

**PROFESSIONAL SERVICES CONTRACT
BETWEEN
WEBB COUNTY FOR ITS HEAD START/EARLY HEAD START PROGRAM
AND
EL PUENTE COUNSELING CENTER**

This agreement is made and entered into by and between the County of Webb, a political subdivision of the State of Texas, acting herein by and through the Webb County Commissioners Court, with its principal place of business at 1000 Houston, Laredo, Texas, for the Webb County Head Start/Early Head Start Program (hereinafter referred to as "**Webb County**") and **El Puente Counseling Center**, (hereinafter referred to as "**Service Provider**").

RECITALS

WHEREAS, Webb County, Texas desires to secure professional services in the form of mental health consulting services for the Webb County's Head Start/Early Head Start population; and

WHEREAS, Service Provider will provide mental health consultant services for Webb County's Head Start/Early Head Start population; and

WHEREAS, Service Provider represents to Webb County that it is capable of providing mental health consultation services requested and as described in this Agreement.

NOW, THEREFORE, Webb County and Service Provider, in consideration of the mutual covenants and agreements herein described, do agree as follows:

TERM

1. This term of this agreement shall be for a period of Thirty-Six (36) months beginning on September 1, 2015, and ending on August 31, 2018.

DESCRIPTION OF SERVICES

2. Service Provider, shall provide the following services to participants of the Head Start/Early Head Start Program and in accordance with the following requirements and standards:
 - a. Serve as a mental health consultant for the Head Start/Early Head Start Program;
 - b. Provide assistance in developing mental health program activities;
 - c. Provide training to Head Start staff and parents in order to fully meet the assessed needs of the children;
 - d. Conduct classroom observations at least twice during the program year in accordance with required specifications, or on an "as needed" basis;

- e. Provide classroom observation reports to the Specialized Services Staff three days after the observation;
- f. Provide training and assistance in developmental screening and assessment;
- g. Provide opportunities for parent conferences and develop written treatment plans;
- h. Provide therapy and counseling for targeted groups of parents and for children;
- i. Refer children for psychological and/or psychiatric evaluation;
- j. Advise and assist in providing special help for children with typical behavior patterns and special developmental needs;
- k. Provide information on available community resources, including, but not limited to referral procedures;
- l. Orient and work with parents to achieve the objectives of the mental health program;
- m. Involvement with available health and educational services for the children's diagnostic referrals/examinations in order to confirm that any emotional or behavioral problems do not have a physical basis; and
- n. Assist teachers and parents with a Behavior Modification Plan.

The cost for the services shall be in accordance with the fee schedule in **Attachment "A"** of this agreement and is incorporated herein by reference as if set out in full.

COUNTY OBLIGATIONS

- 3. Webb County, by and through Head Start/Early Head Start staff, will be responsible for:
 - a. Making all schedules for services to be provided by the Service Provider;
 - b. Coordinating visits to the Service Provider;
 - c. Arranging transportation for the children;
 - d. Coordinating and carrying out instructions for follow-up services as ordered by Service Provider;
 - e. Counsel with parents/legal guardians as instructed by the Service Provider; and
 - f. Head Start/Early Head Start staff will visit Service Provider's office to obtain all documentation regarding services to the children as agreed and "In-Kind" documentation and other data as agreed for Head Start/Early Head Start programmatic purposes.

PAYMENT

4. Head Start/Early Head Start staff contact person will present Service Provider a purchase order voucher for services to be rendered. Service Provider will mail or other wise present an invoice requesting payment at the end of the month. The invoice will contain information regarding names of children served or provided services, the purchase order number, and the amount to be charged for the service(s) rendered. The invoice must have a purchase order number. Invoices can be mailed to:

Webb County
Head Start Program
c/o Aliza Flores Oliveros, Director
P.O. Box 2397
Laredo, Texas 78044

Invoices may also be delivered to 5904 West Drive Unit 6. Payment requests will be processed immediately and are subject to Section 2251.021 of the Texas Government Code "Time for Payment by Governmental Entity".

The fees for services provided by Service Provider shall be in accordance with **Attachment "A"**, which is attached to this contract and is incorporated by reference herein and for all purposes. The difference between Service Provider's normal and customary charges and the reduced cost of services as set forth above are donated as "In-Kind" services to the Head Start Program. The value of this "In-Kind" will be documented on forms provided by Head Start Program staff and submitted to the Head Start/Early Head Start Program on a monthly basis.

Service Provider shall bill Medicaid for Medicaid eligible clients after obtaining the necessary documentation from the Head Start/Early Head Start Program. Service Provider shall not bill Webb County or the Head Start /Early Head Start Program for Medicaid eligible costs.

DEVOTION OF TIME

5. Service Provider shall devote such time to the performance of its duties under this Agreement as is necessary for the completion of its services. Should Webb County require additional services not included in this Agreement, any amendment to this Agreement stating the exact scope of services and cost of all additional services shall be submitted for Webb County's approval. No additional services shall be provided or billed for without the prior written approval of Webb County.

CONFIDENTIALITY

6. Any reports, information, data or studies given to or assembled by Service Provider under this Agreement shall be kept confidential and shall not be made available to any individual or organization without the prior written approval of Webb County, unless otherwise required by law.

INDEPENDENT CONTRACTOR

7. It is the intention of the parties that under this agreement the Service Provider is an independent contractor and not an employee of Webb County. In this regard, Webb County shall not dictate the manner and method of providing services so long as such services are provided in compliance with accepted procedures and standards of care of Service Provider's profession.

In order to protect the Head Start/Early Head Start Program and Webb County, Service Provider shall maintain a policy of professional liability insurance and shall further indemnify and hold the Head Start/Early Head Start Program and Webb County harmless from any and all claims arising out of the performance of his/her duties under this agreement.

PERSONNEL AND EQUIPMENT

8. Service Provider agrees to furnish all personnel with the required skills and expertise needed to perform the above-mentioned services at no additional cost to the Webb County.

NON-ASSIGNABILITY

9. Service Provider shall not assign any interest in this agreement nor delegate the performance of any of its duties herein specified without the written consent of Webb County.

GOVERNING LAW

10. The validity of this agreement and any of its terms or provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Texas.

COUNTY'S RIGHT TO TERMINATE

11. This contract may be terminated by Webb County at any time on 30 days written notice to Service Provider.

ENTIRE AGREEMENT

12. This contract supersedes any and all prior agreements between the Webb County and Service Provider whether written or oral. If any item, provision, covenant or condition of this contract should be held by a court of competent jurisdiction to be invalid, void or unenforceable, and such term, provision or condition is not an essential part of the contract and appears not to have been a controlling or material inducement to the making thereof, the same shall be deemed of no effect, and shall upon application of either party be stricken from the contract without affecting the binding force of the contract as it shall remain after omitting such provision.

AMENDMENT

13. This Agreement may only be amended by the mutual agreement of the parties hereto in writing.

NON-DISCRIMINATION

14. Service Provider shall not discriminate against any person because of race, religion, color, sex, handicap or national origin.

NOTICES

15. Any and all notices required to be given under this contract shall be delivered by either personal delivery or mailing the respective party as follows:

On behalf of Webb County to: **Webb County Head Start Program
c/o Aliza Flores Oliveros, Director
P.O. Box 2397
Laredo, Texas 78044**

On behalf of Service Provider To: **El Puente Counseling Center
1501 Corpus Christi St.
Laredo, Texas 78040**

Signed in duplicate originals on this the ____ day of _____, 2015.

COUNTY OF WEBB

SERVICE PROVIDER

Hon. Tano E. Tijerina
Webb County Judge

El Puente Counseling Center

ATTEST:

Hon. Margie Ramirez Ibarra
Webb County Clerk

APPROVED AS TO FORM:

Marco A. Montemayor
Webb County Attorney*

*By law, the County Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval of their own respective attorney(s).

ATTACHMENT “A”

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FEE SCHEDULE

The following fee structure has been established:

<u>Service Description</u>	<u>Regular Fee</u>	<u>Head Start Fee</u>	<u>In-kind</u>
General Classroom Observations/consultations including Written reports	\$65.00/hr.	\$60.00/hr.	\$5.00/hr.
Individual Child Observations including Written reports	\$72.00/hr.	\$60.00/hr.*	\$12.00/hr.
Parent Conferences and Written treatment plans	\$72.00/hr.	\$60.00/hr.*	\$12.00/hr.
Training sessions for Parents & Staff	\$75.00/hr.	\$65.00/hr.	\$10.00/hr.
Play Therapy (Initial Visit)	\$85.00/hr.	\$60.00/hr.	\$25.00/hr.
(Regular Visits)	\$65.00/hr.	\$60.00/hr.	\$5.00/hr.
Family Therapy (Initial Visit)	\$85.00/hr.	\$60.00/hr.*	\$25.00/hr.
(Regular Visits)	\$65.00/hr.	\$60.00/hr.*	\$5.00/hr.

*Service Provider will bill Medicaid for Medicaid eligible clients after obtaining the necessary documentation from the Head Start/Early Head Start Program. Service Provider shall not bill Webb County or the Head Start/Early Head Start Program for Medicaid eligible costs.

Total amount of In-kind will be documented and submitted to the Head Start /Early Head Start Program on a monthly basis. The Head Start/Early Head Start Program will provide necessary form(s) to service provider.