



# SARAH JOCHEBED BAILEY

## CONTACT

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Laredo, Texas

www.stsvc.net

## EDUCATION

2018 Champions School  
of Real Estate

2018 Rules of  
Renovation Conference

2003 to 2004  
*University of Texas Health &  
Science Center*

Physical Therapy Assist  
Certification

2005 to 2007  
*Mim's Classic Beauty School*  
Texas Cosmetology License

2011 to 2012  
*Laredo Beauty College*  
Texas Cosmetology License

2024  
*Liberty University*  
BA in History

## PROFILE

Experienced administrative and strategic marketing professional renowned for solid technical abilities and exceptional business acumen. Demonstrated success in implementing and executing agency missions across diverse industries including medical, beauty, health and human services, and psychology. Currently directing operations at the South Texas Supervised Visitation Center (ST SVC), where I lead a team committed to excellence and compliance with Department of Family and Protective Services (DFPS) regulations.

## WORK EXPERIENCES

**South Texas Supervised Visitation Center** 2012 - PRESENT  
Owner, Administrator

- Supervise all business operations, ensuring compliance with HIPAA and medical code of ethics.
- Delegate tasks to employees to meet expectations related to insurance panels, contracting, filing, adjustments, appeals, and code entering.
- Manage patient coordination and serve as a liaison for CPS, Webb County Juvenile Department, Webb County Court 1, and Jones Day Non Profit.
- Conduct employee training on HIPAA compliance and oversee payroll, scheduling, and conflict resolution.
- Lead marketing efforts to promote the business.
- Handle PLLC formation and associated documentation, files, records, and meetings.

**Texas Elite Realty Group** 2018 - PRESENT  
Real Estate Agent

- Perform all fiduciary requirements and abide by all mandates regulated and enforced by the State of Texas and local boards.
- Provide qualitative guidance, support, and convey information pertaining to clients' real estate needs without regard.
- Place clients' best interests as the top priority and maintain integrity under all circumstances.
- Facilitate connections between buyers and lenders, appraisers, inspectors, and other relevant parties.
- Assemble contractual agreement packets, Comparative Market Analyses (CMAs), and verbally explain details to ensure clients remain informed and confident in my capabilities.

## SKILLS

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- Goal Driven
- Efficient
- Diligent
- Welcoming to Constructive Feedback
- Reliable
- Thrives in Structured Environments
- Organized
- Pressure Performer
- Apt Learner
- Ethical
- Personable
- Business Owner
- Real Estate Investor
- Entrepreneur
- Management

## LANGUAGES

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- English
- Spanish

## REFERENCES

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Furnished upon request.

## WORK EXPERIENCES

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• **State of Texas Contracted (Self-Employed)** 2014 - 2018  
Home-School Instructor

- Design a comprehensive curriculum for my child to foster stability, independence, and flexibility.
- Tailor lessons to his learning style and strengths, aiming for well-rounded development.
- Instill values of responsibility, empathy, and community contribution.
- Recognize teaching as a lifelong endeavor, with the ultimate goal of preparing him for a fulfilling and impactful life.

• **Heavenly Unique Hair Salon** 2009 - 2012  
Medical Spa/Salon Manager

- Maintain salon operations to meet owner's standards and ensure customer satisfaction.
- Handle staff conflicts, scheduling, and payroll efficiently to uphold a harmonious work environment.
- Serve as a liaison with Dr. David Glasser for cosmetic services coordination.

• **MAC/Makeup/Estee Lauder and Dillards** 2006 - 2009  
Business Manager

- Attend monthly leadership seminars for skill enhancement.
- Schedule staff and manage merchandise data efficiently.
- Monitor profits and losses to optimize financial performance.
- Resolve staff conflicts and promote teamwork.
- Identify and develop individual staff strengths.

• **Physical Rehabilitation Institute, San Antonio, TX** 2000 - 2005  
Physical Therapist Assistant

- Perform electrical modalities treatment and assist with physical exercises as directed by the Physical Therapist.
- Enter billing service codes and diagnosis codes for treatment provided to patients daily.
- Verify patients' insurance coverage and inform them of benefits related to required services.
- Schedule patients based on therapist prescriptions and availability.

• **Arthritis Diagnostic and Treatment Center** 2000 - 2001  
Physical Therapist Intern/Administrative Assistant

- Manage phone operations and assist with chart recovery and filing.
- Escort patients to examination rooms, retrieving HIPAA and patient information for computer records.
- Handle patient admissions and discharges, including collecting payments.

## Bethesda Center, INC

### **Project Management Team: Organization Information**

Bethesda INC Project Management Team consists of highly qualified individuals dedicated to the success of the organization. Our key personnel, Steven Bailey, and Sarah Bailey, bring a wealth of experience and expertise to the team. They can be reached at (210) 414-1503 and (989) 292-9040 respectively.

Steven Bailey, Principal, holds a bachelor's degree in criminal justice and a master's degree in educational leadership. With over 30 years of law enforcement experience, much of which was at the executive level, Steven brings a strong background in security, safety and management. Currently, he also sits on the administrative team with STSVC's Licensing, further demonstrating his commitment to compliance and regulatory standards.

Sarah Bailey serves as the project manager for Bethesda. She holds a bachelor's degree in History and has been the Director at STSVC (a private contractor for DFPS) since 2011. Sarah's extensive experience in managing projects and her in-depth understanding of the requirements and regulations of the DFPS make her an invaluable asset to the team.

As a 501(c)(3) non-profit, faith-based organization, Bethesda is driven by our commitment to making a positive impact on the community and the lives of those we serve.

For more detailed information regarding our team's qualifications and accomplishments, please refer to the attached resumes.

# STEVEN M. BAILEY

diamondback0426@gmail.com | 1224 Sambar Loop, Laredo, Texas 78045 | 989-292-9040

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## Executive Management – Leadership – Education

### PERFORMANCE OVERVIEW

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Thirty- year Criminal Justice Professional offering well-honed complex investigative expertise and supervisory, management and leadership skills: experienced Special Agent investigating violations of federal and state laws involving violent crime and criminal organizations. Well-developed situational problem-solving and analytical expertise.

- ▶ Effective leadership, management, and communication skills.
- ▶ Relationship management; diligent of sensitive and confidential information.
- ▶ Critical observation to evaluate criteria and identify compliance deficiencies, violations.
- ▶ Organize, prioritize for efficiency; time management to meet critical deadlines.
- ▶ Temperament suited to handle stressful situations, adept at tactful conflict avoidance.
- ▶ Strong interpersonal, analytical, and organizational skills.
- ▶ Adept at maneuvering in politically sensitive, culturally diverse settings.
- ▶ Project management: research, metrics, analyze, propose action, coordinate principals; implement with detailed organization and follow through procedures.

### KEY PROFICIENCIES

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Strategic Leadership	Date-Driving Decision Making
Oral Communication	Organizational Awareness
Operational Oversight	Align Multiple Priorities for Efficiency
Resource Management	Regulatory & Compliance Management
Policy & Procedures Development	

### PROFESSIONAL EXPERIENCE

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#### Department of Justice-Federal Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF) July 30, 2001 – Present

- **Resident Agent in Charge- Laredo, Texas Field Office (07/05/2022 to Present)**  
*Senior Special Agent -Detroit Field Division (July 2001-October 2009)*  
*Organized Crime Drug Enforcement Task Force Supervisor (October 2009-July 2022)*
- Provides strategic leadership, technical guidance, and supervision to a group of subordinate special agents, state task force officers and support staff to ensure alignment with Department of Justice mission and objectives.
- Operational oversight. Oversees high profile investigations and intelligence gathering to combat violent crime, threats to national security and espionage.
- Coordinates with other executive federal, state and international law enforcement partners to execute joint operations and share intelligence.
- Resource Mgt, manages budgetary resources, personnel and ensures compliance with federal regulations and ethical standards.
- Policy development: stays abreast of emerging trends to develop policy and procedures.

**South Texas Supervised Visitation Center (STSV), Laredo, TX  
12/01/23 - Present**

**-Licensed Administrator**

- Oversight of licensing and compliance.
- Policy development.
- Staff training and development.
- Compliance auditing and monitoring.

**Phoenix Police Department, Phoenix, AZ  
06/30/1994 - 07/30/2001**

**— Detective/Organized Crime Bureau**

- Investigate complex cases involving organized crime, direct apprehension activities, coordinate actions at crime scenes.
- Prepare complete, accurate, legible investigative and other reports.
- Prepare and deliver court testimony.

**— Police Officer**

- Conduct patrols and perform law enforcement duties as assigned.

**EDUCATION / SPECIALIZED TRAINING**

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***Degrees / Certifications***

**2003 - M.S., Education**

Northern Arizona University, Flagstaff, AZ

**1994 - B.S., Criminal Justice**

Lake Superior State University, Sault Ste. Marie, MI

**Certified Instructor: Federal Law Enforcement Training Center (FLETC)**

Advanced Interview and Interrogation

Firearms and Defensive Tactics

***Leadership Roles***

- Resident Agent in Charge- ATF Laredo, Texas Field Office (Top Secret Security Clearance).
- Supervisor/Organized Crime Drug Enforcement Task Force.
- Executive Protection Training: United States Diplomatic Security Service, Department of State
- ATF Special Operations, SRT Operator
- Guest Lecturer: Baker College and Michigan State University
- Licensed administrator: South Texas Supervised Visitation Center (STSV)

***Advanced Computer / Technical Skills***

Microsoft Word, Excel, Power Point, Adobe; Internet

Quick learner of new software and technology

*Steven Bailey, Licensed Administrator  
Sarah Bailey, Director  
Bethesda INC,  
STSVCSocials@gmail.com  
23 April 2024*

*The honorable Judge Tano Tijerina  
Webb County Judge  
Webb County Commissioners Court  
1000 Houston St. Floor 3  
Laredo, Texas*

Judge Tano,

**Subject:** Transmittal of Proposal for Operating a Shelter for Displaced Children

I am writing to transmit the proposal from Bethesda, INC for the operation of a shelter for displaced children in the vacant county space. Our faith-based nonprofit organization strongly believes in the importance of providing a safe and nurturing environment for children who have experienced displacement, and we are committed to making a positive impact on their lives.

Our proposal outlines our comprehensive plan to utilize the vacant county space effectively and address the urgent need for shelter and support services for children aged 0-17 who find themselves in a state of displacement due to various circumstances. Our primary objective is to create a caring and stable environment, where these vulnerable children can regain a sense of security and rebuild their lives.

This transmittal letter serves to specify that the proposal is valid for a period of 90 days from the date of this letter.

**The key elements of our proposal include:**

1. Description of Services: We will provide a temporary shelter that offers a safe and welcoming space for children, ensuring their basic needs such as food, transportation, and shelter are met. Additionally, we will offer comprehensive services encompassing access to medical care, educational support, counseling, recreational activities, and spiritual guidance.
2. Staffing and Training: Our highly qualified and compassionate staff will undergo rigorous training to ensure they possess the necessary skills to cater to the specific needs of displaced children. Our team will consist of licensed professionals, caregivers, mentors, and spiritual counselors who will work collaboratively to provide holistic care, addressing both the emotional and spiritual needs of the children.

3. Partnerships and Community Engagement: We recognize the importance of fostering partnerships within the community to create a network of support for the children in our care. We will actively collaborate with local agencies, schools, faith-based organizations, healthcare providers, and community leaders to leverage resources, increase opportunities for the children, and ensure a continuum of care beyond their stay at the shelter.

4. Funding and Financial Sustainability: Our proposal includes a comprehensive financial plan detailing how we will secure funding through a combination of grants, donations, and fundraising initiatives. We remain committed to transparency and accountability in managing funds, ensuring that every dollar is used effectively to maximize the impact on the lives of these children.

We strongly believe that we at Bethesda, are the most qualified agency to provide the necessary services at this designated location. Our extensive experience in serving vulnerable populations, along with our faith-based principles, uniquely positions us to offer tailored care to children who have experienced displacement. Our experienced staff members have a deep understanding of trauma-informed care and are well-versed in handling complex situations. They possess the skills, empathy, and dedication required to provide a safe and nurturing environment for displaced children to heal and thrive.

Moreover, our organization's faith-based ethos plays a vital role in shaping the support we provide. We understand the significance of spiritual guidance in the healing process, and we are committed to nurturing the emotional, physical, and spiritual well-being of the children in our care. This comprehensive approach sets us apart as an agency capable of delivering holistic care that addresses the diverse needs of displaced children.

Additionally, our longstanding partnerships within the community enable us to leverage resources, collaborate effectively, and extend our impact beyond the walls of the shelter. We actively engage with local agencies, schools, faith-based organizations, and healthcare providers to create a network of support that ensures the children receive the necessary continuum of care throughout their time at the shelter and beyond.

We kindly request that you review our proposal within the specified 90-day timeframe and consider partnering with us on this critical initiative. Our team remains available to provide any additional information or address any questions you may have. We look forward to the opportunity to discuss how together we can make a significant impact in the lives of displaced children in our community.

Thank you for your time and consideration.

Sincerely,

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**Steven Bailey, Licensed Administrator**  
**Bethesda, INC**

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**Sarah Bailey, Director**  
**Bethesda, INC**



## **Bethesda INC.**

### ***Executive Summary***

Bethesda. INC is thrilled to have the opportunity to be considered for this contractual opportunity. We are excited about the chance to make a positive impact on the lives of children and their caregivers who have experienced significant challenges and trauma. Our approach is rooted in compassion, integrity, and a commitment to provide unwavering support and supervision to both caseworkers and children without placement.

With extensive experience in managing two contracts with the Department of Family and Protective Services, we have demonstrated our ability to comply with ethical standards and consistently deliver exceptional services. Our first contract focuses on providing a private, safe, comfortable, professional, and pleasant setting for supervised visitations between children aged 0-17 and their caregivers. We understand the importance of facilitating an environment where these vulnerable children can connect and bond with their loved ones under appropriate supervision, monitoring those expectations are being followed and proper documentation.

During our second contract, we have showcased our fiscal prudence and management acumen. Our dedicated staff members have undergone extensive training in trauma-informed care, sexual trauma care, as well as human and sex trafficking care certifications. This specialized training equips our team with the necessary skills and knowledge to effectively address the unique needs and challenges faced by the children in our care.

Our team is comprised of compassionate professionals with years of experience working with this specific demographic. We truly understand the complexities of their experiences and are committed to providing a safe and nurturing environment where they can heal and thrive.

While we acknowledge the specific requirements outlined in this Request for Proposal (RFP), we believe that our services and approach are equivalent, if not superior, to meet the needs of the children and caregivers. We assure you that if selected, we will deliver on our promise to provide exceptional services that align with your goals and objectives.

In conclusion, Bethesda, INC is honored to be considered for this opportunity. We view this contract as a chance to continue our mission of making a lasting difference in the lives of vulnerable children and their families. Our proven track record, dedication, and expertise will allow us to deliver high-quality services that surpass expectations.

## **SCOPE OF SERVICES**

Bethesda, a highly qualified non-profit organization, is pleased to submit a formal proposal in response to Webb County's Request for Proposals (RFP), only our target population is to another underserved population, displaced children ages 0-17. With all necessary licenses, certifications, and financial resources from the Department of Family and Protective Services (DFPS), Bethesda is well-positioned to provide comprehensive program that meets the physical and spiritual needs of homeless children who have experienced rupture to their family setting due to CPS intervention after being subjected to violence, drug abuse, physical, mental, verbal, and sexual abuse. We are prepared to enter into a three-year service provider agreement with the option for one-year extensions, subject to approval by the Webb County Commissioners Court. Our proposal adheres to the requirements outlined in the RFP and complies with the requirements set forth in the Texas Health and Safety Code and chapter 42 of the Texas Human Resource Code.

## **LOCATION:**

Identified Property: Webb County Youth Village

Location of Facility: Webb County Youth Village 16 Bed Facility - 111 Camino Nuevo Road, Laredo, Webb County, Texas, 78043

Legal Premises Description: Being part of and out of Lot Number One (1), in Block Number One (1), (a 17.9237 - acre tract of land) of Las Blancas Subdivision, Unit 2, a subdivision situated in the City of Laredo, as per plat recorded in Volume 25, Page 104, Webb County Plat Records, and referred to as 111 Camino Nuevo Road, Highway 359, Laredo, Texas, 78043.

Square footage of Facility: The facility consists of approximately Fifteen Thousand Eight Hundred and Fifty-two (15,852) square feet of which Twelve Thousand Nine Hundred Twenty-Six (12,926) square feet will be leased to awarded respondent (1st and 2nd floor + warming kitchen) and Webb County will retain Two Thousand Nine Hundred Twenty-Six Feet (2,926) square feet of the kitchen space for the JJAEP Program.

## **Overview of Facility:**

The Webb County Youth Village, located in Laredo, Texas, is a well-established facility dedicated to serving at-risk youth. The vacant space within the Youth Village presents a unique opportunity to address a critical need in our community - the establishment of a dedicated emergency shelter for displaced children in times of crisis.

## **Facility Requirements:**

The vacant county space will serve as a safe and nurturing environment for the displaced children. Our facility requirements will include:

- Adequate bedrooms or sleeping areas for each child, ensuring privacy and comfort (with specs provided by the Texas Human Resource's Minimum standards.)
- Common areas for recreational activities, therapy sessions, and educational programs.

- Dining areas capable of accommodating all children and staff members.
- Office spaces for administrative tasks and meetings.

Our team is committed to ensuring that the facility meets all necessary safety and security regulations and provides a warm and welcoming environment for the children.

### **PURPOSE:**

Objectives of the Emergency Shelter Program:

The primary objective of Bethesda's 24 hours emergency shelter program at the Webb County Youth Village is to provide a safe, nurturing, and supportive environment for displaced children who have been removed from their homes by the Texas Department of Family and Protective Services (DFPS) for their safety and well-being. Our program aims to offer temporary shelter, nutritious meals, transportation assistance, and comprehensive care to ensure the physical, emotional, and developmental needs of each child are met. In addition to addressing the immediate needs of the children, our program seeks to instill hope, resilience, and a sense of worth in each child, empowering them to overcome adversity and build a foundation for a brighter future.

Bethesda, our faith-based non-profit organization, will provide a range of essential services to ensure the well-being and development of the displaced children in our care. These services include, but are not limited to:

- Safe and secure shelter for displaced children ranging from ages 0-17.
- Individualized case management services to address the unique needs of each child.
- Access to mental health and psychological support programs.
- Nutritionally balanced meals and catering to any specific dietary requirements.
- Transportation arrangements for school, medical appointments, and other essential activities.
- Collaborative efforts with referring providers to ensure quality control and seamless coordination of services.

### **Project Delivery Overview:**

As Bethesda, a faith-based non-profit organization, we understand the importance of aligning with the evaluation criteria set forth in this RFP. We believe that our approach, methodology, budget, and organizational values demonstrate our commitment to providing the highest quality services to displaced children. Our project delivery plan is as follows.

### **Approach and Methodology:**

Our approach and methodology are rooted in compassion, faith, and evidence-based practices in compliance with the Minimum Standards located in Chapter 42 of the Texas Human Resource Code. In addition, with a combined total of 43 years in executive management, child protective service contracts, we have developed a comprehensive and effective approach to serving the underserved and suffering population of families affected by various forms of abuse and

neglect. Our dedicated team, with their background in special needs children, is committed to understanding and addressing the delicate nature of their experiences. Through our problem-solving mindset, we have designed proven programs to develop and train staff, uphold ethical standards, and ensure a well-run agency. Moreover, we deeply value community partnerships and actively seek to foster hope in the lives of the children we serve.

**Staffing:**

To effectively supervise and support the children, our proposed staffing plan includes the following key positions which will be required to serve our demographic in a way that aligns with their development, culture and language preferences as well as meeting the requirements and acquiring all the certifications set forth in Chapter 42 by The Texas Human Resources Code, DFPS and satisfying the background checks.

- 1 House Manager to oversee day-to-day operations and ensure the smooth functioning of the shelter.
- 1 Director of Operations Provides overall leadership, strategic direction, and vision for the shelter. Responsible for organizational management, fundraising, and community engagement.
- 1 Licensed Administrator to oversee compliance with state regulations, licensing requirements, and documentation.
- 1 Director of Case Management: to provide comprehensive case management services which involve intake, needs assessment, and discharge plans for each child ensuring all necessary medical and psychological evaluations have been conducted by caseworkers upon arrival. Will be trained to address the unique needs and challenges of displaced children, our team will work collaboratively with caseworkers of referring local agencies to develop comprehensive service plans that promote stability, healing, and successful outcomes for every child.
- 2 Case Aids to offer assistance and support to the Director of Case Management. Documenting satisfied required visits to all necessary medical, dental, vision and psychological providers were met as well as proper registration to educational institutions.
- Caregivers at a ratio of 1 caregiver to every 8 children during the day and 1 to 16 children at night to ensure 24/7 awake personalized attention and care. Nighttime shifts must conduct and documented 15 min bed checks. (11 Caregivers in total with a 16 count).
- Cooks to prepare nutritionally balanced meals. (2 in Total)
- Administrative staff, including an accountant, to handle financial reporting and reconciliation.
- Additionally, we will enlist the support of volunteers from local psychology and social departments of local colleges and universities, as well as Texas Workforce programs to augment our services.

**Plan and Budgeting:** Bethesda recognizes the importance of financial responsibility and cost-effectiveness. We have developed a budget of \$974, 045 thousand dollars, which has been meticulously crafted to cover staff employment, training and development, shelter and facility needs, nutritious meals, transportation, and other essential expenses. Our focus on maintaining a minimum average case load of 16 children ensures that our resources are efficiently distributed, maximizing the impact of our services. By adhering to good financial stewardship, we can provide exceptional care to displaced children while responsibly managing our budget.

### **Program Management & Policies and Procedures:**

We are proud to present a comprehensive program manual and a set of policies and procedures that encompass every aspect of our organization's operations as a 24-hour emergency children's shelter. This meticulously crafted manual outlines the day-to-day protocols, addresses contingencies, incorporates trauma-based training, and encompasses various administrative and staff development practices.

Our program manual reflects a collaborative effort between multiple departments, including case management, house management, administrative officers, and staff members. It provides guidance on how to effectively navigate challenges, implement crisis intervention strategies, and facilitate behavioral modifications for children who have experienced trauma.

As a faith-based organization, our policies and procedures also integrate principles that align with our core values. Moreover, we have considered the Texas Code of Ethics, the Texas Human Resources Code, as well as sought expert advice from legal and fiscal counsels, ensuring compliance with all relevant regulations.

These policies and procedures will be shared and made readily accessible to all new staff members, who will be provided with comprehensive training to ensure a solid understanding of our organizational expectations and protocols.

Additionally, our manual emphasizes the importance of faith outreach and mentorship, not only for our clients, but also for our dedicated staff members. We recognize that creating a safe and nurturing environment involves supporting our team's spiritual well-being and offering guidance on how to incorporate faith-based principles into their work.

In summary, our program manual and policies and procedures embody the culmination of extensive research, experience, and collaboration. It is designed to guide our organization in providing exceptional care and support to the children we serve, while also fostering a positive and fulfilling work environment for our staff that is deeply rooted in our faith and aligned with the highest ethical and legal standards.

### **Financial Reporting and Monitoring:**

Bethesda is dedicated to maintaining transparency and accountability in financial matters. Our in-house accountant and legal team will handle all financial reporting and monitoring activities. This includes preparing board meeting documentation, generating quarterly financial statements, performing reconciliations, and overseeing compliance with budgetary guidelines.

### **Program Evaluation:**

To ensure the effectiveness and continuous improvement of our program, we are committed to conducting regular program evaluations. We will collect data, monitor outcomes, and measure the impact of our services on the displaced children. This process will allow us to make

necessary adjustments and implement evidence-based practices that best serve the needs of the children.

Overall, to successfully employ, train, develop staff, provide shelter, meals, and transportation, our program requires a budget of \$974,045 thousand dollars. This financial allocation allows us to maintain a minimum average case load of 16 children and deliver the comprehensive support and care they require.

Bethesda is well-prepared with a qualified and dedicated team, operational strategies, and a clear financial plan to effectively meet the requirements and deliverables outlined in the RFP. We are confident in our experience, expertise, and faith-based approach.

**Referring Provider:**

Contract with Child Protective Services:

Due to our longstanding partnership with Child Protective Services (CPS) since 2011, Bethesda recognizes the importance of collaboration with our partners to ensure the safety and well-being of children in crisis. As such, the successful award of this RFP will involve securing the General Residential Operations (GRO) contract from CPS to provide services within the framework of their guidelines and regulations. This newly added department partnership will enable Bethesda to access additional resources, support networks, and expertise to better serve the needs of children in our community who require emergency shelter services.

**Target Population:**

The target population for Bethesda’s emergency shelter program includes displaced children, ages 0-17 in Webb County, and possibly surrounding counties if space is available who have been removed from their homes by DFPS due to concerns for their safety and well-being. As of March 2024, CPS caseworkers conducted 124 investigations throughout Webb County and as a result, 88 children were displaced and relocated to various parts of the state due to lack of shelter.

**Expected Outcomes:**

Bethesda’s emergency shelter program aims to achieve outcomes that go beyond meeting the basic needs of the children in our care. We aspire to create an environment where children can find hope, resilience, and the desire to overcome adversity. Our goal is to help each child discover intrinsic value in their lives, experience forgiveness, acceptance, and embrace hope for a better tomorrow. By providing a holistic approach to care that addresses not only the physical but also the emotional and psychological well-being of the children, we strive to support their healing and growth during their time in the emergency shelter program.

**Duration and Start Date:**

While utilizing the Webb County Youth Village, our emergency shelter program will have a minimum duration of 90 days to shelter, feed, and transport displaced children from the beginning a case file is opened by DFPS for them. Extensions beyond the initial 90-day period may be enlisted as needed to ensure the continued safety and well-being of the children under

our care. The program is expected to commence as soon as possible pending the DFPS commissioner's award letter which will be contingent upon the Webb County award letter. The start date will be coordinated to align with the receipt of the contract by Webb County for the youth village. (Our contract with DFPS is ready for review and is only pending a secure space and audit). Awarded contracts with the state are renewed every two to five years or as prescribed in the procurement.

Operational Simplified Breakdown:

- Procured location is audited after the inspections of the space have been turned in
- Contract awarded by the DFPS Commissioner once space and contract are approved followed shortly after by orientation
- DFPS HQ liaison issues statewide email blast to announce new agency availability for referrals
- Contract liaison is appointed to our contract and establishes healthy communication channels with local Program Directors and supportive staff in placement departments

(Turnaround time is usually within 24 hours from email blast)

- Local caseworkers' placement team begin to contact our Case Management team to verify availability for new cases (at the current moment, most of the children in this county and the surrounding county are being transferred to hotels, San Antonio, Houston and Dallas GROs for lack of foster homes and shelters in our area)
- Child undergoes health and mental health screening before being brought into the facility for intake
- Meeting held with House manager, Licensed Administrator, Director of Programs, and supervisors for intake process
- Internal assessments conducted and personalized plan of care developed
- agreement documents are executed between caseworkers and Bethesda staff
- Child introduced to the shelter with a tour conducted by our committee while plan of care is enacted
- Procedure is repeated until caseload capacity is reached
- Children are held in our care until retrieved by caseworkers or for a maximum of 90 days with possible extensions.

**CERTIFICATION**  
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION FOR COVERED CONTRACTS

**PART A.**

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

Yes

No



5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TOA may pursue available remedies, including suspension and/or debarment.

**PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS**

Indicate in the appropriate box which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor	Vendor ID No. or Social Security No.	Program No.
BETHESDA CENTER INC.	—	—

Steve Bailey  
Signature of Authorized Representative

May 7, 2024  
Date

STEVE BAILEY - LICENSED ADMINISTRATOR.  
Printed/Typed Name and Title of  
Authorized Representative

**CERTIFICATION REGARDING FEDERAL LOBBYING**  
**(Certification for Contracts, Grants, Loans, and Cooperative Agreements)**

**PART A. PREAMBLE**

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

**PART B. CERTIFICATION**

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

Yes

No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	Program No.
BETHESDA CENTER INC.	—	—

Name of Authorized Representative	Title
STEVE BARLEY	LICENSED ADMINISTRATOR

Steve Barley  
Signature - Authorized Representative

May 7, 2024  
Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.00G(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

2.J Name of vendor who has a business relationship with local governmental entity.

N/A.

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Oves

DNo

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Dves

DNo

W Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

J  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

**Offeror: Complete & Return this Form with Response Submission.**

**House Bill 89 Verification**

I, Steve Bailey, the undersigned representative of **Bethesda Center Inc.** (heretofore referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or an limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business association that exist to make a profit.

Steve Bailey  
Signature of Company Representative

May 7, 2024  
Date

On this 7 day of May, 2024, personally appeared

STEVE BAILEY, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

Notary Seal Fabian Francisco Ortiz Jr  
Notary Signature



05-07-24  
Date

**LEGAL HISTORY:**

List any history of claims, litigation, arbitration and termination for a cause associated with any work contracted on any project in the past ten (10) years.

- Has the Respondent filed any lawsuits, requested arbitration, or been involved in any litigation concerning your contract activity within the last then (10) years? No.
- Does the Respondent have any judgments, claims, arbitration proceedings or Page 16 of 20 lawsuits pending? No.
- Has the Respondent filed for Chapter 7, 11 or 13 bankruptcies in the past ten (10) years? No.
- If Respondent has no history of litigation, claims or disputes, please make that statement.

*Bethesda, INC has no history of litigation, claims or disputes.*

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name STEVES BAILEY owes no delinquent property taxes to Webb County.

BETHESDA CENTER INC. owes no property taxes as a business in Webb County.  
(Business Name)

STEVES BAILEY owes no property taxes as a resident of Webb County.  
(Business Owner)

[Signature]  
Person who can attest to the above information

**\* SIGNED NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

The State of Texas  
County of Webb

Before me, a Notary Public, on this day personally appeared Steve Bailey, know to me (or proved to me on the oath of Texas Driver License to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this 7<sup>th</sup> day of May 2024.

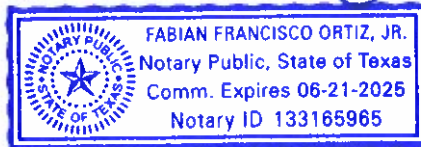
Notary Public, State of Texas

Fabian Francisco Ortiz Jr

(Print name of Notary Public here)

My commission expires the 21<sup>st</sup> day of June 2025.

Fabian Francisco Ortiz Jr





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[Signature]  
Person who can attest to the above information

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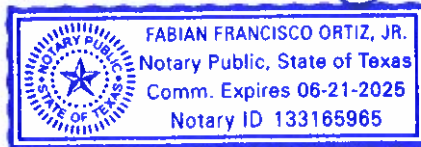
Notary Public, State of Texas

Fabian Francisco Ortiz Jr

(Print name of Notary Public here)

My commission expires the 21<sup>st</sup> day of June 2025.

Fabian Francisco Ortiz Jr



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Person who can attest to the above information

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County of Webb

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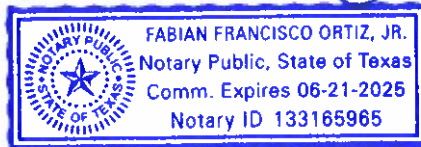
Notary Public, State of Texas

Fabian Francisco Ortiz Jr

(Print name of Notary Public here)

My commission expires the 21<sup>st</sup> day of June 2025.

Fabian Francisco Ortiz Jr



## References Form

Please list at minimum five (5) local governmental entities where similar scope of services were provided.

**THIS FORM MUST BE RETURNED WITH YOUR OFFER.**

### REFERENCE ONE

Government/Company Name: Texas Courts

Address: 1 1 1 0 V i c t o r i a , S t e # 1 , L a r e d o , T e x a s

Contact Person and Title: Honorable Judge Selina Mireles

Phone: 9 5 6 - 5 2 3 - 4 2 3 1

Fax: n / a

Email Address: gabriela.magnon-salinas@txcourts.gov Contract Period: 2 0 1 7 t o P r e s e n t

Description of Goods / Services Provided: As an agency collaborating closely with CPS court, STSVC remains committed to meeting and exceeding the expectations set forth by the court. In addition to our onsite supervised care and offsite supervised visits, we provide comprehensive support for children without placement (CWOP). Through partnerships with caseworkers, we administer safe watch services for these children until a more permanent placement is secured. Our agency recognizes the importance of the court's oversight in ensuring the safety and welfare of children, and we strive to uphold the highest standards of care and compliance throughout our services.

### REFERENCE TWO

Government/Company Name: City of Laredo Police Department

Address: 4 7 1 2 M a h e r A v e , L a r e d o , T e x a s

Contact Person and Title: Laredo Police Chief Miguel Rodriguez

Phone: 9 5 6 - 2 8 5 - 1 6 9 7

Fax: n / a

Email Address: mrodrigue1@ci.laredo.tx.us

Contract Period: n / a

Description of Goods / Services Provided: As an agency collaborating closely with city and county government entities. STSVC remains committed to meeting and exceeding the expectations set forth by the court. In addition to our onsite supervised care and offsite supervised visits, we provide comprehensive support for children without placement (CWOP). Through partnerships with caseworkers, we administer safe watch services for these children until a more permanent placement is secured. Our agency recognizes the importance of the court's oversight in ensuring the safety and welfare of children, and we strive to uphold the highest standards of care and compliance throughout our services.

### REFERENCE THREE

Government/Company Name: Webb County

Address: 1 0 0 0 H o u s t o n S t , L a r e d o , T e x a s

Contact Person and Title: Judge Tano Tijerina

Phone: 9 5 6 - 4 3 0 0

Fax: n / a

Email Address: Cvaldez@webbcountytexas.gov

Contract Period: n / a

Description of Goods / Services Provided: As an agency collaborating closely with county courts, STSVC remains committed to meeting and exceeding the expectations set forth by the court. In addition to our onsite supervised care and offsite supervised visits, we provide comprehensive support for children without placement (CWOP). Through partnerships with caseworkers, we administer safe watch services for these children until a more permanent placement is secured. Our agency recognizes the importance of the court's oversight in ensuring the safety and welfare of children, and we strive to uphold the highest standards of care and compliance throughout our services.

### REFERENCE FOUR

Government/Company Name: Justice of the Peace, Pct. 4

Address: 8 5 0 1 S a n D a r i o , L a r e d o , T e x a s

Contact Person and Title: Judge Jose "Pepe" Salinas

Phone: 9 5 6 - 3 1 9 - 5 7 8 5

Fax: n / a

Email Address: n/a

Contract Period: n / a

Description of Goods / Services Provided: As an agency collaborating closely with county courts, STSVC remains committed to meeting and exceeding the expectations set forth by the court. In addition to our onsite supervised care and offsite supervised visits, we provide comprehensive support for children without placement (CWOP). Through partnerships with caseworkers, we administer safe watch services for these children until a more permanent placement is secured. Our agency recognizes the importance of the court's oversight in ensuring the safety and welfare of children, and we strive to uphold the highest standards of care and compliance throughout our services.

**REFERENCE Five**

Government/Company Name: Department of Family and Protective Services

Address: 1 5 0 0 N . A r k a n s a s A v e # 3 , L a r e d o , T e x a s

Contact Person and Title: Claudia Canales Esquivel & Elisa Sosa

Phone: 9 5 6 - 2 8 6 - 7 0 3 7

Fax: n / a

Email: [Claudia.canales-esquivel@dfps.texas.gov](mailto:Claudia.canales-esquivel@dfps.texas.gov)


Contract Period: 2 0 1 7 t o P r e s e n t

Description of Goods / Services Provided: Our parent agency South Texas Supervised Visitation Center, (STSVC) offers a wide range of services designed to support and empower families in challenging circumstances. One of our key services is onsite supervised care, where we provide a safe and nurturing environment equipped with one-way mirrors and hidden sensitive microphones. This allows clients to comfortably practice their parenting skills while maintaining a sense of privacy and home. We are committed to upholding ethical practices and compliance with all mandates outlined by the Texas Department of Family and Protective Services (DFPS) and Chapter 42 and 43 of the Human Resource Code. Our dedicated team reports with dignity and honesty, ensuring the highest standards of accountability. We expect clients to adhere to our office policies as well as CPS policies to ensure the well-being of all individuals involved.

**Offeror: Complete & Return this Form with Response Submission.  
Senate Bill 252 Certification**

SB 252 CHAPTER 2252 CERTIFICATION I, Steve Bailey, the undersigned representative of Bethesda Center Inc. being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify Mr. Jose Angel Lopez III, Webb County Purchasing Agent at (956) 523-4125 or via email at [joel@webbcountytx.gov](mailto:joel@webbcountytx.gov)

Steve Bailey Name of Company Representative (Print)

 Signature of Company Representative

May 7, 2024 Date

**WEBB COUNTY PURCHASING DEPT.  
QUALIFIED PARTICIPATING VENDOR CODE OF ETHICS  
AFFIDAVIT FORM**

STATE OF TEXAS \*

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF WEBB \*

BEFORE ME the undersigned Notary Public, appeared Steve Bailey, the herein-named "Affiant", who is a resident of WEBB County, State of TEXAS, and upon his/her respective oath, either individually and/or behalf of their respective company/entity, do hereby state that I have personal knowledge of the following facts, statements, matters, and/or other matters set forth herein are true and correct to the best of my knowledge.

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby confirm that I have reviewed and agree to fully comply with all the terms, duties, ethical policy obligations and/or conditions as required to be a qualified participating vendor with Webb County, Texas as set forth in the Webb County Purchasing Code of Ethics Policy posted at the following address: <http://www.webbcountytx.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>*

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby further acknowledge, agree and understand that as a participating vendor with Webb County, Texas on any active solicitation/proposal/qualification that I and/or my company/entity failure to comply with the Code of Ethics policy may result in my and/or my company/entity disqualification, debarment or make void my contract awarded to me, my company/entity by Webb County. I agree to communicate with the Purchasing Agent or his designees should I have questions or concerns regarding this policy to ensure full compliance by contacting the Webb County Purchasing Dept. via telephone at (956) 523-4125 or e-mail to the Webb County Purchasing Agent to [joel@webbcountytx.gov](mailto:joel@webbcountytx.gov).*

Executed and dated this 7 day of May, 2024.

Steve Bailey  
Signature of Affiant

STEVE BAILEY/BETHESDA CENTER INC.  
Printed Name of Affiant/Company/Entity

SWORN to and subscribed before me, this 7 day May, 2024

Fabian Francisco Ortiz Jr.  
NOTARY PUBLIC, STATE OF TEXAS

FABIAN FRANCISCO ORTIZ, JR.  
Notary Public, State of Texas  
Comm. Expires 06-21-2025  
Notary ID 133165965

## Bethesda Profit & Loss Budget Overview January through December

	Jan-Dec
<b>Ordinary Income/Expense</b>	
Income	894,046
Bonus Qtr Allocation	80,000
<b>Gross Profit</b>	974,046
<b>Expense</b>	
Food	87,600
Transportation	20,000
Rent (including NNN)	1
Utilities	50,000
Telecommunications	2,160
Insurance	12,000
Supplies	6,000
Legal Fees	1,200
Accountant/Book-keeping	25,000
Direct Care Supplies	4,200
Vehicles	23,000
Payroll (23 Employees)	594,384
Payroll Taxes	50,000
<b>Total Expense</b>	875,545
<b>Net Ordinary Income</b>	98,501
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
Other Expense	0
<b>Total Other Expense</b>	0
<b>Net Other Income</b>	0
<b>Net Income</b>	98,501

**Notes:**

1-Income is calculated based on a average of 16 kids during the year. Rate is 153.09 per kid per day. Average of 16 kids per day equal to 5,840 days in care for the year totaling \$894,045.60.

2-Payroll expenses are calculated based on the requirements on the State Minimum Standards for Residential Care Facilities. Curren ratio is 1 caregiver per 8 kids over 4, and 1 caregiver per 4 kids under 4.

3-Other operating expenses are calculated taking into consideration comparisons between Bethesda and other Residential Care Facilities currently in operation in the State of Texas.



**RESPONDENT MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE PROPOSAL FORM(S):**

Company Name

BETHESDA CENTER INC.

Contact Person

STEVE BAILEY, Sarah Bentley

Signature

Steve Bailey Sp

Date

May 7, 2024

**THIS CONCLUDES ADDENDUM NO. 1 IN ITS ENTIRETY.**

This Addendum is being transmitted electronically via our E-Bid site @ <https://webbcountvebid.ionwave.net/Login.aspx>. If you have any questions, please direct them to; Juan Guerrero Jr. (956) 523-4149 or email at [juguerrero@webbcountytx.gov](mailto:juguerrero@webbcountytx.gov)

County of Webb

**ADDENDUM No. 1 TO THE RFP DOCUMENTS**

Addendum Date: May 7, 2024

**RFP DOCUMENT NUMBER RFP 2024-007  
"Youth Residential Drug Treatment Services"**

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**A.** This Addendum shall be considered part of the RFP documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence. **RESPONDENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR BIDS/PROPOSALS.**

**B.** Respondent are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

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Except as described below, the original RFP document remains unchanged. The RFP documents are modified and/or clarified, as follows:

- **The deadline for submittal has been extended from Wednesday May 8, 2024 to Tuesday May 14, 2024 at or before 4:00 p.m.**