



Williamson County Purchasing Department
100 Wilco Way, Ste P101
Georgetown, Texas 78626
(512) 943-3553
www.wilco.org/purchasing
purchase@wilco.org

Sole Source Justification Request

Definition of a Sole Source Purchase

Sole Source Item – goods and/or services which can only be obtained from ONLY ONE source, including:

- Items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies
- Films, manuscripts, or books
- Electric power, gas, water, and other utility services,
- Captive replacement parts or components for equipment which there is no commercially available substitute, and which can be obtained only from the manufacturer and/or manufacturer's distributor; item where compatibility is the overriding consideration, such as computer operating software enhancements for an existing system, continuation of an existing contract when work is so closely related to that of the uncompleted basic contract that it would not be feasible to consider another potential contractor.

This Sole Source justification requires additional documentation and requirements as listed below. **One of these steps may require placing a public notice in BidSync for 14 days, in order to allow any possible competitors to come forward with equivalent goods or services.** This step will be completed by the Purchasing Team that supports your office or county department after all required documents have been submitted. In addition, **all Sole Source Justifications must be approved in Commissioners Court.**

Required Documentation that must accompany this request before this purchase can be considered (any missing documentation will result in delays). *Check all included documents:*

- ☒ This request form completed and signed
- ☒ A written quote from the supplier, listing the goods, services and pricing
- ☒ Letter of justification from the supplier (on company letterhead and signed by an authorized representative) establishing why they are the only Sole Source provider of the service or item needed.
- ☒ Notarized Sole Source affidavit completed by the supplier
- ☒ Signed letter of recommendation from the Elected Official or County Department Head. Must provide a detailed written explanation as to why competitively bidding the product or service would be impracticable and that the cost charged by the supplier is reasonable and customary.

Requestor Name and County Office/Department: Dee Hobbs/Williamson County Attorney

Requestor Title and Phone Number: County Attorney
(512) 943-1116

Requested Single Sole Source Supplier:

Company Name: Texas Community Supervision Alternatives
Contact Name: Dean Eddy
Address: 503 S. Main
City, State, Zip: Georgetown, TX 78626
Phone Number: (888) 510-8272 ext 1
Email: deddy@txsupervision.org
Website: www.txsupervision.org

Is the recommended supplier the manufacturer? Yes? No? X

Does the manufacturer sell the item(s) through distributors? Yes? No? X

Description of the Product or Service: (If additional space is needed, include in a separate page)
Describe the full scope of work, including installation if required; items should include brand, model and part number if applicable.

See Attached

Schedule: *Identify the date items are needed to be delivered, or month work is to be performed. Please be specific and do not use "ASAP":* October 1, 2019 and continuing monthly thereafter

Estimated Cost: \$ 0.00-None to Williamson County

SOLE SOURCE RATIONALE

Complete the following checklist:

The requested supplier is the only source of required item(s) or service(s) because:

Check all that apply:

- ☐ The required item or service is proprietary to the supplier
- ☐ The recommended supplier holds the patent on the requested item(s)
- ☒ The recommended supplier is the only supplier capable of performing the requested service
- ☐ **A specific item is needed:**
 - ☐ To be compatible or interchangeable with existing hardware
 - ☐ As a spare or replacement hardware
 - ☐ For the repair or modification of existing hardware
 - ☒ For technical evaluation or testing
- ☐ **Have there been any prior attempts to obtain competitive bids or proposals for the items or services that failed?** If so, please list and describe such attempts: _____
There is no other source for this service.

- ☐ **There is a substantial risk in selecting another product or service provider.** If so, please describe: _____
There is no other source for this service.

- ☐ **It is not possible to obtain competitive bids for consideration.** If so, why: _____
There is no other source for this service.

- ☐ **Are there any other companies who can provide the services or needed items?** If so, please list and provide explanation of why they were unable to meet the requirements: _____
No, There is no other source for this service.

- ☐ List any other sources, suppliers, products or service providers that you reviewed in your selection process: There is no other source for this service.

- ☐ List all research methods that you reviewed in your selection process (i.e.: specific internet searches, trade publications, references, etc.): Neither the Internet via Google search nor professional connections have yielded any other services of this kind in Texas.

ACKNOWLEDGEMENT

- ☒ I affirm and acknowledge Williamson County's requirements, justification and criteria for Sole Source purchases. I have gathered the required technical information, provided all required documentation, have made a concerted effort to review comparable / equal equipment or services to the best of my ability, and further affirm that there is no conflict of interest in my recommendation of the selected item(s), service(s) or supplier.
- ☒ I also acknowledge and understand that I may be subject to criminal prosecution for the willful falsification of information in this document. I, by the act of signing or typing my name below, hereby certify under penalty of perjury, under the laws of the State of Texas, the foregoing is true and correct.

Date: May 10, 2019

Signature*: Debra "Dee" Hobbins

** By typing your name, this is equivalent to a legal signature*

NOTE: After a passage of time, an item or service may no longer qualify as a sole source purchase due to other similar items or services becoming available from other suppliers. Thus, all prior sole source determinations must be reapproved by the Williamson County Purchasing Department following completion of a new Sole Source Justification Request Process and satisfactory completion of such process must be noted on requisitions and purchase orders. The sole source term is generally aligned with the contract term. In certain cases, the Purchasing Agent may determine that the 14-day public posting in BidSync is not necessary. This depends on the circumstance of the particular item/service and the type of sole source.

Texas Community Supervision Alternatives (TCSA), LLC, is a privately owned, community- based, supervision and monitoring alternative for Court Systems. Our vision is to create a partnership with the courts and with our clients based upon mutual respect and professionalism. We strive for excellence and offer the highest level of service to the community.

TCSA tailors our supervision services to accommodate the needs of Judicial Systems and to assist defendants with successfully complying with Court agreements – **at no cost to the local court, taxpayer or government.**

TCSA provides a complete diversionary and sentencing disposition process for Judicial Systems. TCSA will consult with and assist agencies with the development of alternative sentencing options as well as provide complete supportive services to include: evidence based initial risk and substance abuse screenings assessment; drug and alcohol testing; effective and efficient supervision; Innovative software that provides 24-7 access for Courts to view compliance with conditions of supervision; in-house and on-line evidence based psycho-educational programs; and, tailored services for special conditions and needs as identified.

- Professional Consultation with Court Systems during all phases of program development.
- Customized to support existing Court Systems in being efficient and effective.
- Experienced Monitoring Agents and Management.
- Established level of accountability and communication with Court Systems.
- Evidence based assessments and practices during all phases of monitoring programs.
- Monitoring which is professional, respectful, and encouraging to all persons receiving services.
- Assist Courts in maintaining public safety by facilitating client accountability and providing opportunities for change.
- Innovative software that provides 24-7 access for Courts to view compliance with conditions of supervision.

Staff:

TCSA employs staff who have vast experience within the field of Community Supervision and Corrections. Each employee is held to the highest standards of professionalism and are employed to work within the Ethical standards set forth by the American Probation and Parole Association- Click here.

Managing Partners

The Owners are dedicated to understanding our customers' requirements and expectations. Our company leadership has over 50 years of combined experience in the Criminal Justice arena.

Dean P. Eddy, MA, LPC-S (60595), LSOTP-S (99046)

Mr. Eddy has worked in the field of corrections since 1991. Previous to his current status with TCSA and The Center, he worked in multiple positions as a Probation Officer in Williamson County for 12 years, then as a Counselor at the Williamson County In-patient Substance Abuse Center for 3 years. He has provided part-time contract counseling services for The Center for

Cognitive Education, LLC since 1997. In 2005, he made his counseling practice a full time endeavor and currently provides therapy services to individuals and family members involved in the Court systems and self- referrals throughout Central Texas. Mr. Eddy also provides supervision for other professionals pursuing LPC and LSOTP credentials. His basis for Client work includes building a trusting therapeutic relationship which allows for insight, accountability, and action. He encourages and empowers clients in an effort to provide an opportunity for them to make positive changes within their lives. He is also dedicated to contributing to and establishing healthy and productive communities through understanding and providing quality services to judicial systems.

Mr. Eddy is Co-Founder and Managing Partner of Texas Community Supervision Alternatives, LLC. He is also Managing Partner for The Center for Cognitive Education, LLC since 2010 and has provided educational and counseling services for The Center since 1997.

Mr. Eddy has undergone extensive training within the field of Corrections as well as receiving specialized training in the area of Human Resources from the University of Texas.

Angela DeLaRosa, BS

Ms. De La Rosa earned her Bachelor's Degree in Criminal Justice with an emphasis on Corrections, Psychology, and Sociology from Southwest Texas State University (1989). Since beginning her criminal justice career over 24 years ago, she has worked as a Case Manager at a federally contracted halfway house, a Statewide Casework Coordinator for an internationally recognized nonprofit organization, as a Case Manager, Probation and Parole Officer for state, county, and municipal criminal justice agencies, and as a Program Administrator. The responsibilities of these positions have included: providing field supervision and case management services for both youth and adult offenders; conducting statewide program administration and training, along with case and program analysis; training for law enforcement agencies that were involved in the investigation of missing and exploited children; being an advocate for, and providing resource information to, victim families. Ms. DeLaRosa has undergone extensive leadership training while employed with TDCJ- Parole Division to include specialized training at the Correctional Management Institute of Texas.

Ms. DeLaRosa is co-founder and Managing Partner of Texas Community Supervision Alternatives, LLC. She is also Managing Partner for The Center for Cognitive Education since 2010 and has provided group facilitation services for The Center since 2001. She has received specialized training in Cognitive based instruction and has met the Batterers Intervention and Prevention Program Accreditation training standards for group facilitation. Ms. DeLaRosa uses her broad spectrum of knowledge and years of experience to meet the overall needs of the referring agencies and offender populations.

Community Involvement: Travis County BIPP Advisory Committee, Chairperson; Austin/ Travis County Family Violence Task Force; Williamson County Domestic Assault Response Team (DART); Educational training for law enforcement, Courts, probation/parole, and domestic violence task forces.



Texas Community Supervision Alternatives
503 South Main Street • Georgetown, Texas 78626

Quote of Pre-Trial Intervention Services For the Williamson County Attorney's Office

The items below are presented as an out-line of services and processes in which Texas Community Supervision Alternatives, LLC (TCSA) will provide for the Williamson County Attorney's Office.

1. Texas Community Supervision Alternatives, LLC (TCSA) will monitor Pre-Trial Intervention (PTI) Participants who have entered into a PTI agreement with the Williamson County Attorney's Office (CA). Components of monitoring services will include the following:

- a. Perform a Group Orientation as needed no less than two times per month (approximately every other week) in Georgetown, Texas. More frequent orientations will be conducted if attendance at orientations regularly become more than 15 Participants. The purpose of this orientation will be to confirm that PTI Participants have a thorough understanding of their obligations and commitments which will assist them in being successful on PTI. During the orientation, Participants will be provided information and referrals to assist with reporting requirements and with completion of all other conditions of PTI. During the orientation, PTI Participants will be provided with an information folder to help keep records of their PTI requirements. CA will provide TCSA with notice, via email, that a Participant has been directed to contact TCSA to schedule an orientation. TCSA will provide CA with an information handout which will assist in coordinating this effort. TCSA will provide, via email, a Breach of Contract if a Participant fails to attend the orientation as agreed and directed.
- b. Facilitate a Participant Reporting System. Participants will be required to report electronically at minimum one time per month between the 1st and 15th. Other "face to face" reporting will be required and conducted on an as needed basis. Participant Reporting information will include: Any changes in address/contact information/ or, employment; report of any law enforcement contact; report of any violations of PTI; report of any substance use; report of completion and/or progress on conditions of PTI; and, report of any difficulties being successful with PTI. Participants will also be provided with an opportunity to ask for assistance with any challenges related to PTI success. As requested by CA, "face to face" reporting will be substituted for electronic reporting on a case by case basis for individuals with extenuating specific needs which hinder them from reporting electronically.
- c. Breach of Contracts will be sent to a CA representative on the same day as noncompliance is observed and confirmed.
- d. Monthly Caseload Summary Reports will be sent to CA representative by the 5th of each month. The reports may be tailored as requested. The PTI Caseload Summary Report will include, but is not limited to: Participant name; PTI start date; PTI projected completion date; status of "in compliance" or "Breach of Contract sent to CA". Data from the monthly report will be collected and maintained to assist with the success rate of the PTI program.



- e. Compliance Notices will be sent to a CA representative within three working days before a Participant's anticipated completion date.
- f. TCSA will maintain open level of communication with the CA and will provide supportive services to CA as needed in the areas of consultation and court testimony.
- g. TCSA will maintain documentation of all aspects of monitoring and will provide to CA as requested. TCSA will maintain a list of all Participants to assist with verify repeat Participants.
- h. CA will pay TCSA \$360 for each 6- month PTI Participant who is referred to orientation.
CA will pay TCSA \$500 for each 9- month PTI Participant who is referred to orientation.
CA will pay TCSA \$500 for each 12- month PTI Participant who is referred to orientation.
TCSA will submit an invoice, via email, by the 5th of each month for the previous month. CA will pay submitted invoices within 15 days of receipt.

2. TCSA will make available and maintain a "Random Substance Use Screening Program" for all PTI Participants.

- a. PTI Participants will be required to submit to random Urinalysis Substance Screening (UA) and show no signs of illegal substance or alcohol use. TCSA will coordinate with CA to determine the frequency and number of UA's. This may be decided on Risk/Need level and past substance abused. TCSA will seek prior approval before requiring a Participant to submit to UA's more than one time per 30-day period. On average, Participants will submit to 2 to 3 UA's while on a 6-month monitoring period.
- b. Screenings will be scheduled by TCSA in blocks of time with PTI Participant being given 24-hour notice of the need to submit to the UA. A Participant will be allowed to submit a UA at an approved lab vs. submitting a UA to TCSA. Participants will be responsible for providing TCSA with results of a UA if conducted at a facility other than TCSA.
- c. Screenings will be conducted at a designated TCSA location in Georgetown, Texas.
- d. The UA results will be maintained within the PTI monitoring documentation and the CA will be notified of any admission of use and/or results of UA showing signs of illegal substance use or alcohol use.
- e. If a PTI Participant fails to submit to a UA as requested, CA will be notified via a Breach of Contract.
- f. Screenings conducted by TCSA showing "positive" for an illegal substance or alcohol will be sent to a lab for detailed confirmation if the PTI Participant disagrees with the results. A \$50 lab fee will be paid by the Participant. If the results are received as a "false positive", the Participant will be reimbursed the \$50 lab fee.
- g. TCSA will follow internal procedures and processes which help to provide accurate and creditable results of the Substance Use Screenings.



- h. TCSA will utilize a five-panel test to evaluate for the following: marijuana (THC), methamphetamine, amphetamine, cocaine, and opiates. If a substance of choice is not included within this panel, the sample may be sent to a lab for testing of other substances. The five-panel screening test instrument includes technology to assist with preventing the falsification of a sample.
- i. This program is paid by the PTI Participant, directly to TSCA, at a rate of \$15 per UA while being monitored. PTI Participants will be provided with a receipt at time of payment.

3. TCSA will consult with CA as requested regarding Educational Programing as well as other therapeutic requirements and overall processes. Consultation will be provided in an effort to assist success with both Participants as well as the Pre-Trial Intervention Program.

4. TCSA will make available a PTI applicant screening assessment process as requested by CA. TCSA will provide an assessment which is evidence based and helps to determine specific risk and needs. The cost of this assessment will be agreed upon by both parties.

5. Additional Information concerning TCSA:

- a. TCSA will maintain liability insurance.
- b. TCSA monitoring agents will meet minimum educational and training requirements of that of a Community Supervision and Corrections Officer.
- c. TCSA monitoring agents will comply with the code of ethics established for Community Supervision Officers as published March, 2015 by The Texas Department of Criminal Justice Community Justice Assistance Division within "Standards for CSCD" – Link: http://www.tdcj.state.tx.us/documents/cjad/CJAD_Standards_CSCDs.pdf
- d. TCSA Monitoring Agents will comply with the code of ethics established for Probation and Parole Officers as identified by The American Probation and Parole Association (APPA) – Link: <http://www.appa-net.org/eweb/#>
- e. TCSA Monitoring Agents will achieve and maintain certification, and comply with the code of ethics, established for Certified Pretrial Services Professionals through the National Association of Pretrial Services Agencies (NAPSA) – Link: <https://napsa.org/eweb/startpage.aspx> . *(All monitoring agents, and Managing Partners, are currently certified as a Pretrial Services Professional through NAPSA)*
- f. TCSA monitoring agents will have advanced experience and expertise in Community Supervision and will have specialized training as needed.
- g. TCSA management will maintain quality assurance policies and practices for all monitoring services.



- h. TCSA will maintain a secure and backed up software system for all monitoring documentation.
- i. TCSA will comply with all aspects of a vendor's agreement as negotiated with the referring agency.

This is a quote and description of services presented to be exhibited within a contract between TCSA and The Williamson County Attorney's Office. Fees within this quote will be reviewed yearly and renegotiated if warranted and agreed upon. Other terms concerning duration of services and allowances for possible future amendments will be addressed within the body of the contract. TCSA is committed to providing a supportive role and assist in the development and operation of a successful Pre-Trial Intervention Program. Please contact me with questions and/or assistance as needed. My best contact number is 512-423-7029 (personal cell) and email is deddy@txsupervision.org.

Respectfully Submitted,

A handwritten signature in black ink that reads "Dean Eddy, MA, LPC-S, LSOTP-S".

Dean Eddy, MA, LPC-S, LSOTP-S
Texas Community Supervision Alternatives, LLC (TCSA)
Managing Partner
Personal Cell: 512-423-7029
Email: deddy@txsupervision.org
Web-site: www.txsupervision.org



Texas Community Supervision Alternatives
503 South Main Street • Georgetown, Texas 78626

3-22-19

Williamson County Purchasing Department
901 South Austin Avenue
Georgetown, TX 78626

RE: Sole Source Letter of Justification

To whom it may concern,

Based on professional networking with criminal justice agencies, in addition to market research, Texas Community Supervision Alternatives, LLC is the sole source supplier of private industry operated monitoring services of Pre-Trial defendants in the State of Texas.

All TCSA Monitoring Agents comply with the *Code of Ethics* established by:

- The Texas Department of Criminal Justice Community Justice Assistance Division, for Community Supervision Officers, within "Standards for CSCD",
http://www.tdcj.state.tx.us/documents/cjad/CJAD_Standards_CSCDs.pdf
- The American Probation and Parole Association (APPA) for Probation and Parole Officers,
<http://www.appa-net.org/eweb/#>
- And, achieve and maintain certification, and comply with the code of ethics, established for Certified Pretrial Services Professionals through the National Association of Pretrial Services Agencies (NAPSA), <https://napsa.org/eweb/startpage.aspx>.

TCSA is committed to providing a supportive role and assist in the development and operation of a successful Pre-Trial Intervention Program. We strive to provide the highest quality of services to the referring agency, PTI participant, and overall community.

Respectfully,

A handwritten signature in blue ink, appearing to read "Angela DeLaRosa", written over a horizontal line.

Angela DeLaRosa, Managing Partner
Texas Community Supervision Alternatives, LLC
Email: adelarosa@txsupervision.org
Office: 1-888-510-TCSA (8272) Ext. 2
Website: www.txsupervision.org
Private Cell: 512-585-8095



Williamson County Purchasing Department
100 Wilco Way, Ste P101
Georgetown, Texas 78626 (512) 943-3553
www.wilco.org/purchasing
purchase@wilco.org

NOTARIZED SOLE-SOURCE PURCHASE AFFIDAVIT

STATE OF TEXAS
COUNTY OF WILLIAMSON

KNOW ALL MEN BY THESE PRESENTS THAT:

Before me, the undersigned authority duly authorized to take acknowledgments and administer oaths, on this day personally appeared Angela DeLaRosa, who after being duly sworn on oath stated the following:

My name is Angela DeLaRosa. My title is Managing Partner.
I am aware that the Williamson County Purchasing Department is required to comply with competitive bidding requirements of Chapter 262 of the Texas Local Government Code. I am aware that the statutory competitive bidding provisions do not apply to the purchase of an item that can be obtained from only one source. See, Texas Local Government Code section 262.003.

Sole-source items include:

Items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies, films, manuscripts, or books, electric power, gas, water, and other utility services, and captive replacement parts or components for equipment.

I have represented to the Purchasing Department of Williamson County and I hereby warrant that as of the date below, I am the sole-source supplier of the following item: private industry PFI monitoring services.
I am the sole-source supplier of this item because: professional networking with criminal justice agencies and additional market research. I agree that if I ever cease being the sole-source supplier of this item, I shall immediately make a full disclosure in writing to the Williamson County Purchasing Department of all relevant facts and circumstances.

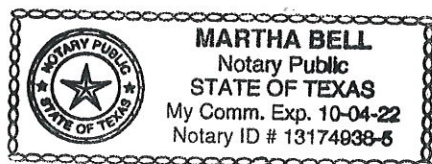
IN WITNESS WHEREOF, the undersigned has executed this Affidavit on the 22nd day of March, 2019.

[Signature]
[Signature]

Angela DeLaRosa - Managing Partner
[Printed Name] [Title]

SWORN TO AND SUBSCRIBED before me on March 22nd, 2019, by Angela DeLaRosa
[Printed Name]

Martha Bell
[Signature] Notary Public
State of Texas
My Commission expires on 10-04-22



General Counsel
Jason Nassour
First Assistant
Brandon Dakroub
Criminal Division Chief
Stephanie Greger
Civil Division Chief
Shannon C. Francis
Director Juvenile Division
Michael Cox

DEE HOBBS

COUNTY ATTORNEY

405 M.L.K. Street #7
Georgetown, Texas 78626



Office Administrator
Stephanie Lloyd
Chief of Staff
Peggy Vasquez
Chief Investigator
Rudy Gonzalez
Evidence Director
Michael Etheridge
Victim Services Director
Sara Bill

Phone (512) 943-1111 • Fax (512) 943-1120

May 10, 2019

Williamson County Purchasing Department
100 Wilco Way, Suite P101
Georgetown, Tx 78626

RE: Sole Source Letter of Recommendation

Dear Sir:

Following a concerted effort, to the best of my ability, to secure private industry services which may provide monitoring services of the Pre-Trial Intervention Program for defendants in Williamson County, I submit that Texas Community Supervision Alternatives, LLC continues to be the sole source supplier. I have taken the opportunity to meet with the Directors and review their services and am confident that they are uniquely suited to continue to meet the needs of the defendants who enter the Pre-Trial Intervention Program in Williamson County.

I am therefore submitting the appropriate Sole Source Justification Request and recommend Texas Community Supervision Alternatives, LLC to provide those services.

Sincerely,


Doyle "Dee" Hobbs Jr.
Williamson County Attorney

Bid #1905-322 - Intent to Deem TCSA as the Sole Source for Monitoring Pre-Trial Intervention

Creation Date May 20, 2019

End Date Jun 5, 2019 10:00:00 AM CDT

Start Date May 20, 2019 11:18:37 AM CDT

Awarded Date Not Yet Awarded

1905-322-01-01 Please attach any supporting documentation to this line							
Supplier		Unit Price		Qty/Unit	Total Price	Attch.	Docs
					No Bids		
Agency Product Code:				Supplier Notes:			
Agency Notes:							

* * All bids/proposals submitted for the designated project are reflected on this tabulation sheet. However, the listing of the bid/proposal on this tabulation sheet shall not be construed as a comment on the responsiveness of such bid/proposal or as any indication that the agency accepts such bid/proposal as being responsive. The agency will make a determination as to the responsiveness of the vendor responses submitted based upon compliance with all applicable laws, purchasing guidelines and project documents, including but not limited to the project specifications and contract documents. The agency will notify the successful vendor upon award of the contract and, as according to the law, all bid/proposal responses received may be available for inspection at that time.