Authorize the second of five one-year renewal options for a one-year service price agreement for Special Education Services, RFP 2016-066-6603, with Diagnostic Assessment Services – Estimated amount $41,220.00

Briefing Date: Jun 2 2020
Funding Source: Purchasing
Prepared by: Tashya Harris, Buyer
Recommended by: Michael Frosch, Director of Purchasing

BACKGROUND INFORMATION:

This action does not encumber funds; the purpose of this service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as a guidance rather than a cap on spending under the agreement so that the actual need combined with the amount budgeted will determine the amount spent under this agreement.

The Dallas County Juvenile Justice Alternative Education Program (JJAEP) has contracted with Diagnostic Assessment Services (DAS) for the provision of supportive services for the special population students enrolled in the JJAEP. Diagnostic Assessment Services (DAS) provides various services such as comprehensive needs assessments and special education consultation for the JJAEP principal, teachers, and special education staff.

DAS also provides student representation at meetings, including the JJAEP governance committee, weekly meetings to review potential referrals to the JJAEP, and regular monthly meetings with the JJAEP principal. DAS advocates for an average of eighty (80) special needs students per school year, students range in age from ten (10) through twenty-two (22) years of age. JJAEP and DAS provide advocacy and special education consultations compliant with the provisions of Texas Education Code and the Texas Juvenile Probation Commission and all other applicable state and federal laws.

Prior Action

On April 16, 2019 Commissioners Court authorized the first of six renewal options for one-year service price agreement by Court Order 2019-0427.

On August 21, 2018 Commissioners Court authorized an amended agreement with JJAEP and Diagnostic Assessment Services to authorize an annual contract for an initial one (1) year period August 13, 2018 through May 31, 2019 with six (6) one-year renewal options by Court Order 2018-0977.
On October 4, 2016 Commissioners Court authorized a service price agreement for an initial two-year period November 28, 2016 through August 31, 2018 with Court Order 2016-1310 and Juvenile Board Order 2016-131.

**OPERATIONAL IMPACT:**
N/A

**FINANCIAL IMPACT:**
Fiscal Year for 2018 - $41,220.00
Fiscal Year for 2019 - $32,835.15

**LEGAL IMPACT:**
N/A

**PROJECT SCHEDULE:**
This service price agreement is a firm fixed price agreement for June 1, 2020 through May 31, 2021.

**SBE PARTICIPATION:**
This contract was procured under the M/WBE policy, the SBE policy does not apply to this renewal option.

**ADMINISTRATIVE PLAN COMPLIANCE:**
Dallas County is a operationally model governmental entity. Dallas County services will be efficiently delivered, providing a sound, financially responsible and accountable governance.

**RECOMMENDATION:**
Authorize the second of five one-year renewal options for a one-year service price agreement for Special Education Services, RFP 2016-066-6603, with Diagnostic Assessment Services – Estimated amount $41,220.00

**MOTION:**
On a motion made by TBD, and seconded by TBD, the following order will be voted on by the Commissioners Court of Dallas County, State of Texas:

Be it resolved and ordered that the Dallas County Commissioners Court does hereby Authorize the second of five one-year renewal options for a one-year service price agreement for Special Education Services, RFP 2016-066-6603, with Diagnostic Assessment Services – Estimated amount $41,220.00

**CONTRACT DETAILS:**

<table>
<thead>
<tr>
<th>Contract Title:</th>
<th>RFP 2016-066-6603 service price agreement for special education services with Diagnostic Assessment Services and Dallas County Juvenile Justice Alternative Education Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>Service price agreement for JJAEP and DAS to monitor all paperwork, consult with Independent School Districts and attend Case Review Committee meetings.</td>
</tr>
<tr>
<td>Transaction Type:</td>
<td>Change/Amendment</td>
</tr>
</tbody>
</table>
Contract Number: 2016-066-6603  Total Cost: $41,220.00
Start Date: June 1, 2020  Expiration Date: May 31, 2021
Vendor: Diagnostic Assessment Services

ATTACHMENTS:
DAS Contract Extention Update
DAS EE01
DAS 2270
DAS EXTENSION LETTER
February 20, 2020

TO: Carmen Williams, Juvenile

FROM: Laura Ortiz, Buyer

SUBJECT: RFP No. 2016-066-6603 – Special education programming director for Juvenile Justice Alternative Education Program (JJAEP) – Second Renewal Option

The aforementioned service price agreement awarded to Diagnostic Assessment Services, Inc. due to expire on May 31, 2020. This is the second renewal option on this agreement, your department has three options: (Please initial one only and sign below).

Option 1: [ ] Exercise the renewal option for a twelve (12) month period based on existing terms and conditions, no changes are required or allowed to the master agreement. Services currently performed by the Contractor are in compliance with contract requirements.

Option 2: [ ] Re-bid this master agreement. If your department choses to re-bid the agreement, please update any required revisions to the specifications, terms, conditions, and requirements.

Option 3: [ ] The services and/or goods stated in this master agreement are no longer required by this department. Please cancel all future solicitation requests relating to this contract.

Please sign and return this form with all comments and/or revisions (if any) to the Purchasing Department, fax number 214-653-7449, Attn: Laura Ortiz, no later than February 25, 2020. Should you have any questions, please contact me at 214-653-5639.

Your cooperation is greatly appreciated.

Laura Ortiz, Buyer
Dallas County Purchasing Dept.
Founders Square
900 Jackson Street Ste. 680
Dallas, TX 75202
O: 214.653.7431 | F: 214.653.7449
laura.ortiz@dallascounty.org
Note: If your department chooses to extend, how would you rate vendor performance for the requested services and/or products over the past twelve (12) months? (This survey information is required for each contract per Commissioners Court).

Diagnostic Assessment Services, Inc.

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>RATING</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Was the service provided compliant with the contractual terms,</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>conditions, and pricing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Was the product or service delivered in a timely manner?</td>
<td>2</td>
<td></td>
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<tr>
<td>3. How would you rate each vendor’s quality of work performed?</td>
<td>2</td>
<td></td>
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<tr>
<td>4. Was the vendor responsive to Dallas County questions, inquires, or</td>
<td>2</td>
<td></td>
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<tr>
<td>problems?</td>
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<tr>
<td>5. How would you rate each vendor’s overall quality of work performed?</td>
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<td></td>
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<tr>
<td>6. Have you had any problems or issues with the current vendor? If yes,</td>
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<tr>
<td>please state the problem or issue.</td>
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</tbody>
</table>

Please elaborate on any areas of concern or indicate improvements that may be required.

Vendor has met all expectations laid out in the Contract

\[Signature\] 4.3.2020

Contract Manager Authorized Signature

Printed Name: **Carmen Williams**

Attachment: Only if necessary.

CC: RFP No. 2016-066-6603 – Special education programming director for Juvenile Justice Alternative Education Program (JJAEP) – Second Renewal Option
**EEO-1 Form (To be submitted by the prime and any sub with 20% or more of the contract)**

**NAME OF FIRM: DIAGNOSTIC ASSESSMENT SERVICES, INC.**

**Section D- EMPLOYMENT DATA**

Employment at this establishment- Report all permanent full and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros.

Number of Employees (Report employees in only one category)

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Male</th>
<th>Female</th>
<th>TOTAL COL. A-N</th>
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<tbody>
<tr>
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<tr>
<td>Hispanic or Latino</td>
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<tr>
<td>Male</td>
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</table>

1. Date(s) of payroll period used: __________________________ (Omit on the Consolidated Report.)

2. __________________________ (Omit on the Consolidated Report.)

3. __________________________ (Omit on the Consolidated Report.)

4. __________________________ (Omit on the Consolidated Report.)

5. __________________________ (Omit on the Consolidated Report.)

6. __________________________ (Omit on the Consolidated Report.)

7. __________________________ (Omit on the Consolidated Report.)

8. __________________________ (Omit on the Consolidated Report.)

9. __________________________ (Omit on the Consolidated Report.)

10. __________________________ (Omit on the Consolidated Report.)

11. __________________________ (Omit on the Consolidated Report.)

Section E- ESTABLISHMENT INFORMATION (Omit on the Consolidated Report). What is the major activity of this establishment? (Be specific, i.e., manufacturing steel casings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.)

Section F- REMARKS-Use this item to give any identification data appearing on the last EEO-1 report which differs from that given above, explain major changes in composition of reporting units and other pertinent information

Section G- CERTIFICATION

Check One

1. ☐ All reports are accurate and were prepared in accordance with the instructions. (Check on Consolidated Report only.)

2. X This report is accurate and was prepared in accordance with the instructions.

Name of Certifying Official  Michelle DeLaGarza

Title  Chief Clinical Officer

Signature  mdelagarza@spedservices.com

Date  4/30/2020

Name of person to contact regarding this report  Michelle DeLaGarza

Title  Chief Clinical Officer

Address (Number and Street)  4100 ALPHA RD SUITE 1150

City and State  DALLAS TEXAS

Zip Code  75244

Telephone No. (including area code and extension)  

Email address  mdelagarza@spedservices.com

Description of Race and Ethnic Identification and Job Categories are found @ [http://www.eeoc.gov/employers/eeo1survey/2007instructions.cfm](http://www.eeoc.gov/employers/eeo1survey/2007instructions.cfm) / Appendix 4. Race and Ethnic Identification / and Appendix 5. Description of Job Categories
Texas Government Code Chapter 2270 Verification Form

1. Dr. Natalie Davenport, the undersigned representative of Diagnostic Assessment Services Inc. (hereafter referred to as "company") being an adult over the age of eighteen (18) years of age, 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 between company and Dallas County, Texas.

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 for ordinary business purposes; and

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

Signed
Dr. Natalie Davenport
CEO

Date
5-1-20

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

Signature of authorized agent of contracting business entity
Dr. Natalie Davenport

Sworn to and subscribed before me, by the said Natalie Davenport, this the 1st day of May 2020, to certify which, witness my hand and seal of office.

Cynthia J. Brittain
Notary Public, State of Texas
Comm. Expires 04-24-2022
Notary ID 131547021

Signature of officer administering oath
Cynthia J. Brittain
Printed name of officer administering oath
Notary
Title of officer administering oath
April 3, 2020

Diagnostic Assessment Services
Attn.: Ms. Natalie Davenport
4100 Alpha Rd #1150
Dallas, TX 75244
ndavenport@spedservices.com

RE: RFP No. 2016-066-6603 special Education Programming Director for Juvenile Justice Alternative Education Program (JJAEP) – 2nd Extension

Dear Ms. Natalie Davenport,

The aforementioned contract between Dallas County and Diagnostics Assessment Services, Inc. will expire on May 20, 2020. The Dallas County Purchasing Department would like to exercise the extension option of this contract for an additional twelve (12) month period to include terms and conditions set forth in the original contract award.

If you are interested in extending the current contract, please complete the form below and return it no later than April 10, 2020. If you desire to extend this contract we will also need an updated EEO1 form, insurance certificate and 2270 form. (Forms are attached)

Please check one:

Yes ______ x ______ I agree to extend the contract with Dallas County at the original terms and agreements of aforementioned contract for a twelve (12) month period (May 31, 2020 through May 30, 2021)

No ________ I cannot extend the contract beyond December.

Signed by: ________________________________ Chief Clinical Officer

Company Name: Diagnostic Assessment Services Inc.

Email: mdelagareza@spedservices.com

Should you have any questions, please feel free to contact my office.

Sincere regards,

Tashya Harris
Buyer
Dallas County Purchasing Department
Ph#214-653-6223

Rev. 1
3.11.19
Extension Ltr. to Vendor