

**PROFESSIONAL SERVICES CONTRACT
BETWEEN
WEBB COUNTY FOR ITS HEAD START/EARLY HEAD START PROGRAM
AND
LUIS E. FLORES, M.A., LPC, LCDC**

This agreement is made and entered into by and between the County of Webb, acting herein by and through its County Judge, as authorized by its Commissioners Court, for the Webb County Head Start/Early Head Start Program (hereinafter referred to as "**COUNTY**") and **LUIS E. FLORES, M.A., LPC, LCDC**, (hereinafter referred to as "**SERVICE PROVIDER**").

NOW, THEREFORE, the County does hereby retain the services of the Service Provider, and the Service Provider agrees to render his services as follows:

**ARTICLE 1
SCOPE OF SERVICES**

Service Provider shall provide the following services to participants of the Head Start/Early Head Program and in accordance with the following requirements and standards:

1. Serve as a mental health consultant for the Head Start/Early Head Start Program.
2. Provide assistance in developing mental health program activities.
3. Provide training to Head Start /Early Head Start staff and parents in order to fully meet the assessed needs of the children.
4. Conduct classroom observations at least twice during the program year in accordance with required specifications, or on an "as needed" basis.
5. Provide classroom observation reports to the mental health specialist three days after the observation.
6. Provide training and assistance in developmental screening and assessment.
7. Provide opportunities for parent conferences and develop written treatment plans.
8. Refer children for psychological and/or psychiatric evaluation.
9. Advise and assist in providing special help for children with typical behavior patterns and special developmental needs.
10. Provide information on available community resources, including, but not limited to, referral procedures.

11. Orient and work with parents to achieve the objectives of the mental health program.
12. 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.
13. 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 contract.

ARTICLE 2 COUNTY OBLIGATIONS

COUNTY by and through HEAD START/Early Head Start staff will be responsible for:

1. Making all schedules for services to be provided by the Service Provider.
2. Coordinating visits to the Service Provider.
3. Arranging transportation for the children.
4. Coordinating and carrying out instructions for follow-up services as ordered by Service Provider.
5. Counsel with parents/legal guardians as instructed by the Service Provider.
6. 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.

ARTICLE 3 DURATION OF CONTRACT

The term of this agreement shall begin on September 1, 2015, and end on August 31, 2018.

ARTICLE 4 INDEPENDENT CONTRACTOR

It is the intention of the parties that under this agreement the Service Provider is an independent contractor and not an employee of COUNTY. In this regard, 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 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 COUNTY harmless from any and all claims arising out of the performance of his/her duties under this agreement.

**ARTICLE 5
PERSONNEL AND EQUIPMENT**

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 COUNTY.

**ARTICLE 6
PAYMENT**

HEAD START/EARLY HEAD START staff contact person will present 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
CAA Head Start/Early Head Start Program
c/o Aliza Oliveros, Director
P.O. Box 2397
Laredo, Texas 78044

Invoices may also be delivered to 5904 West Drive, Suite 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 /Early Head Start Program. The value of this "In-Kind" will be documented on forms provided by Head Start/Early 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.

**ARTICLE 7
NON-ASSIGNABILITY**

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 County.

**ARTICLE 8
GOVERNING LAW**

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

COUNTY OF WEBB

SERVICE PROVIDER

Hon. Tano E. Tijerina
WEBB COUNTY JUDGE

LUIS E. FLORES, M.A., LPC, LCDC
LICENSED PROFESSIONAL COUNSELOR

ATTEST:

MARGIE RAMIREZ IBARRA,
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).**

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FEE SCHEDULE

The following fee structure has been established:

Conduct screenings, assessments, and observations of children, including written reports	\$60.00 per hour
Conduct individual observations including written reports	\$60.00 per hour
Parent conference and written treatment plans	\$60.00 per hour
Training sessions for parent/staff groupings	\$60.00 per hour
Training sessions for Head Start staff and parents	\$60.00 per hour

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.