable, ensure collection of urine samples and complete related paper work and breathalyzer testing as required by contract.
- Maintain a working knowledge of and abide by the Agency's programs, policies, and procedures.
- Perform other duties as assigned by the supervisor.

The essential functions of this position include, but are not necessarily limited to, those specifically identified in this description. The Company may, at its sole discretion, add to, change, or expand the essential or marginal functions of this position at any time.

POSITION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

QUALIFICATIONS:

- A Master's Degree and a minimum of three years in the fields of substance abuse and/or mental health including experience with adolescent or criminal justice populations.
- Licensed or license eligible as an LMFT, LCSW, LMHC, LPC, LICSW or state equivalent.
- Three years experience in managing and supervising staff is preferred.

- Possess knowledge of and adherence to standards of confidentiality, and if applicable Department of Public Health and Addiction Services regulations, Title XIX, CHAMPUS, Medicare/Medicaid and Managed Care.
- Excellent oral, written and interpersonal skills desired.
- Experience with Microsoft Office.

TRAVEL REQUIREMENTS:

Must be able to get to and from the assigned program and training at other locations.

WORK AUTHORIZATIONS:

Must notify CSI of any criminal or MV history and must notify CSI of any police contact for criminal or MV violations.

WORK ENVIRONMENT:

This position operates in an office at a location that may have a lot of activity and noise and may be subject to heat/cold variances. This role routinely uses standard office equipment such as computers, phones, photocopiers/faxes, tape recorders and filing cabinets.

PHYSICAL DEMANDS:

Physical Effort	Rarely	Occasional	Frequent	Continuous
Standing		X		
Sedentary work				X
Computer input			X	
Walking		X		
Climbing Stairs	X			
Bending	X			
Stooping	X			
Driving		X		
Reach/pull/push	X			
Lift over 25 lbs	X			

I have reviewed and understand all of the duties, essential functions and responsibilities as outlined in this job description.

I am able to perform all of the activities and essential functions of the position:
 _____ No reasonable accommodation is required. _____ Reasonable accommodation is required.

 Print Employee Name

 Employee Signature

 Date

**FIRST SOURCE JOBS ORDINANCE INFORMATION
EXHIBIT 3**

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CONTACT NAME: Marion Kastner

CONTACT PHONE: 860-500-0742 CONTACT FAX: 860-683-7198

CONTACT E-MAIL ADDRESS: mkastner@csimail.org

Are you a private employment agency or staffing agency? YES NO

JOB DESCRIPTION: (PLEASE INCLUDE A COPY OF JOB DESCRIPTION)

POSITION TITLE: **FFT Therapist**

NUMBER OF POSITIONS AVAILABLE: 0 TARGET START DATE: _____

WEEKLY WORK HOURS: 20-30 hours 30-40 hours Other

SPECIFIC WORK SCHEDULE:

SALARY RATE(OR RANGE):

PERM TEMP TEMP-TO-PERM SEASONAL

PUBLIC TRANSPORTATION ACCESSIBILITY YES NO

IF SCREENINGS ARE REQUIRED, SELECT ALL THAT APPLY:

CREDIT DRUG MVR BACKGROUND OTHER

Please return form to: **Business Solutions Unit (First Source)**

774 Jordan Lane Bldg. #4

Decatur, Ga. 30033

Phone: (404) 687-3400

FirstSourceJobs@dekalbcountyga.gov

COMMUNITY SOLUTIONS, INC.
Job Description

JOB TITLE: Therapist – Functional Family Therapist (FFT)

FLSA STATUS: Exempt

JOB STATUS: Full Time

REPORTS TO: FFT Lead or Program Director

EFFECTIVE DATE: 7/1/2007

GENERAL FUNCTION:

Provide FFT, direct care services, to clients in a home-based setting.

SUPERVISORY RESPONSIBILITIES:

This position does not have any supervisory responsibilities

ESSENTIAL FUNCTIONS:

- Provide emergency and/or crisis intervention and counseling as deemed necessary.
- Develop initial assessments of client needs.
- Travel to meet with clients.
- Provide group, individual, and family counseling in accordance with the client's needs.
- Engage in on-going review of clinical service plans and modify as necessary.
- Inform referral source in the development of treatment and discharge plans, as well as compliance.
- Coordinate, in conjunction and collaboration with program case manager, in community based provision of clinical services.
- Provide assistance and guidance to program staff regarding individual treatment or service plan implementation.
- Act as a resource on client treatment issues for Program Director.
- Recommend program discharges and coordinate in accordance with Agency and referral source policies.
- Work with Program Director and Agency Senior Managers in the area of community education, promotion and marketing of Agency programs and services to relevant professional agencies, associations, companies and individuals.

- Participate in community civic groups or advisory committees, training sessions and community presentations/speaking engagements as assigned.
- Assist in the development and implementation of program quality assurance, monitoring, evaluation and research.
- Attend weekly meetings and agency-wide meetings.
- Complete all client-related CSI and FFT documentation, maintaining accurate client files, including the CSS. Maintain client files confidentiality and accuracy at all times.
- Maintain professional speech, dress, and interaction with Agency and referral sources.
- Complete critical event reports as required.
- On-call availability to staff and program as assigned.
- If applicable, ensure collection of urine samples and completes related paper work and breathalyzer testing as required by contract.
- Maintain a working knowledge of and abide by the Agency's programs, policies, and procedures. Provide requested weekly documentation, as per their deadlines, to Agency staff and supervisor
- Perform all other duties as assigned by the supervisor.

The essential functions of this position include, but are not necessarily limited to, those specifically identified in this description. The Company may, at its sole discretion, add to, change, or expand the essential or marginal functions of this position at any time.

POSITION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

QUALIFICATIONS:

- A Master's Degree in Social Work or related field is preferred.
- A Bachelor's Degree in Social Work or a related field is required, with at least two years of experience in the fields of substance abuse and/or mental health including experience with adolescent or criminal justice populations.
- Possess knowledge of and adherence to standards of confidentiality, and, if applicable, Department of Public Health and Addiction Services regulations, Title XIX, CHAMPUS, Medicare/Medicaid and Managed Care.

- Valid drivers license.
- Experience with Microsoft Office.

TRAVEL REQUIREMENTS:

Must be able to get to and from the assigned program, client locations and training at other locations.

WORK AUTHORIZATIONS:

Must notify CSI of any criminal or MV history and must notify CSI of any police contact for criminal or MV violations.

WORK ENVIRONMENT:

This position operates in various locations as Therapists meet with clients. The position also operates in an office at a location that may have a lot of activity and noise and may be subject to heat/cold variances. This role routinely uses standard office equipment such as computers, phones, photocopiers/faxes, tape recorders and filing cabinets.

PHYSICAL DEMANDS:

Physical Effort	Rarely	Occasional	Frequent	Continuous
Standing		X		
Sedentary work			X	
Computer input			X	
Walking		X		
Climbing Stairs		X		
Bending	X			
Stooping	X			
Driving			X	
Reach/pull/push	X			
Lift over 25 lbs	X			

I have reviewed and understand all of the duties, essential functions and responsibilities as outlined in this job description.

I am able to perform all of the activities and essential functions of the position:
 No reasonable accommodation is required. Reasonable accommodation is required.

 Print Employee Name

 Employee Signature

 Date

FIRST SOURCE JOBS ORDINANCE INFORMATION EXHIBIT 4

EMPLOYMENT ROSTER DeKalb County

Contract Number: ITB NO. 20-101240

Project Name: DeKalb County FFT/MST

Contractor: Community Solutions, Inc.

Date: 4/10/2020

Name	Position:	Start Date	Hourly Rate of Pay	Hired for this Project ? (yes/no)	Anticipated Length of Employment (Months)	% of Time Dedicated to the Project	Full or Part Time? (No. of Hours)	Georgia County of Residency
Detrell Hawkins	Program Director	7/8/2014	\$35.39	Y	36 Months	9.56%	Full Time	Dougherty County
Janelle Watkins	Administrative Assistant	2/15/2016	\$18.75	Y	36 Months	9.56%	Full Time	Fulton County
Shalondra Jordan	Lead FFT Therapist	10/15/2018	\$24.52	Y	36 Months	50%	Full Time	DeKalb County
Patrice Webster	FFT Therapist	11/4/2019	\$20.55	Y	36 Months	100%	Full Time	DeKalb County
Ashley Chatman	MST Clinical Supervisor	9/17/2012	\$25.56	Y	36 Months	25%	Full Time	Rockdale County
Morgan Caseman	MST Therapist	2/13/2017	\$20.64	Y	36 Months	100%	Full Time	DeKalb County

Attachments

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MST Business License	78
FIT Business License	79-85
Staff License	86-92
Staff Resume	93-107
Addendum #1	108
Addendum #2	109
Addendum #3	110-111
Addendum #4	112
Addendum #5	113
	114-117

**Dekalb County Juvenile Court
Dekalb County
ITB No: 20-101240**

MST

Multisystemic Therapy

A clinically proven and cost effective treatment of antisocial behavior in youth.

CERTIFICATE OF LICENSURE

Issued by

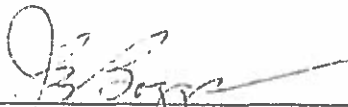
MST Services

Community Solutions, Inc., hereafter referred to as "the Organization", has entered into a License Agreement with MST Services for the right to use the MST System in the treatment of antisocial behavior in youth. The Organization has acknowledged that it is of critical importance to MST Services that the MST System be used by all licensed organizations in a consistent manner and in accordance with the highest professional standards. Accordingly, the Organization has agreed to strictly comply with all of the policies and procedures in the MST Manuals, as modified by the MST Group from time to time, in connection with the training of staff in licensed MST programs. The Organization also has agreed to ensure that all of its employees involved with the MST System are competent and fully trained in the use of the MST System.

This Certificate of Licensure has been issued to signify that the Organization has met the required criteria in the following areas: Quality Assurance data collection, program drift monitoring data collection, contract status and payment status.

This Certificate applies only to the following MST team:

<i>Organization</i>	<i>Team Name</i>	<i>State/Country</i>
Community Solutions, Inc.	DeKalb Team	GA



J.E. Boggs, Ph.D.
Chief Operating Officer
MST Services



MST SEAL

Not valid without raised lettering on seal

LICENSE REMAINS VALID UNLESS REVOKED BY THE ORGANIZATION OR MST SERVICES. PLEASE VISIT WWW.MSTSERVICES.COM FOR CURRENT LICENSING INFORMATION.



April 22, 2020

Re: FFT Program model License Attachment

The Functional Family Therapy (FFT) program model does not provide an agency license, CSI has included its most current contract as documentation. CSI has been providing FFT services in the state of Georgia since 2013.



FUNCTIONAL FAMILY THERAPY

CONTRACT

This Contract for Services (this "Contract") is made effective as of January 14, 2020 by and between

Community Solutions, Inc., of 4309 Memorial Dr., Decatur, GA 30032
and

FFT LLC of 1251 NW Elford Drive, Seattle, Washington, USA 98177.

- **This contract is for the Community Solutions, Inc. DeKalb Juvenile Court FFT Team located in Decatur, GA: Supervised by Shalondra Jordan**

This Contract will terminate automatically on January 13, 2021 or upon completion of activities listed in Exhibit B.

In exchange for the Phase 3 FFT training and consultation as noted in Exhibit B, Community Solutions, Inc., will pay FFT LLC in US Dollars according to the following rates and manner noted in Exhibit A.

Confidentiality and Intellectual Property

FFT LLC has developed a comprehensive system for the use of Functional Family Therapy method of treating individuals with severe clinical problems. Herein known as the FFT System, it includes methods, program design, manuals, the web-based CSS system, reports, forms, and training materials that are proprietary to FFT LLC and include Confidential Information, trade secrets, and copyright material. The FFT System undergoes continuous modification and improvements based upon research and experience gained in its application.

Community Solutions, Inc., understands and agrees that all of the FFT System has significant value from not being generally known to the public. As such:

- a. FFT LLC shall grant to Community Solutions, Inc., shall accept from FFT LLC, subject to the terms and conditions of this contract, a non-exclusive, nontransferable right and license to use, and permit its FFT trained therapists who are a part of an FFT working group to use, the FFT System in the treatment of individuals with severe clinical problems.

- b. Community Solutions, Inc., may disclose such portions of the FFT System and its Confidential Information to third party funding organizations as may be reasonably required to obtain funding, market programs, and to provide reasonable required documentation to funding organizations.
- c. Neither Community Solutions, Inc., nor any of its employees may otherwise use the FFT System except:
 - a. to provide FFT treatment services and assessment;
 - b. to conduct FFT research that is mutually agreeable to FFT LLC and Community Solutions, Inc.
- d. Neither Community Solutions, Inc., nor any of its employees may copy all or any part of the FFT Manual or training materials except with written permission from FFT LLC.
- e. Except as provided above, FFT LLC retains all right, title, and interest to the Confidential Information contained in the FFT System and the intellectual property rights related there to.

FFT LLC's Obligations

- a. FFT LLC will deliver all training and consultation as described in Exhibit B.
- b. FFT LLC shall use data from CSS to construct therapist and site feedback reports to be shared with FFT site.
- c. FFT LLC shall provide password/logon access the FFT CSS web-based system to mutually agreed upon FFT therapists.
- d. FFT LLC shall provide to Community Solutions, Inc. the FFT methods, program design, manuals, CSS system access, and related FFT reports, forms, herein known as the FFT System, for use with clients in Community Solutions, Inc.'s FFT project.

Community Solutions, Inc.'s Obligations

- a. Community Solutions, Inc. acknowledges that it is of critical importance that the FFT System be used by licensed organizations in a consistent, adherent and competent manner and in accordance with the highest professional standards.
- b. Accordingly, Community Solutions, Inc. agrees to comply with all the policies and procedures in the FFT Manual and training materials, as modified by FFT LLC from time to time, in using the FFT System for the treatment of clients. FFT training and consultation shall be provided through working groups of 3-8 FFT trained clinicians who each have their own caseload, who each receive weekly consultation with a certified FFT supervisor or consultant, who use the FFT-CSS system, carry appropriate FFT caseloads with appropriate time allocations for cases, and who have received or are receiving training and consultation commensurate with their model adherence and competence.
- c. Community Solutions, Inc. agrees that an FFT therapist will maintain a maximum of 12-15 cases (for 40 hours per week) and no fewer than 6-7 cases (20 hours per week). The agency acknowledges that adequate caseload or appropriate time to learn and apply the model are critical factors in learning, therapist fidelity, and program outcomes.

- d. Community Solutions, Inc. agrees that all FFT therapists will use the web-based FFT CSS system (www.fftcss.com) as their primary case management / assessment vehicle for FFT cases. Community Solutions, Inc. acknowledges that the FFT CSS system is an important therapist learning tool that also assists FFT LLC in preparing reports on overall program effectiveness, and therapist adherence/competence. Community Solutions, Inc. will promptly report any known lapses in CSS use to FFT LLC.
- e. Community Solutions, Inc. agrees that all FFT therapists will participate in weekly FFT consultations as well as all trainings noted in Exhibit B of this contract.
- f. Community Solutions, Inc. agrees that FFT therapists will receive training and consultation in work groups of no less than 3 and no more than 8 clinicians.
- g. Community Solutions, Inc. shall periodically advise FFT LLC of any changes in the nature of the population that is being serviced by the FFT System, and of any policies that affect the frequency, intensity, or fidelity with which therapists can deliver the FFT System.
- h. Under no circumstances shall any professional employee of Community Solutions, Inc. violate any professional standards or local or state laws in order to comply with the policies and procedures in the FFT Manual.
- i. FFT training can only be done by FFT LLC licensed personnel. Community Solutions, Inc. acknowledges use of or training in the FFT System does not qualify a clinician or a site to train clinicians in the FFT model.
- j. Community Solutions, Inc. agrees that FFT therapists will attend all training and consultation identified in Exhibit B of this contract. The agency shall ensure that all of its employees involved with the FFT System are competent and fully trained in the FFT System. Community Solutions, Inc., shall consult with FFT LLC annually and as needed to identify and execute training and consultation as necessary to assure ongoing continuing education and model adherence/competence.
- k. If a new therapist needs training or if a current therapist needs additional training due to a lack of model adherence or competence, then the site will access the next available replacement training and any other continuing education as considered appropriate by the site and FFT LLC. The site will be responsible for all additional training costs. Those costs are not included in this contract.

Noncompetition

Community Solutions, Inc. shall not directly or indirectly contract with nor provide any products or services to third parties relating to the FFT approach, including without limitation, manuals, assessments, progress notes, pre-training assessment and consultation, orientation training, clinical training.

Site Certification—Training

Functional Family Therapy Site Certification is a 3-phase process.

Phase 1 focuses on FFT implementation that will build therapist adherence and competence in the FFT model and build a lasting infrastructure at the site that supports clinicians to take maximum advantage of FFT training/consultation. Assessment of adherence and competence is based on data gathered through the CSS, at FFT weekly consultations and via Phase 1 FFT training activities. The objective is that Phase 1 be completed in one year, and not last longer than 18 months. Periodically during Phase 1, FFT personnel provide the site feedback to identify progress toward Phase 1 implementation goals. By the ninth month of implementation, FFT will begin discussions identify steps toward starting Phase 2 of the Site Certification process, including likely candidates at the site to be trained as an FFT on-site supervisor.

Phase 2's goal is to assist the site in creating greater self-sufficiency in FFT, while also maintain and enhancing site adherence/competence in the FFT model. Primary focus in this Phase is developing competent on-site FFT supervision. During Phase 2, FFT trains a site's extern to become the local on-site supervisor. This person shall have no less than a Masters degree in a counseling related field. The supervisor attends two 2-day off site supervisor trainings, and then is supported by FFT through monthly phone consultation. FFT provides one 1-day on-site training during Phase 2. In addition, FFT provides any on-going consultation as necessary and reviews the site's FFT CSS database to measure site/therapist adherence, service delivery trends, and outcomes. Phase 2 is a yearlong process.

Phase 3's goal is to move into a partnering relationship to assure on-going model fidelity, as well as impacting issues of staff development, interagency linking, and program expansion. FFT reviews the CSS database for site/therapist adherence, service delivery trends, and client outcomes and provides consultations and on-site training for continuing education in FFT. FFT staff visits the site one day during the training year and provides monthly one hour support to the identified FFT site supervisor.

New therapists must be trained through FFT replacement trainings. Should the balance of a therapist working group fall below 50% not having received full dosage of Phase 1 training, the site and FFT will enter into discussions to determine what additional training is necessary to create therapist competence.

Use of the web-based CSS, ongoing weekly consultation of a 3-8 person therapist clinical working group from a certified FFT supervisor, FFT appropriate caseloads and time allocations for cases, as well as training and consultation commensurate with the adherence and competence of the FFT working group are necessary for on-going site certification.

Should a local FFT program deviate from what is described in their site application, they must discuss any desired or anticipated changes with their FFT Implementation Consultant. Certified sites do not make alterations to the FFT program that may negatively impact the ability for site clinicians to adhere to or competently deliver the FFT model.

Indemnification

Community Solutions, Inc. agrees to indemnify and hold FFT LLC harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgment that may be asserted that result from the acts or omissions of employees, agents, or representatives.

Remedies

In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 30 days from the effective date of such notice to cure the default(s). Unless waived by a party providing notice, the failure to cure the default(s) within such time period may result in the automatic termination of this Contract.

Research

Any research publication on this FFT project can only occur with the mutual consent of Community Solutions, Inc. and FFT, LLC.

Entire Agreement

This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this contract. This Contract supersedes any prior written or oral agreements between the parties.

Amendment

This Contract may be modified or amended in writing, if the modification or amendment is signed by the party obligated under the amendment.

Governing Law

This Contract shall be construed in accordance with the laws of the State of Washington, United States of America.

Notice

Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

Assignment

Neither party may assign or transfer this Contract without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

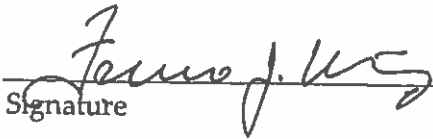
For: Community Solutions, Inc.

Fenando J. Muñiz

CEO

Name

Title



Signature

1-7-2020

Date

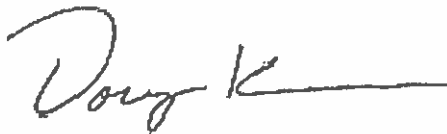
For: FFT LLC

Douglas Kopp

President

Name

Title



January 2, 2020

Signature

Date



FUNCTIONAL FAMILY THERAPY

This is to certify that as of

May 4, 2017

Detrell Hawkins

has fulfilled the training requirements for the FFT Externship

Training series totaling 72 hours of training.

A handwritten signature in cursive script that reads 'Doug Kopp'.

Doug Kopp, FFT CEO



FUNCTIONAL FAMILY THERAPY

This is to certify that as of

July 16, 2019

Shalondra Jordan

has fulfilled the training requirements for the FFT Supervisor

Training series totaling 32 hours of training.

A handwritten signature in black ink, appearing to read 'Doug Kopp', with a long horizontal stroke extending to the right.

Doug Kopp, FFT CEO



FUNCTIONAL FAMILY THERAPY

This is to certify that as of

October 25, 2018

Shalondra Jordan

has fulfilled the training requirements for the FFT Externship

Training series totaling 72 hours of training.

A handwritten signature in cursive script that reads 'Doug Kopp'.

Doug Kopp, FFT CEO



FUNCTIONAL FAMILY THERAPY

This is to certify that as of

February 2020

Patrice Webster

has fulfilled the training requirements for the FFT Replacement Clinical

Training series totaling 37 hours of training.

A handwritten signature in cursive script that reads 'Doug Kopp'.

Doug Kopp, FFT CEO

To whom it may concern:


This letter is to acknowledge that Ashley Chatmant attended the 2-day Supervisor Orientation Training for Multi-Systemic Therapy held in Atlanta, GA on the dates of June 25-26, 2019. This 13.0 direct contact-hour training was developed as a continuing education for persons in a supervisory position who have completed an initial 31-hour training in Multisystemic Therapy. This training was delivered in-person.

Topic areas included:

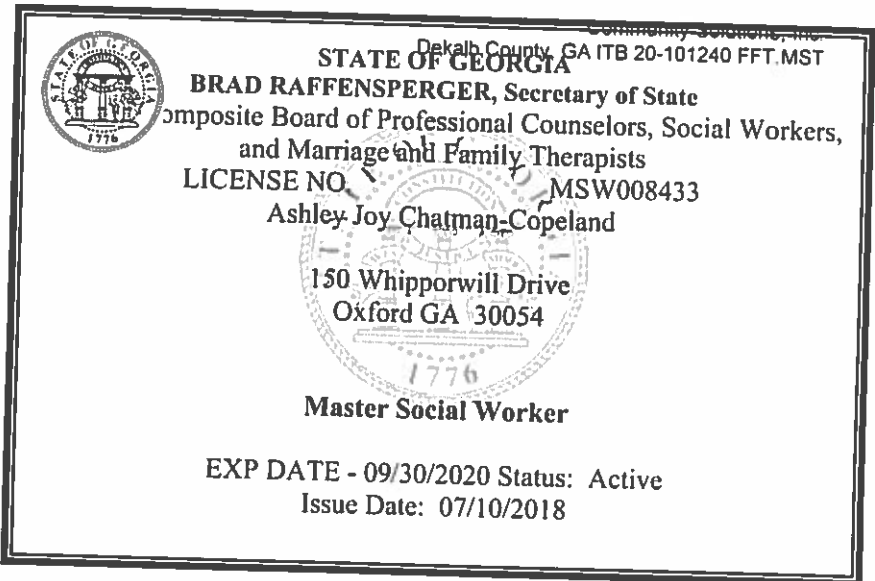
- MST Group Supervision
- Clinician Development in MST
- Orientation to MST Continuous Quality Improvement
- Stakeholder Relationships and Collaboration
- Supervisor's Role in Referral and Caseload Management
- Development Planning for MST Supervisors

Please note that this training meets the requirements for 13 hours of continuing education credit; however, participants should be aware that some national and state boards have limitations on the number of hours accepted in certain categories and / or restrictions on certain methods of delivery of continuing education.

Sincerely,



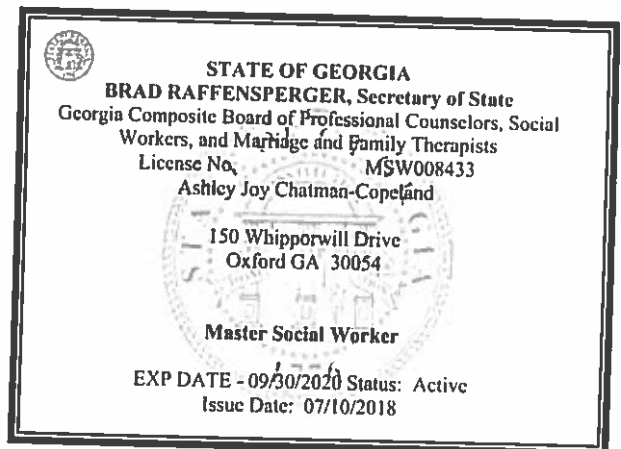
Courtney A. Chapman
Events & Training Coordinator
MST Services



A pocket-sized license card is below. Above is an enlarged copy of your pocket card.
Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.
Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the web site – www.sos.state.ga.us/plb.
Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia State Board of Professional Licensing
237 Coliseum Drive
Macon GA 31217
Phone: (844) 753-7825
www.sos.state.ga.us/plb

Ashley Joy Chatman-Copeland
150 Whipporwill Drive
Oxford GA 30054





Breaking the Cycle of Criminal Behavior
by keeping teens at home, in school and out of trouble

To whom it may concern:

This letter is to acknowledge that Morgan Caseman attended the 5-Day Orientation Training on Multisystemic Therapy held in Atlanta, GA the week of February 27, 2017. This training included 31 hours of instruction related to the treatment, philosophy and clinical practice of MST. This training was delivered in-person.

Please note that this training meets the requirements for 31 hours of continuing education credit; however, participants should be aware that some national and state boards have limitations on the number of hours accepted in certain categories and / or restrictions on certain methods of delivery of continuing education.

Sincerely,

A handwritten signature in black ink that reads "Courtney A. Chapman". The signature is written in a cursive, flowing style.

Courtney A. Chapman
Events & Training Coordinator
MST Services

Enclosures

Detrell Hawkins

222 River Bridge Rd.

Leesburg, GA 31763

229-854-2891

detrellhawkins@yahoo.com

www.detrellhawkins.wordpress.com

Professional Background

Highly energetic, enthusiastic and skilled clinician and coaching professional with over 10 years of clinical and coaching experience in the areas of Functional Family therapy, personal development and social services case management.

Skill Highlights

- Expertise in Organizational Leadership
- Certified Professional Coach
- Mastery in Staff Development
- FFT Therapist
- Mastery in Public Speaking and Training

Certifications and Trainings

Professional Life Coach (Fowler Wainwright Institute)

SAAF (Strong African-American Families)

FFT (Functional Family Therapist)

Motivational Interviewing

Situational Leadership

Professional Experience

Program Director

September 2019-Present

Community Solutions, Inc.—Atlanta, GA

Essential Duties:

Staff development and supervision; policy and program monitoring; financial management; community and outside agency relations; client supervisions; reports and research.

Functional Family Therapist Lead Clinical Supervisor

February 2017- Present

Community Solutions, Inc. --- Albany, GA

Essential Duties:

Provide overall clinical and administrative support to Program and functions as a liaison between FFT Inc. and Community Solutions, Inc. Coordinate, train and conduct ongoing clinical supervision for existing and new program services, and maintains an FFT caseload providing Functional Family Therapy services to families. Review and evaluate the performance of FFT therapist; acts as a resource on client treatment issues for Program Director and recommends discharges; participates in community and civic groups

providing training and community presentations.

Functional Family Therapist

July 2014 –current

Community Solutions, Inc.—Albany, GA

Essential Duties:

Provides home and clinic based assessments. Work collaboratively with clients and pertinent staff and agencies to provide assessment, develop treatment plans, and coordinate effective care.

Guided by 27-10 requirements and best clinical practices, and provides family therapy.

Documents provision of services, assessments, evaluations and treatment goals and plan consistent with clinical and administrative policies and procedures. Provides a variety of case management services, including attending multi-agency clinical case consultations and facilitating referrals to other organizations. Coordinate care with family and youth advocates, if applicable. Participate in court hearings.

Contract Case Manager

April 2014 – July 2019

Thomas Resource Center, --Pelham, GA

Provided contract services based on the need of the agency, which include, parenting classes; life coaching and home evaluations; and other wrap around services varied based on the need of the client.

SAAF Facilitator

December 2011 to November 2012

University of Georgia Center for Family Research – Camilla, GA

Facilitated workshops with middle school aged youths and their caregivers thru use of the SAAF curriculum while leading discussions and activities related to goal setting, making good choices, drug and alcohol use and substance abuse among youth, respect and education.

Advocate Coordinator

December 2011 to May 2012

Lily Pad, Inc. – Albany, GA

Provided training to volunteer crisis advocates; along with providing direct services to survivors of sexual assault, their families and significant others on the hotline and in-person for crisis intervention. Provided assistance to survivors and significant others during the Sexual Assault Response Team activation; provided referral services; provided educational presentations regarding sexual abuse and sexual violence; and provided accurate documentation of client services; and conducted weekly recruiting activities for new advocates.

President

January 2003 to July 2010

N&J Express, LLC – Albany, GA

Devised strategic plan for company; negotiated new contracts; created companies performance objectives; analyzed company budget to identify areas of change; facilitated monthly meetings and ensured all areas of business were working efficiently. Recruited, hired and trained new drivers.

District Sales Manager

July 2000 to July 2003

Avon Products, Inc. – Suwanee, GA

Grew and sustained profitable sales of District; implemented field strategies; recruited, trained and motivated independent sales representatives to achieve personal and company goals; managed and allocated district budget; and managed 2 support staff.

Social Services Case Manager

March 1995 to June 2000

Mitchel County DFCS – Camilla, GA

Reunified children and families who have been separated due to abuse/neglect or other family concerns; Promoted safety and well- being of children in foster care through ongoing assessments, visitation and targeted service provision; coordinated comprehensive tracking of client activities in relation to their treatment plans; and collaboration and advocacy with various service providers, to ensure effective service delivery; and received case management certification.

Education and Training

University of the Rockies, 2013

Denver, CO

Master's Studies in Organizational Development and Leadership (Incomplete)

Albany State University 1994

Albany, GA

Bachelor of Arts, English

Master's in Middle Grades Education (Incomplete)

Mitchell-Baker High School 1990

Camilla, GA

Diploma

References

David Miller, MSW (Lead FFT and Clinical Supervisor)

Community Solutions, Inc.

2410 Bemiss Rd., Suite B

Valdosta, GA 31602

229-288-1502

dmiller@csimail.org

May Ambrogi, LCSW

FFT National Consultant

610-390-6254

waterwish20@gmail.com

Janelle M. Watkins

107 Greenwood Trace – Fairburn, GA 30213
404.655.0170 - janellewatkins@hotmail.com

Qualifications Summary

Performance-driven Administrative Assistant with experience working in fast paced environments, which demand strong organizational and interpersonal skills. Trustworthy, ethical, discreet and committed to superior customer service. Confident and poised in interactions with individuals at various professional levels. Detail-oriented and resourceful while efficiently multi-tasking to perform projects.

Proven Skills

- Quality Control
- Budget Planning and Cost Control
- Team Building
- Client Relationship Management
- Project Leadership
- Strategic Planning
- Professional Correspondence
- MS Office Applications
- Office Administration

Professional Experience

Community Solutions Incorporated, Atlanta, GA Nonprofit Organization 2/2016 – Present

Administrative Assistant

- Provides office management functions and overall administrative support to the Program Director and Area Director.
- Assists managers in budget development, contract proposals, proposal writing, grant requests and new initiatives.
- Generates daily utilization census reports and process monthly invoices for stakeholders.
- Generates meeting minutes for weekly and monthly staff meetings.
- Maintains calendar of events, travel arrangements and scheduled appointments for the Program Director and Area Director.
- Creates travel itineraries and coordinates arrangements for all new hires, Program Director, Area Director and MST Supervisor.
- Assists the Program Director in monitoring department information, personnel records and quarterly statistics.
- Generates memos, letters and correspondence for the Program Director.
- Maintains a high level of confidentiality with all the therapists, probation officers, clients' families and stakeholders.

Mary Hall Freedom House, Roswell, GA Nonprofit Organization 10/2014 – 10/2015

Employment Case Manager (Veteran Support Services)

- Served as an advocate for homeless veteran women in promoting self-sufficiency by uplifting, educating, and empowering clients to obtain and maintain employment.
- Collaborated with treatment team of clinical social workers, housing associates, and case managers to develop individualized treatment plans.
- Identified support services, legal services, child care, mental health services, transportation, financial empowerment services and provide appropriate referrals.
- Conducted weekly meetings with clients to determine employment barriers, outline career goals and develop work plans.
- Facilitated on-going job readiness workshops and prepares resumes for clients.
- Recorded clients' progress in chart files, including compliance, job offers, all job placements, employment retention and follow-up replacements.
- Generated quarterly reports of clients' job placements, trainings and success stories to the Georgia Department of Labor.
- Conducted internal audits on clients' chart files and enforce all quality assurance measures for processes and procedures in the department.

Held positions of increased responsibility for this nonprofit organization by providing project management and administrative support to complete various initiatives.

Executive Administrative Assistant (Department of Security)

- Provided executive-level administrative support to the Chief of Security and six direct reports with a demonstrated ability to improvise, improve procedures and meet demanding deadlines.
- Maintained calendar of events, travel arrangements and scheduled appointments for the Chief of Security.
- Managed departmental budgets, direct vendor relations, generated and maintained purchasing records.
- Processed monthly expense reports reflecting supporting documents and budget indexes.
- Coordinated and maintained biweekly compensation requisitions for 33 departmental contractors.
- Handled highly sensitive incoming and outgoing correspondence for the department and organization in compliance with security procedures.
- Generated memos and proposals for the Chief of Security.

Executive Communications Specialist (Executive Office)

- Performed administrative and secretarial support functions for the Executive Administrator of the organization.
- Generated meeting minutes, memos and proposal initiatives.
- Coordinated and managed multiple priorities, projects and workshops.
- Planned, coordinated and arranged high-profile conferences for upward of 5,000 attendees.
- Overseen the budget expenses for special events and corporate agendas.
- Organized the details of events, travel arrangements and itineraries.
- Served as a liaison between all impacted departments on special events and conferences to ensure proper communications and reporting practices.
- Recruited, screened and maintained relationships with volunteers for monthly outreach mission events.
- Planned and coordinated corporate and volunteer luncheons.
- Arranged and conducted training workshops with volunteers on protocols for monthly mission events.

Executive Administrative Assistant (Human Resources Department)

- Provided administrative assistance to the Director of Human Resources with generating memos, reports, meeting minutes, maintaining weekly calendar and calendar of events.
- Assisted the Recruiter with pre-screening qualified candidates for open positions, scheduled interviews, prepared regret letters, posted job openings and job fairs.
- Provided administrative assistance to the Payroll Coordinator with staff-wide seminars with department gate-keepers on payroll processes and procedures.
- Provided administrative assistance to the Benefits Coordinator with staff-wide benefits packages.
- Assisted with developing On-Boarding orientation program materials for managers and employees.
- Provided front-desk receptionist support. Greeted employees and applicants, answered phones and scheduled appointments for the Director of Human Resources, Payroll Coordinator, Benefits Manager and Recruiter.

Education and Training

Southern University of Baton Rouge, LA (1997 – 1999)

- Finance Major
- Dean's List, Spring 1998

References Available Upon Request

ASHLEY J. CHATMAN, LMSW

150 Whipporwill Drive. • Oxford, GA 30054 •

PHONE: (770) 296-6841

E-Mail: Ashleychatman86@gmail.com

PROFESSIONAL SUMMARY

- Licensed master Level Social Worker with over 10 years' experience in the Social Service Field
- Diverse Social Service background that includes Family and Children, Health and Mental Health, and Administration
- Excellent knowledge of Patient/Client Care, Customer Service, Family Relations and Staff Development
- Extensive problem solving abilities and a sharp aptitude for assessing the needs of clients

Additional Qualifications

- Extensive background in the development of social histories, social assessments, care plans and treatment plans
- Ability to address any needs and concerns from family to provide quality care
- Serves as a liaison connecting patients/families to outside service providers
- Certification to perform family team meetings
- Provides individual/family/group therapy
- Performs crisis intervention and solution focused interventions
- Coordinates intake and referral procedures with agency staff and other service providers

PROFESSIONAL EXPERIENCE

MST Clinical Supervisor
Community Solutions inc.
2299 Perimeter Park Drive
Atlanta, GA 30341

5/2019-Present

Provides quality assurance for staff and clients through regular monitoring and auditing to ensure contractual and regulatory compliance. Provides direct care services to clients including: developing assessments, group, individual, family counseling, and review of clinical service plans. Provide clinical supervision and training to all assigned program staff consistent with the MST program model. Acts as a resource on client treatment issues for Program Director including staff development. Ensures the collection of urine samples and related paper work as required by model. Provides group, individual and family counseling in accordance with the client and program needs. Engages in ongoing review of clinical service plans and makes changes as necessary. Provides emergency and/or crisis intervention and counseling. Provides assistance and guidance to program staff regarding individual treatment or service plan implementation. Recommends program discharges and coordinates additional services in accordance with agency and referral source policies. Ensures the completion of client related documentation and the timely maintenance of client files and statistics.

MST Therapist
Community Solutions
3301 Buckeye Road
Atlanta, GA 30031

10/2012-5/2019

Provides intensive time sensitive treatment to families/individuals during crisis situations. Conducts psychosocial assessments to document patient history and identify preliminary issues for treatment focus by interviewing the patient and his/her family members. Provides group, individual and family counseling in accordance with the client's needs. Engages in ongoing review of clinical service plans and makes changes as necessary. Develops and completes discharge plans. Provides emergency and/or crisis intervention and counseling. Provides assistance and guidance to program staff regarding individual treatment or service plan implementation. Recommends program discharges and coordinates additional services in accordance with agency and referral source policies. Completes client related documentation and maintains client files and statistics. Completes critical event reports. Ensures collection of urine samples and completes related paper work as required. Assists in the development and implementation of program quality, assurance, monitoring, evaluation and research.

Social Services Case Specialist Lead Worker 8/2008-10/2012
DeKalb County Department of Family and Children Services
178 Sams Street
Decatur, GA 30031

Monitored and assessed for the safety, permanency and wellbeing of children that are under the care of DHS. Assisted families in crisis dealing with abuse and/or neglect of a child. Developed and monitor treatment plans with parents and participating agencies. Conducted home visits and evaluations as well as school visits and collateral contact visits with outside providers. Served as a liaison connecting family and child to their outside service providers. Addressed any needs and concerns from the family relevant to their ability to provide quality care. Performed crisis interventions and solution focused interventions. Maintained timely and accurate client records in compliance with the state of Georgia requirements. Provided supervision and guidance to assigned bachelors level social workers. Facilitated monthly unit meetings and staffings. Worked in conjunction with the juvenile judicial system as it relates to youth in care (Court Hearings, Panel Reviews and Court Reports). Participated in diverse trainings and seminars centered around social and child protective services.

Community Support Case Manager 8/2009-1/2010
Attachment and Bonding Center of Atlanta
3547 Habersham @ Northlake, Bldg F.
Tucker GA, 30084

Provided assistance to the individual (adolescent/child), in the development of advanced directives related to his/her behavioral healthcare plan. Assisted in the development of interpersonal, community coping and functional skills. Encouraged the development of supports in the home, school, workplace and other environments. Assisted with financial management skills, social skills. Assisted with personal development and work performance of the child/adolescent, and other behavioral, therapeutic interventions and support. Supported and intervened in crisis situations. Provided documentation notes that relate to the customer driven mental health treatment plan. Performed psychosocial assessments, treatment planning/monitoring and discharge planning.

Created BIRP notes for every session with clients, provided community linkage and maintained communication with client's collateral contacts such as teacher, counselors and case workers. Completed intake and individual assessments. Carried a specialized case load of at risk teens.

EDUCATION

College:	Clark Atlanta University, Atlanta,
GA Major Field of study:	Social Work
Type and year of degree:	Master of Social Work,
5/21/2012	
College:	Clark Atlanta University, Atlanta, GA
Major Field of study:	Social Work
Type and year of degree:	Bachelor of Arts in Social Work,
7/2008	

Shalondra Jordan																																											
5339 Queen Ester Court Ellenwood, GA 30294		(678) 348-6441	shalondra.jordan@gmail.com																																								
Summary	<p>Highly motivated Masters Leveled Therapist pursuing licensure, very organized and able to take a multi-task approach to the work day. Self-motivated, tactful, and discreet with extensive experience as a Clinical Supervisor, Mental Health Therapist, and Program Manager. Possess over eighteen years of vast experience working with high risk adolescents (and families), teen parents, DJJ, DFCS, problem solving, critical thinking, and correlation between families and agencies. Looking to obtain a creative and challenging position where my skills and enthusiasm will be used for improving families' lives and following the companies' vision and mission. Will trade creative mind, valuable skills, excellent oral and written skills set for the ability to provide support and assistance to families in an environment with opportunity for growth.</p>																																										
Core Strengths	<ul style="list-style-type: none"> • Excellent communication and editorial skills • Strong attention to detail, organizational skills and effective time management • Self-starter with ability to work independently as well as in a team – oriented environment 	<ul style="list-style-type: none"> • Treatment Plan Development • Program Development • Problem solving and decision making • Coaching and developmental skills • Interpersonal and relationship –building skills • Strong work ethics 	<ul style="list-style-type: none"> • Window XP • Microsoft Office • Share Notes • Qualifacts/Carelogic • Child Plus • Visit Tracker • Lotus Notes • Affinity • SPSS • Internet Research 																																								
Education / Certifications & Trainings	<table border="0" style="width: 100%;"> <tr> <td>CAC II Supervision</td> <td><i>High Impact Training</i></td> <td><i>Atlanta, GA</i></td> <td>Present</td> </tr> <tr> <td>MA Community Counseling</td> <td><i>Argosy University,</i></td> <td><i>Atlanta, GA</i></td> <td>2013</td> </tr> <tr> <td>CDA Credentials</td> <td><i>GA Training Institute</i></td> <td><i>Atlanta, GA</i></td> <td>2013</td> </tr> <tr> <td>Family Dev. Credentials</td> <td><i>Temple University</i></td> <td><i>Philadelphia,</i></td> <td>2011</td> </tr> <tr> <td>BA Psychology</td> <td><i>Georgia State University</i></td> <td><i>Atlanta, GA</i></td> <td>2009</td> </tr> <tr> <td>Int'l Certified Life Coach</td> <td><i>Int'l Coaching Science Research Foundation</i></td> <td></td> <td>2014</td> </tr> <tr> <td>Certified CPR /First AID</td> <td><i>First Response Safety Training</i></td> <td><i>Atlanta, GA</i></td> <td>2019</td> </tr> <tr> <td>Functional Family Therapy</td> <td></td> <td><i>Atlanta, GA</i></td> <td>2014</td> </tr> <tr> <td>Aggressive Replacement Therapy</td> <td></td> <td><i>Atlanta, GA</i></td> <td>2014</td> </tr> <tr> <td>Crisis Prevention & Intervention Training</td> <td></td> <td><i>Atlanta, GA</i></td> <td>2019</td> </tr> </table>			CAC II Supervision	<i>High Impact Training</i>	<i>Atlanta, GA</i>	Present	MA Community Counseling	<i>Argosy University,</i>	<i>Atlanta, GA</i>	2013	CDA Credentials	<i>GA Training Institute</i>	<i>Atlanta, GA</i>	2013	Family Dev. Credentials	<i>Temple University</i>	<i>Philadelphia,</i>	2011	BA Psychology	<i>Georgia State University</i>	<i>Atlanta, GA</i>	2009	Int'l Certified Life Coach	<i>Int'l Coaching Science Research Foundation</i>		2014	Certified CPR /First AID	<i>First Response Safety Training</i>	<i>Atlanta, GA</i>	2019	Functional Family Therapy		<i>Atlanta, GA</i>	2014	Aggressive Replacement Therapy		<i>Atlanta, GA</i>	2014	Crisis Prevention & Intervention Training		<i>Atlanta, GA</i>	2019
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Professional Skills and Abilities	<p>Functional Family Therapist Supervisor</p> <ul style="list-style-type: none"> • Provide direct staff supervision including performance monitoring and evaluation as assigned. • Provide clinical supervision and training to all program staff consistent with program design. • Maintain and disseminate educational information. • Act as resource on client treatment issues for Program Director including staff development needs and submissions for counselor certification. • Assist in training of hiring and training of new program staff. • Assist team members in adhering to guidelines as outlined by the FFT model. • Provides FFT therapist with daily clinical support and consultations. 																																										

Functional Family Therapist/Mental Health Counselor

- Provides evidence-based family therapy interventions for the treatment of violent, criminal behavioral, school, and conduct problems with youth and their families.
- Treat delinquent youth in the community and decrease out of home placement.
- Developing constructive and cooperative working relationships with others, and maintaining them overtime.
- Analyzing information and evaluating results to choose the best solution and solve problems.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Clinical Substance Abuse Supervisor

- Oversee the clinical and administrative operations of DeKalb County Juvenile Drug Rebound Court
- Lead the daily organizational meeting and weekly clinical team meetings
- Coordinate the intake of new participants in collaboration with the intake specialist
- Direct team members to complete daily service delivery to program recipients to ensure consumers receive services based on current needs and risk
- Promote and monitor team performance to ensure the team achieves positive outcomes
- Perform substance abuse and psychosocial assessments
- Works with treatment team in staff meetings to formulate the diagnosis, Diagnostic Summary Treatment Plan, Discharge Plan, etc.
- Conduct individual and family therapy as needed to enhance the patients treatment experience
- Documents the patients treatment experience according to agency requirements
- Assist in facilitating communication of clinical information, allowing for effective utilization of patients, resources, continuity of care and effective discharge planning

Community Support Individual

- Manages caseload of adolescents living with mental health and substance abuse issues.
- Provide intensive, integrated and rehabilitative crisis, treatment and community support interventions/services
- Teach life skills, parenting skills and behavior management to enhance social and psychological skills.
- Maintain communication with Department of Children & Family Services, Child advocate, lawyer and other stakeholders in reference to the progression or regression of adolescents.
- Work closely with treatment team which includes Clinical Director, Therapist, Nurse and Substance Abuse Counselor to ensure that adolescents' treatment goals are met.
- Assure all notes are documented effectively and in a timely manner

EHS Home Base Visitor Program Manager

- Research and analyze member or community needs to determine program directions and goals.
- Prepare and maintain records and reports, such as budgets, personnel records, and training manuals.
- Participate in the determination of organizational policies regarding such issues as participant eligibility, program requirements, and program benefits.
- Plan and administer budgets for programs, equipment and support services.
- Establish and oversee administrative procedures to meet objectives set by boards of directors or senior management.
- Establishes supportive, reciprocal relationships with families (teen parents)
- Conduct weekly home visits and ensures an effective program by managing available resources through planning, organizing, record keeping, and assessments, including Family Partnership Agreement, Child Assessments, Individual Family Service Plans, etc.
- Provide direct service and support to individuals or clients, such as handling a referral for child

	advocacy issues, conducting a needs evaluation, or resolving complaints. <ul style="list-style-type: none"> • Assist with recruitment of applicants for Early Head Start services • Establish and maintain relationships with other agencies and organizations in community to meet community needs and to ensure that services are not duplicated. • Coordinate socialization day activities 			
Employment History	FFT Supervisor	Community Solutions, Inc.	Atl, GA	2018- Present
	FFT/Therapist	Family Ties Inc.	Atl, GA	2014- 2018
	Clinical Supervisor	DeKalb County DJJ Rebound Court	Atl, GA	2013-2015
	CSI	Alliance for Change Through Treatment,	Atl, GA	2012- 2013
	Program Manager	Partnership for Community Action, Inc.	Atl, GA	2010- 2013

Patrice Webster, M.S.

405 Gentrys Walk | Atlanta, GA, 30341, (404)450-5803 | patricewebster61@gmail.com

EDUCATION

August 2014- May 2016

Master of Science in Clinical Counseling Psychology, Magna cum laude
Brenau University
Gainesville, GA

August 2010- May 2014

Bachelor of Arts in Psychology, Magna cum laude
Professional Education, minor
Communication Arts, minor
University of West Florida
Pensacola, FL

FIELD EXPERIENCE

Professional

November 2019- present

FFT Therapist, Community Solutions Inc,
Atlanta, GA

- Provide evidence-based therapy to high risk youth and their families in Dekalb county.

July 2018- May 2019

FFT Therapist, Life Changing Solutions,
Norcross, GA.

- Provided evidence-based therapy to high risk youth and their families in Fulton County.

August 2017- December 2019

Counselor, Center for Discovery,
Dunwoody, GA.

- Dialectical Behavior Therapy (DBT) and Acceptance and Commitment Therapy (ACT) group facilitator.

July 2015- July 2017

Group Facilitator and Shelter Manager,
Gateway Domestic Violence Shelter,
Gainesville, GA.

- Led support groups and provided individual counseling to children, adolescents, and families.

Internships

September 2015- April 2016

Counselor, Brenau University Counseling
Services, Norcross, GA.

- Performed psychological and intellectual assessments for clients.
- Provided counseling to university students and members of the community

January 2016 - May 2016

Assistant School Counselor, Centennial
Arts Academy, Gainesville, GA.

- Led groups and provided individual counseling to students.
- Administered intellectual assessments for students.

August 2013- May 2014

**Attacking Infant Mortality and Disaster
Action Team Member**, University of West
Florida, Pensacola, FL.

- Community educator and researcher for infant mortality.
- Disaster responder and crisis counselor for local Red Cross.

Morgan Caseman, MA, LPC

377 Eleanor St SE

Atlanta, GA 30317

(480) 247-0101 • mo.caseman@gmail.com

Experienced and Passionate Clinician

Dedicated professional seeking to continue development and leadership in the field of mental health and juvenile justice.

Professional Experience

February 2017 - Present Therapist

Community Solutions, Inc. Atlanta, GA

- Provide weekly intensive family therapy services for youth and families, per court order from County Juvenile Court systems, using evidenced based Multisystemic Therapy model.
- Maintain monthly client outcome measures including but not limited to, tracking treatment goals for target behaviors, preventing youth detainment or removal from home, and sustaining family engagement in treatment.
- Provide clinical testimony at juvenile court hearings to advocate for client and family best interests.
- Exceed or maintain 85% successful case completion rate for total caseload, as defined by each youth and family meeting key overall outcome indicators.
- Collect survey data from parents post-session to measure family satisfaction with therapy overall and therapist adherence to MST treatment model standards. Meet or exceed .70 family satisfaction rate.

August 2016 – February 2017 Therapist III

Lifewell Behavioral Wellness, Mesa, AZ

- Exceed or meet monthly service delivery benchmark measured by billable hours and dollar amount.
- Collaborate with various clinical professionals which include but are not limited to Psychiatrists, Primary Care Physicians and Medical Specialists
- Conduct clinical biopsychosocial assessments for adult clients and collaboratively develop individualized treatment plans with client and medical staff.
- Deliver at least 20 individual or family therapy sessions per week for adult clients with diagnosed mental health and substance abuse disorders.
- Facilitate 4 weekly group therapy sessions for either co-occurring mental health and substance abuse disorder clients, as well as anxiety and mood disorder clients, using evidenced based treatment curriculums (e.g. DBT, CBT, ABA, SFBT)
- Case management activities including, but not limited to: client outreach and coordination of services, collaboration with other community agencies and stakeholders, referrals to other health care facilities.

November 2012 – August 2016 Clinician

A New Leaf, Dorothy B. Mitchell Counseling Center, Mesa, AZ

- Exceed or meet monthly productivity requirements for service delivery, as measured by billable dollar amount (*i.e.* \$10,500 per month)
- Provide at least 25 individual or family therapy sessions per week, for child and family clients.
- Facilitate 3 group therapy sessions for children or adolescent clients. Evidence based Treatments utilized including but not limited to cognitive behavioral therapy (CBT), dialectical behavioral therapy (DBT) and behavioral analysis models.
- Conduct monthly child and family stakeholder meetings. Meetings include multidisciplinary stakeholders [e.g. juvenile probation, Department of Children Safety, and Division of Developmental Disabilities].
- Complete comprehensive biopsychosocial assessments weekly for new clients, including diagnostic assessment, developing initial treatment plans, and consultation with attending medical prescribers.
- Administrative functions include case management, new employee training and developing new group curriculums and treatment protocols.

July 2011 – October 2012 Qualified Mental Health Professional

Metrocare Services, Dallas, TX

- Provided community outpatient competency restoration services for behavioral health forensic special populations.
- Assisted individuals with completion of pending legal charges through engagement in mental health treatment.
- Liaison between Dallas County criminal justice system and community mental health systems. Connected individuals to vital community resources such as housing, disability benefits, and primary health care.
- Facilitated individual and group counseling for individuals who were court ordered mental health treatment.

August 2010 – June 2011 Primary Therapist

Sierra Tucson Treatment Center, Tucson, AZ

- Provide daily individual, group and family therapy sessions within inpatient treatment setting.
- Developed and facilitated group therapy programs. Concepts included substance abuse treatment, DBT, grief and trauma work, psychoeducational groups, motivational interviewing and anger management groups.
- Conducted psychosocial assessments and assisted with development of individualized treatment plans, with multidisciplinary treatment providers.

August 2009 – July 2010 Graduate Assistant

Northern Arizona University, Flagstaff, AZ

- Served as intake coordinator and lead administrative assistant in the Department of Educational Psychology counseling practicum lab.
- Conducted psychometric tests and cataloged various psychometric testing materials and protocols for department faculty, under the direction of department chair.
- Provided support and supervision for practicum students.
- Research assistant for major state funded longitudinal study investigating children early intervention services.

Education

Northern Arizona University, Flagstaff, AZ

Master of Arts in Counseling, December 2010

Graduated Summa Cum Laude

Arizona State University, Tempe, AZ

Bachelor of Arts in Psychology, May 2007

Dean's List 2007

Current Certifications

- National Certified Counselor accredited through the National Board of Certified Counselors (NBCC), 2011-current
- Member of American Counseling Association
- CPR & First Aid certified

Licensure

- State of Arizona Board of Behavioral Health Examiners - Licensed Professional Counselor (LPC - 16164), Approved August 2016. Active, and in good standing.
- State of Arizona Board of Behavioral Health Examiners - Licensed Associate Counselor (LAC - 14439), December 2013-July 2016

Professional References Available Upon Request

March 16, 2020

TO: All Bidders under Invitation to Bid (ITB) No. 20-101240
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 1

Invitation to Bid (ITB) No. 20-101240, Functional Family Therapy (FFT) & Multisystemic Therapy (MST) Services (Annual Contract with Two (2) Options to Renew) is hereby amended as follows and all documents are incorporated herein by reference:

- 1) Effective immediately, the contact person for this Invitation To Bid is changed to Jervai McConico, Procurement Agent at jmccconico@dekalbcountyga.gov or 404-371-6330. All communication regarding this solicitation must be directed to Mr. McConico.
- 2) Effective immediately, in-person attendance of the LSBE mandatory meetings is no longer available. All of the meetings must be via video or teleconference. Instructions as follows:
 - a) To attend the 10:00am **Mandatory Prime/LSBE Meeting** via video conferencing, Join Zoom Meeting: <https://dekalbcountyga.zoom.us/j/157231430>
 - b) To attend the 2:00pm **Mandatory Prime/LSBE Meeting** via video conferencing, Join Zoom Meeting: <https://dekalbcountyga.zoom.us/j/308537243>
 - c) Please utilize audio conferencing if you are unable to access the Zoom Meeting, dial: **1-888-270-9936** Conference code **107222**

This information is also available on the County's website.

- 3) The Bid Opening date remains as April 16, 2020 @ 3:00 p.m. ET via Zoom. Instructions for meeting access will be provided via a subsequent Addendum.
- 4) It is the responsibility of each Bidder to ensure that he or she is aware of all addenda issued under this ITB.
- 5) Please sign and return this addendum with your bid submittal. You may contact Jervai McConico, Procurement Agent at jmccconico@dekalbcountyga.gov or 404-371-6330 before the bids are due to confirm the number of addenda issued.
- 6) All other conditions remain in full force and effect.

Beverly D.
Williams

Digitally signed by Beverly
D. Williams
Date: 2020.03.16
15:15:37 -04'00'

Beverly D. Williams, Sr. Procurement Agent
Department of Purchasing and Contracting



ACKNOWLEDGMENT:

Date: 03/25/2020

Community Solutions, Inc.

(Company Name)

Fernando J. Muñiz

(Printed Name of Bidder's Authorized Signer)



(Signature of Bidder's Authorized Signer)

Chief Executive Officer

(Title)

bdw: PH

March 17, 2020

TO: All Bidders under Invitation to Bid (ITB) No. 20-101240
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 2

Invitation to Bid (ITB) No. 20-101240, Functional Family Therapy (FFT) & Multisystemic Therapy (MST) Services (Annual Contract with Two (2) Options to Renew) is hereby amended as follows and all documents are incorporated herein by reference:

- 1) Effective immediately, in-person attendance of the Mandatory Pre-bid Conference is no longer available. The meeting will be held via must be via video or teleconference. Instructions to attend are as follows:
 - a) To attend the 2:00pm **Mandatory Pre-Bid Conference** via video conferencing, Join the Zoom Meeting: <https://dekalbcountyga.zoom.us/j/8890845595>
 - b) Please utilize audio conferencing if you are unable to access the meeting via video conference, dial: 1(929) 436-2866 or 1(312)626-6799 or 1(301)715-8592 or 1(346)248-7799 or 1(669)900-6833 or 1(253)215-8782. After calling in, please input Meeting ID Number 889 084 5595 when prompted.
- 2) It is the responsibility of each Bidder to ensure that he or she is aware of all addenda issued under this ITB.
- 3) Please sign and return this addendum with your bid submittal. You may contact Jervai McConico, Procurement Agent at jmccconico@dekalbcountyga.gov or 404-371-6330 before the bids are due to confirm the number of addenda issued.
- 4) All other conditions remain in full force and effect.


Jervai K. McConico, Procurement Agent
Department of Purchasing and Contracting



ACKNOWLEDGMENT:


Date: 4/19/2020

Community Solutions, Inc. (CSI)

(Company Name)

Fernando J. Muñiz

(Printed Name of Bidder's Authorized Signer)


(Signature of Bidder's Authorized Signer)

Chief Executive Officer

(Title)

jm: PH

March 23, 2020

TO: All Bidders under Invitation to Bid (ITB) No. 20-101240
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 3

Invitation to Bid (ITB) No. 20-101240, Functional Family Therapy (FFT) & Multisystemic Therapy (MST) Services (Annual Contract with Two (2) Options to Renew) is hereby amended as follows and all documents are incorporated herein by reference:

- 1) The Zoom conference for the **Mandatory Pre-Bid Conference** has been postponed due to the initiation of DeKalb County's Public Health Emergency Protocol.
- 2) The Zoom Conference will be held on Wednesday, April 15, 2020 at 3:00 pm.
- 3) The Bid Opening has been extended until Thursday, April 23, 2020 at 3:00pm
- 4) It is the responsibility of each Bidder to ensure that he or she is aware of all addenda issued under this ITB.
- 5) Please sign and return this addendum with your bid submittal. You may contact Jervai McConico, Procurement Agent at jmcconico@dekalbcountyga.gov or 404-371-6330 before the bids are due to confirm the number of addenda issued.
- 6) All other conditions remain in full force and effect.

Jervai K McConico

Jervai K. McConico, Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGMENT:

Community Solutions, Inc. (CSI)

(Company Name)

Fernando J. Muñiz

(Printed Name of Bidder's Authorized Signer)

Fernando J. Muñiz

(Signature of Bidder's Authorized Signer)

Chief Executive Officer

(Title)

April 15, 2020

TO: All Bidders under Invitation to Bid (ITB) No. 20-101240
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 4

Invitation to Bid (ITB) No. 20-101240, Functional Family Therapy (FFT) & Multisystemic Therapy (MST) Services (Annual Contract with Two (2) Options to Renew) is hereby amended as follows and all documents are incorporated herein by reference:

- 1) The Question and Answer deadline has been extended to Monday, April 20, 2020 at 5:00 PM.
- 2) The bid due date has been extended to Monday, April 27, 2020 at 3:00 PM.
- 3) It is the responsibility of each Bidder to ensure that he or she is aware of all addenda issued under this ITB.
- 4) Please sign and return this addendum with your bid submittal. You may contact Jervai McConico, Procurement Agent at jmconico@dekalbcountyga.gov or 404-371-6330 before the bids are due to confirm the number of addenda issued.
- 5) All other conditions remain in full force and effect.

Jervai K McConico

Jervai K. McConico, Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGMENT:

Community Solutions, Inc.

(Company Name)

Fernando j. Muñiz

(Printed Name of Bidder's Authorized Signer)

Fernando j. Muñiz

(Signature of Bidder's Authorized Signer)

Chief Executive Officer

(Title)

April 21, 2020

TO: All Bidders under Invitation to Bid (ITB) No. 20-101240
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 5

Invitation to Bid (ITB) No. 20-101240, Functional Family Therapy (FFT) & Multisystemic Therapy (MST) Services (Annual Contract with Two (2) Options to Renew) is hereby amended as follows and all documents are incorporated herein by reference:

- 1) We received the following questions pertaining to this ITB. The questions and resulting answers appear below:
 - 1) What is the current reimbursement structure and rate of the current provider of MST and FFT services for Dekalb County?
Answer- Daily per diem rate. FFT \$40.74 MST-\$89.00
 - 2) The current procurement list of contracts on the Dekalb County website does not list MST and FFT prior award (<https://www.dekalbcountyga.gov/sites/default/files/2020-03/DeKalb%20Procurement%20Contracts%20Mar%202020.pdf>). Can the procurement contract information be released for the current MST and FFT contract for review?
Answer- See attachment 1.
 - 3) Can the RFP information from the current MST and FFT Service provider be released?
Answer- Prior to this ITB, the service provider was considered a sole source provider with a state contract so no prior RFP was done.
 - 4) How many youth were served in each program (MST and FFT) during the 2019 calendar year?
Answer- MST-24 youth were served
FFT-46 youth were served
 - 5) How many youth were served in each program (MST and FFT) during the last CJCC fiscal year (July 1, 2018- June 30, 2019)?
Answer- MST-20 youth were served
FFT- 65 youth were served
 - 6) What is the current case rate and daily per diem rate Dekalb is presently paying for FFT Services and MST Services?

Answer- See answer for question #1

7) Can Dekalb share the most recent Performance Implementation Report (PIR) for the current MST team in Dekalb?

Answer- See attachment 2

8) Can Dekalb share the most recent TYPE report (Team Performance Report) for the current FFT teams in Dekalb?

Answer- See Below

TOTAL # OF FAMILIES REFERRED	TOTAL # OF FAMILIES CURRENTLY BEING SERVICED	TOTAL # OF FAMILIES DISCHARGED	TOTAL #SUCCESSFUL DISCHARGED	TOTAL #UNSUCCESSFUL DISCHARGED	REASON FOR UNSUCCESSFUL D/C	# OF INELIGIBLE REFERRALS	REASON FOR INELIGIBILITY	CRITERIA FOR ELIGIBILITY	COMMENTS
29	6	23	18	5	2 YOUTHS -- INCARCERATED W/NO UPCOMING RELEASE DATE		1 YOUTH - LESS THAN 3-4 MONTHS ON PROBATION 1 YOUTH - ALREADY PARTICIPATING IN COUNSELING SERVICES	1) YOUTH MUST HAVE AT LEAST 6 MONTHS ON PROBATION 2) YOUTH MUST BE ADJUDICATED BEFORE STARTING SERVICES 3) YOUTH MUST HAVE PDRA OF 2 OR HIGHER	FFT IS AN EVIDENCE BASE MODALITY THAT CAN BE COMPLETED WITHIN 3 MONTHS. HOWEVER DUE TO UNFORESEEN INCIDENTS WITH THE FAMILIES WE REQUIRE THAT THE YOUTHS HAVE AT LEAST 6 MO'S ON PROBATION BEFORE STARTING SERVICES AND THE YOUTH WILL NOT BE DISCHARGED BEFORE THE END OF SERVICES

9) What is the anticipated contract type (daily per diem, case rate, etc.)?

Answer- Daily per diem or case rate would be acceptable.

10) What is the anticipated service start date for MST and FFT delivery?

Answer- July 1, 2020

11) Would you require that proof of MST and FFT team/site license be submitted at the time of the RFP application?

Answer- Yes

12) What constitutes a good faith effort to become a DeKalb County Local Small Business Enterprise (LSBE)?

Answer- Good Faith Efforts are discussed on pages 37-38 of the solicitation document. For each assertion in the checklist, you must provide documentation to support it. While evaluating your bid, the DeKalb County Department of Purchasing and Contracting will determine if your efforts are satisfactory. For application to become a certified LSBE, please the County's website at <https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>.

13) If a provider has submitted an application to become an LSBE and it is pending, will this be taken into consideration when RFP bids are being scored/rated?

Answer- No. The bidder must be deemed an LSBE prior to submitting a bid.

14) If a prime or potential joint venture partner on the approved list of LSBE's cannot be identified because the business type does not exist or is applicable to this bid (ITB), what are the recommended next steps?

Answer- Demonstrate and document "Good Faith Efforts" as described on page 37-38 of the solicitation document.

15) Will you accept electronic submissions? If not, will Offices be open on April 23?

Answer- At this time, we will not accept electronic submissions. If there are any changes, it will be posted as an addendum. The opening has been changed to April 27, 2020 per Addendum No. 4 Bids maybe mailed or dropped off in the lobby but must be received before 3:00pm. The public bid opening will be via Zoomconference.

16) Will there be any accommodation for forms that require a Notary?

Answer- All pages that require a notary's signature and stamp have space provided.

17) Will you accept Electronic signatures?

Answer- No.

18) From the ITB "The Agency must be licensed for at least four (4) years (not individual therapists)- Bidder shall include with its bid submittal - documentation of the agency's licensure for the last four (4) years." What license (MST site certification, FFT site certification, or agency operational license) are you referring to?

Answer- Agency operational licensure and FFT/MST site certification

19) In reviewing the solicitation (ITB 20-101240 – MST/FFT) it would appear that other than providing information on the forms and Technical Questionnaire that there is no narrative response required to outline how an agency would meet the scope of services. Rather, it just requires us in essence to say "we agree to meet all the terms and conditions" and then the decision is based upon lowest qualified bidder.

Can you confirm that this is the case or outline where we should include any narrative (beyond our response in the Technical Questionnaire)?

Answer- While there is no "narrative" section of the document, bidders are free to provide supplemental information that they believe will explain or clarify any answers given.

20) This is a per diem contract rather than cost reimbursement, correct? If so, can you advise how the County wants bidders to calculate the cost per day per client?



Answer- The cost per diem is calculated by adding up the total cost to provide services divided by the number of clients anticipated to serve. Then divide that number by the number of days in which you will provide those services.

21) Is there a page limit to the Appendix I – Technical Questionnaire form? If so, what is the page limit?

Answer- No.

2) The Bid Opening will be held via Zoom Conference using the below link.

<https://dekalbcountyga.zoom.us/j/95502616588>

3) Please sign and return this addendum with your bid submittal. You may contact Jervai McConico, Procurement Agent at jmcconico@dekalbcountyga.gov or 404-371-6330 before the bids are due to confirm the number of addenda issued.

4) All other conditions remain in full force and effect.

Jervai K McConico

Jervai K. McConico, Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGMENT:

Community Solutions, Inc.

(Company Name)

Fernando J. Muñiz

(Printed Name of Bidder's Authorized Signer)

Fernando J. Muñiz

(Signature of Bidder's Authorized Signer)

Chief Executive Officer

(Title)