

PROBATION DEPARTMENT SANTA CRUZ COUNTY

James A. Soto
Presiding Superior Court Judge



Primitivo Romero III
Chief Probation Officer

May 18, 2011

RE: Request for Proposal for Professional Services

Dear Sir or Madam:

The Santa Cruz County Probation Department, located in Nogales, Arizona, is requesting proposals for the following services:

Sex offender services for adults who are on probation. Specifically, for a provider who is:

1. licensed by the Arizona Board of Behavioral Health Examiners; or
2. supervised by a licensed behavioral health professional; or
3. licensed by the Office of Behavioral Health Licensing.

The department seeks a provider who is willing to travel to Nogales once a week and be physically present to facilitate a group counseling session (100 to 120 minutes in length) and individual counseling sessions as needed (50 to 60 minutes in length) for sex offenders. The provider shall be required to:

1. Comply with all applicable state and federal laws, rules, regulations and executive orders governing the provision of treatment services.
2. Abide by all federal health information privacy regulations under the Health Insurance Portability and Accountability Act.
3. Have completed 2,000 hours of direct sex offender client treatment within the past five years.
4. Complete sixteen Continuing Education Units every two years on sex offender treatment issues and/or best practices.
5. Bill the Regional Behavioral Health Authority, if the provider has a contract with the authority, for probationers who are eligible for services under the Arizona Health Care Cost Containment System.
6. Bill the probationer or the department for services rendered to probationers who are not enrolled or eligible for services under the Arizona Health Care Cost Containment System.
7. Submit invoices to the department which shall contain an invoice number, date services were provided, the names of the individuals who received services, the type of service provided, the length of time of the sessions and the cost per service rendered.
8. Ensure invoices which shall be paid by the department are submitted within ten days of the end of the month. In other words, invoices for services rendered in June 2011, shall be submitted by July 10, 2011. Invoices not submitted in a timely fashion may result in payments being delayed or not being authorized.
9. Submit progress reports every 90 days for every individual participating in individual and/or group counseling. Said reports shall show the probationer's name, dates of sessions attended, level and/or quality of participation, attitude and/or amenability toward treatment, behavior infractions and assessment of progress, risk level, etc.

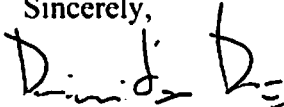
10. Whether facilitating individual or group counseling sessions, the provider shall ensure that services are rendered in a respectful and professional manner, while adhering to curriculum which is research based and/or reflective of best practices when working with sex offenders.

11. Termination for convenience after 30 days notice; termination for cause at any time; and proper insurance as determined by the Probation Department.

Providers interested in submitting a proposal (listing qualifications, services, fees, etc.) must do so by June 15, 2011. Proposals shall be submitted to: Primitivo Romero III / P.O. Box 1929 / Nogales, Arizona 85628.

Thank you for your time and consideration in this matter.

Sincerely,

Handwritten signature of Primitivo Romero III in black ink.

Primitivo Romero III
Chief Probation Officer
Santa Cruz County