



Purchasing Department

12/20/16

Williamson County Commissioners Court

Re: Sole Source recommendation for Pre-Trial Intervention Monitoring Services

Dear County Judge and Commissioners,

Recently our County Attorney's Office made a request for qualifying the **sole source purchase of Pre-Trial Intervention Monitoring Services. These services are supplied only by Texas Community Supervision Alternatives, (TCSA), LLC. who is the owner, and the only provider of this service.**

After reviewing all documentation requested and submitted, I **recommend qualifying this request as a sole source purchase and exempting these goods from competitive bidding requirements per Texas Local Government Code sections 262.003 (a) and 262.024 (a) (7),**

The process has included the following:

- Public posting of an RFI in BidSync for 14 days, with one (1) response received from another competitor. The response received was evaluated and it was deemed that the scope of the services provided by the competitor did not match the scope of the services requested by the County Attorney's Office.
- A signed Sole Source Justification Request from Doyle Dee Hobbs, County Attorney
- A signed letter of justification from the supplier, establishing why their product / service is only available from their company
- A notarized Sole Source Affidavit completed by the supplier
- A signed letter of recommendation from Doyle Dee Hobbs, County Attorney
- A price quote of requested items / services

The term of this Sole Source exemption will be effective for 36 months from the date of approval.

If you have any questions or concerns, please contact me at any time.

Sincerely,

Kerstin N. Hancock CPP
Interim Purchasing Agent



Williamson County Purchasing Department
901 South Austin Ave.
Georgetown, Texas 78626
(512) 943-3553
www.wilco.org/purchasing
purchase@wilco.org

Sole Source Justification Request

This request is for a:

Sole Source Item (goods or services are available from ONLY this supplier due to a unique capability, patent, copyright, secret process, or capability to meet the requirements of the solicitation)

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
- ☒ Notarized Sole source affidavit completed by the supplier
- ☒ Signed letter of recommendation from the Elected Official or County Department Head

Requestor Name and County Office / Department: Doyle Hobbs

Requestor Title: Williamson County Attorney

Requestor Phone Number: (512) 943-1116

Requested Sole Source Supplier:

Company Name: Texas Community Supervision Alternatives, Inc.

Contact Name: Dean Eddy

Address 503 S. Main

City: Georgetown

State: TX

Zip Code: 78626

Phone Number: (888) 510-8272 Ext. 1

Email Address: deddy@txsupervision.org

Website: www.txsupervision.org

Is the recommended supplier the manufacturer? ☐ Yes ☒ No

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

Description of the Product or Service: (if additional space is needed, include 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".*

December 1, 2016 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 within 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: 4/22/16

Signature: 

* 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 Sole Source Justification Request Process and satisfactory completion of such process must be noted on requisitions and purchase orders.

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, LLC.
503 South Main Street • Georgetown, Texas 78626

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

The items below are presented as an outline 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 enter 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 to 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 six-panel test to evaluate for the following: marijuana (THC), methamphetamine, amphetamine, cocaine, opiates, and alcohol. 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 six-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 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 have advanced experience and expertise with Community Supervision and will have specialized training as needed.
 - e. TCSA management will maintain quality assurance policies and practices for all monitoring services.
 - f. TCSA will maintain a secure and backed up software system for all monitoring documentation.
 - g. TCSA will comply with all aspects of a vendor's agreement as negotiated with the referring agency.

This is a final quote and is presented to be exhibited within a contract between TCSA and The Williamson County Attorney's Office as a quote and description for services. 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, appearing to read "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

www.txsupervision.org



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

11-22-16

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 and additional 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.

Respectfully,

Angela DeLaRosa, Managing Partner
Texas Community Supervision Alternatives, LLC



Williamson County Purchasing Department
901 South Austin Avenue
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 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 November, 2016.

[Signature]
[Signature]

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

SWORN TO AND SUBSCRIBED before me on November 22, 2016, by
Angela DeLaRosa
[Printed Name]



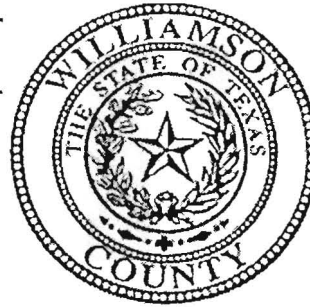
[Signature] [Signature] Notary Public
State of Texas
My Commission expires on 9/14/2019

First Assistant County Attorney
Brandon Bakroub
Of Counsel/Chief Civil Attorney
Henry (Hank) Prejean
Chief Criminal Prosecutor
Stephanie Greger
Chief Family Justice Attorney
David Brown
Chief Juvenile Prosecutor
Michael Cox

DEE HOBBS

COUNTY ATTORNEY

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



Chief Investigator
Melissa Hightower
Evidence Director
Jeannette Liu
Office Administrator
Stephanie Lloyd
Chief of Staff
Peggy Vasquez

Phone (512) 943-1111 • Fax (512) 943-1120 • Website www.wilco.org

November 22, 2016

Williamson County Purchasing Department
901 South Austin Ave.
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 is 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 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 recommen Texas Community Supervision Alternatives, LLC to provide those services.

Sincerely,

A handwritten signature in black ink, appearing to read "Doyle Dee Hobbs", is written over a horizontal line.

Doyle Dee Hobbs
Williamson County Attorney

ADULT MISDEMEANOR PRE-TRIAL INTERVENTION PROGRAM (PTIP)

PROGRAM SUMMARY & CRITERIA FOR ADMISSION



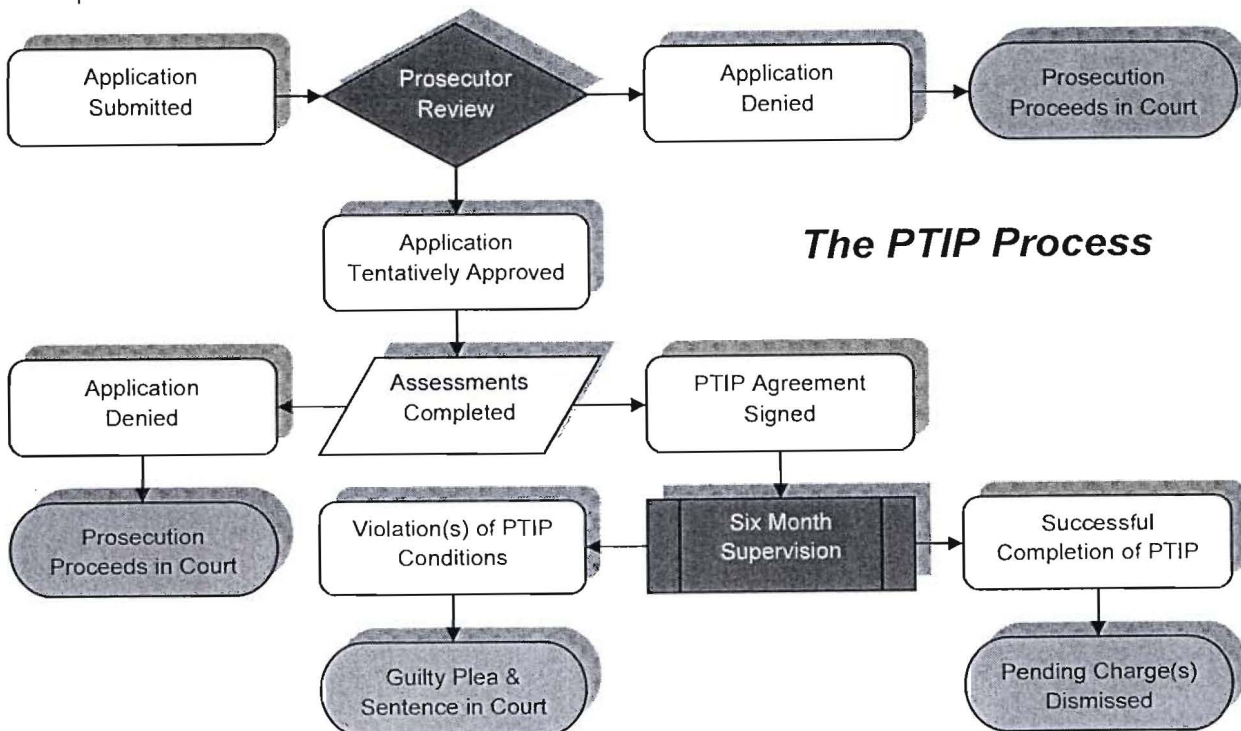
For downloadable applications, forms, and additional information, please visit
www.wilco.org/countyattorney and click "PTIP."

PTIP SUMMARY AND PRINCIPLES OF OPERATION

The Pre-Trial Intervention Program (PTIP) is a program designed to educate, rehabilitate, and divert prosecution of certain offenders with little or no criminal history in the criminal justice system. PTIP uses a rigorous application process combined with evidence-based assessments to identify offenders who are likely to respond to cognitive education and self-correction in a short period of time. In this way, low-risk offenders are sanctioned and rehabilitated to prevent future recidivism while lessening the burden on court resources best suited for rehabilitation and punishment of high-risk offenders.

PTIP is operated by the Williamson County Attorney's Office and the Williamson County Community Supervision and Corrections Department (CSCD). Participation in PTIP by Defendant is voluntary. Accepting Defendant into the program is at the discretion of the County Attorney's Office. The Prosecutor will consider the facts and circumstances of the alleged offense, determine if any restitution is owed, consider Defendant's entire criminal history, and consider any victim impact information provided when determining whether or not to approve an applicant for the program. Upon approval for admission to PTIP, Defendant enters into a contractual agreement with the County Attorney's Office which includes voluntarily waiving certain constitutional rights and signing a confession of guilt to the offense alleged in the *Information* filed in court. All information obtained during the process including the *PTIP Application*, the *PTIP Agreement*, and information obtained during Defendant's term in PTIP will be used against Defendant on the issue of guilt and punishment of any later prosecution for the offense. However, if Defendant is denied admission to PTIP, any written information obtained as a result of the *PTIP Application* will not be used against Defendant during the prosecution for the offense.

Defendant is required to strictly comply with the conditions and requirements of the *PTIP Agreement* during the six month term of supervision. Upon successful completion of PTIP, the County Attorney's Office agrees to dismiss the criminal charge pending against Defendant. If Defendant violates the *PTIP Agreement*, Defendant is remanded back to court to formally enter a plea of guilty to the offense alleged and accept a pre-negotiated sentence for punishment.



APPLICATION PROCESS

STEP

1

Verify Defendant meets criteria for PTIP. Defendant must meet the minimum criteria without exception.

STEP

2

Attorney and Defendant complete *PTIP Application* and attach proof of clean drug test at Defendant's expense. The UA must meet certain minimum standards which can be found at www.wilco.org/countyattorney along with a list of pre-approved lab locations.

STEP

3

Submit *PTIP Application* via e-mail at ptip@wilco.org within six (6) months of the date of Defendant's arrest or at least ten (10) business days prior to Defendant's first trial setting in Court, **whichever occurs first.**

STEP

4

The attorney will receive notice of tentative approval or notice of denial. If Defendant is tentatively approved, said notice will provide a date and time for Defendant to undergo a professional assessment at the County Attorney's Office.

STEP

5

Defendant meets with the assessment provider on the appointment date at the County Attorney's Office to complete the required assessments. Defendant pays **\$100.00** (cash or money order) to the service provider on that date.

STEP

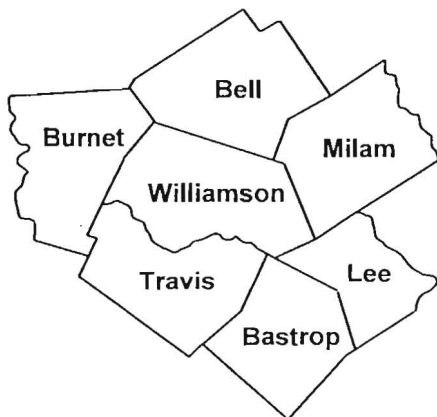
6

The attorney will receive notice of final approval or denial of admission to PTIP. If approved, the attorney will schedule an appointment to sign a *PTIP Agreement* at the County Attorney's Office, which must be signed **within 30 days** of approval.

STEP

7

The attorney and Defendant execute a *PTIP Agreement* with the prosecutor. Defendant meets with the Supervising Caseworker the same day and pays the **\$360.00** PTIP fee and **\$225.00** court-appointed attorney fee (if applicable) with separate money orders.



Defendant's County of Residence Makes a Difference

If Defendant resides in Williamson, Bell, Milam, Lee, Bastrop, Travis, or Burnet County, Defendant is required to complete his or her community service obligations and attend classes and programs in Williamson County.

If Defendant resides outside of Williamson County and the six contiguous counties, alternative conditions will be written into the *PTIP Agreement* in order for Defendant to meet all requirements of PTIP.

ELIGIBILITY CRITERIA FOR PTIP

Minimum Criteria

Defendant must meet the following minimum criteria to be eligible for PTIP, which cannot be waived:

- a) Defendant must admit his or her guilt to the offense charged in the *Information* and accept full responsibility for the commission of said offense.
- b) Defendant must not have any felony convictions, felony deferred adjudications, or any adjudicated felony offenses as a juvenile.
- c) Defendant must not have any criminal history involving offenses punishable by confinement in jail or prison within the past ten (10) years, regardless of disposition, or any adjudicated misdemeanor offenses as a juvenile within the past three (3) years.
- d) Defendant must not have any adult criminal history, regardless of disposition, involving any offense that is the same or similar offense as the offense charged that is the subject of the PTIP application.
- e) Defendant must have access to the internet and have an e-mail account in order to fulfill the obligations and conditions of PTIP.
- f) Defendant must be willing and able to be monitored using an ignition interlock device with a camera or a Secure Continuous Remote Alcohol Monitor (SCRAM), or other approved form of remote alcohol monitoring.
- g) Defendant must provide proof of a clean urinalysis with submission of the PTIP Application, and pass any subsequent drug testing required by the assessment provider during the required assessments.
- h) Defendant cannot make any material misrepresentations in the PTIP Application.
- i) Defendant cannot commit any new offense during the pendency of the PTIP Application.
- j) Defendant cannot be charged with any of the following offenses:
 - Any offense under Tex. Penal C. Chapter 43 Public Indecency
 - Any offense under Tex. Penal C. Chapter 21 Sexual Offenses
 - Any offense involving delivery of illegal drugs or drug paraphernalia
 - Driving While Intoxicated involving injury to another
 - Driving While Intoxicated with a blood alcohol concentration ≥ 0.15
 - Driving While Intoxicated cases where Defendant refused all field sobriety tests and a blood, breath, or urine test
 - Resisting Arrest
- k) Defendant must pay any and all restitution owed resulting from the offense and provide proof of same prior to the date of the PTIP contract signing.
- l) Defendant must execute a weapon forfeiture for any weapon seized for any reason as part of Defendant's criminal case at the discretion of the Criminal Division Chief.

FREQUENTLY ASKED QUESTIONS

My client is not fluent in English. Is my client able to participate in PTIP?

If your client is fluent in Spanish, we have several equivalent courses taught in Spanish which will satisfy the PTIP conditions. Please indicate this fact in advance, and we will draft a PTIP contract with the appropriate equivalent courses. If your client speaks another language, we need to know this fact well in advance so we can attempt to make reasonable accommodations.

Do I need to provide a translator for the PTIP Assessments and the contract signing?

Yes. The attorney of record, a law office staff member, or a friend or family member of the Defendant may translate for the Defendant. However, at no time shall a victim or witness to the underlying criminal offense translate for the Defendant during the assessments or the contract signing.

Are Non-Traffic Related Class C Misdemeanors an Absolute Bar to PTIP Admission?

No. Class C Misdemeanor offenses, regardless of disposition, are not an absolute bar to admission. The prosecutor reviewing the application will take *all* of Defendant's criminal history into account when deciding whether or not to grant tentative approval to PTIP. The minimum criteria for PTIP explain how certain criminal histories are an absolute bar to admission.

How do I go about scheduling my client for a PTIP Contract Signing?

The attorney, Defendant, and the prosecutor must all be present to execute the *PTIP Agreement*. The attorney may schedule an appointment via e-mail at ptip@wilco.org (you may request a call-back if you prefer to schedule over the phone) or in person during normal business hours at the Information Desk located on the first floor of the Williamson County Justice Center. Contract signings are typically scheduled Tuesday through Friday from 9:00 AM to 10:30 AM.

Can my client pay the required fees and restitution during the PTIP term of supervision?

All restitution (including DPS Lab fees) must be paid in advance, and the Defendant must pay the \$360 program fee at the time of signing the PTIP contract. However, the \$225 court-appointed attorney fee may be paid at a different time during the term of supervision.

How do I appeal my client's denial of admission into PTIP or subsequent PTIP contract violations?

All requests for reconsideration of denial or appeals for program violations must be made in writing and submitted via e-mail to ptip@wilco.org with "Request for Review" in the subject line. Any documentation the attorney wishes the reviewing prosecutor to consider must be attached to and submitted with the *PTIP Request for Review Form*. All such requests must be submitted within ten (10) business days of receipt of notice of denial or revocation.

All requests for review will be reviewed and a decision rendered by either the County Attorney, the First Assistant County Attorney, or the Criminal Division Chief at the County Attorney's discretion. Neither Defendant nor the attorney has a right to a formal hearing on the matter. Extrinsic evidence in support of the attorney's request is limited to documentation attached to the *Request for Review Form* upon submission. The attorney will receive a written response to the *Request for Review*. All decisions are final by the reviewing prosecutor and no re-submission for review is allowed.

PTIP DRUG TESTING REQUIREMENTS FOR ADMISSION

When applying for PTIP, may my client choose which drug testing lab to use for providing a clean UA?

Your client may choose any certified drug testing center whose UA test meets the following criteria:

- a) The UA report must indicate how Defendant was ID'd for testing (e.g. photo ID).
- b) The UA must be at least a 5-panel test that tests for the following drugs at the following cut-off levels:

Test	Calibrator	Cut-Off
Amphetamine (AMP)	d-Amphetamine	1000 ng/mL
Cocaine (COC)	Benzoyllecgonine	300 ng/mL
Marijuana (THC)	11-nor- Δ -THC-9-COOH	50 ng/mL
Methamphetamine (mAMP)	d-Methamphetamine	1000 ng/mL
Opiates (OPI)	Morphine	2000 ng/mL

For an up-to-date list of pre-approved drug testing labs and drug testing requirements, visit our website at www.wilco.org/countyattorney (click "PTIP").

Pre-Approved Drug Testing Labs:

Texas Community Supervision Alternatives, LLC

503 Main Street
Georgetown, TX 78626
www.txsupervision.org

Walk in appointments accepted every Tuesday and Thursday from 8:30 am until 12:30 pm.
\$50 cash or money order is required at time of testing.

FASTEST LABS

2204B W. Anderson Lane
Austin, TX 78757
(512) 323-0819
www.fastestlabs.com


Bid #SOS-1704 - Intent to deem TCSA as Sole Source of Pretrial Intervention Supervision

Creation Date **Nov 30, 2016**


End Date **Dec 15, 2016 3:00:00 PM CST**

Start Date **Nov 30, 2016 11:54:36 AM CST**

Awarded Date **Not Yet Awarded**

SOS-1704-01-01 Please Attach Any Supporting Documents To This Line					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Shadowtrack Technologies	First Offer -	1 / each			
Product Code:		Supplier Product Code:			
Agency Notes:		Supplier Notes:			

Supplier Totals

f Shadowtrack Technologies		\$0.00
Bid Contact Nancy Adams	Address 1001 Ochsner Blvd.	
nancy@shadowtrack.Com	425A	
Ph 877-396-0385	COVINGTON, LA 70433	
Agency Notes:	Supplier Notes:	Head Attch: 

**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.

Print

Close

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2016-144773

Date Filed:
12/09/2016

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Texas Community Supervision Alternatives, LLC
Georgetown, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Williamson County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

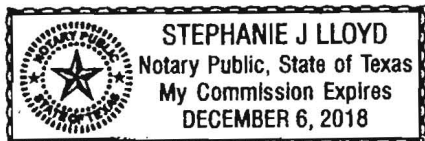
TCSA
Pre Trial Diversion Monitoring

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	DeLaRosa, Angela	Georgetown, TX United States	X	
	Eddy, Dean	Georgetown, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



AFFIX NOTARY STAMP / SEAL ABOVE

[Signature]
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said Dean Eddy, this the 12th day of December, 2016, to certify which, witness my hand and seal of office.

[Signature]
Signature of officer administering oath

Stephanie J. Lloyd
Printed name of officer administering oath

Notary Public
Title of officer administering oath