

## **CONTRACT**

This Contract entered into this 1st day of July, 2025 by and between the County of Ventura, a political subdivision of the State of California, hereinafter called "County" and **Geo Reentry Services, LLC** hereinafter called "Contractor."

## **WITNESSETH**

WHEREAS, it is necessary and desirable that Contractor be engaged by County for the purpose of performing services hereinafter described:

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

### **1. SERVICES TO BE PERFORMED BY CONTRACTOR**

In consideration of the payments hereinafter set forth, Contractor will perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit A, attached and incorporated here by this reference.

### **2. PAYMENTS**

In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, County will make payment to Contractor in the manner specified in Exhibit A.

### **3. INDEPENDENT CONTRACTOR**

No relationship of employer and employee is created by this contract, it being understood that Contractor is an independent contractor, and neither Contractor nor any of the persons performing services for Contractor pursuant to this contract, whether said person be member, partner, employee, subcontractor, or otherwise, will have any claim under this contract or otherwise against County for sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability, unemployment insurance benefits, or employee benefits of any kind.

It is further understood and agreed by the parties hereto that, except as provided in this contract, Contractor in the performance of its obligation hereunder is subject to the control or direction of County merely as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the results.

If, in the performance of this contract, any third persons are employed by Contractor, such persons will be entirely and exclusively under direction, supervision and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other terms of employment or requirements of law, will be determined by Contractor, and County will have no right or authority over such persons or the terms of such employment, except as provided in this contract.

The Contractor will comply with all of the provisions of the Worker's Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Labor Code and all amendments, thereto; and all similar State and Federal acts or laws applicable; and will indemnify and hold harmless the County of Ventura from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including attorney's fees and costs,

presented, brought or recovered against the County of Ventura, for or on account of any liability under any of said Acts which may be incurred by reasons of any work to be performed under this Contract

#### **4. NON ASSIGNABILITY**

Contractor will not assign this Contract or any portion thereof, to a third party without the prior written consent of County, and any attempted assignment without such prior written consent will be null and void and will be cause, at County's sole and absolute discretion, for immediate termination of this Contract.

#### **5. TERM**

This Contract will be in effect during the term specified in Exhibit A, subject to all the terms and conditions set forth herein.

Time is of the essence in the performance of this contract.

Continuation of the contract is subject to the appropriation of funds for such purpose by the Board of Supervisors. If funds to affect such continued payment are not appropriated, County may terminate this project as thereby affected and Contractor will relieve County of any further obligation therefor.

#### **6. TERMINATION**

The County may terminate this contract at any time for any reason by providing 10 days written notice to Contractor. In the event of termination under this paragraph, Contractor will be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of this contract. On completion or termination of this contract, County will be entitled to immediate possession of and Contractor will furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by Contractor for this particular Contract prior to any termination. Contractor may retain copies of said original documents for Contractor's files. Contractor hereby expressly waives any and all claims for damages or compensation arising under this Contract except as set forth in this paragraph in the event of such termination.

This right of termination belonging to the County of Ventura may be exercised without prejudice to any other remedy which it may be entitled at law or under this contract.

#### **7. DEFAULT**

If Contractor defaults in the performance of any term or condition of this contract, Contractor must cure that default by a satisfactory performance within 10 days after service upon Contractor of written notice of the default. If Contractor fails to cure the default within that time, then County may terminate this contract without further notice.

The foregoing requirement for written notice and opportunity to cure does not apply with respect to paragraph 4 above.

#### **8. INDEMNIFICATION, HOLD HARMLESS AND WAIVER OF SUBROGATION**

All activities and/or work covered by this contract will be at the risk of Contractor alone. Contractor agrees to defend, indemnify, and save harmless the County of Ventura, including all of its boards, agencies, departments, officers, employees, agents and volunteers, against any and all claims, lawsuits, whether against Contractor, County or others, judgments, debts, demands and liability, including without limitation,

those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of the obligations herein described or undertaken or out of operations conducted or subsidized in whole or in part by Contractor, save and except claims or litigation arising through the sole negligence or wrongdoing and/or sole willful misconduct of County. Contractor agrees to waive all rights of subrogation against County for losses arising directly or indirectly from the activities and/or work covered by this contract.

## **9. INSURANCE PROVISIONS**

- A) CONTRACTOR, at its sole cost and expense, will obtain and maintain in full force during the term of this contract the following types of insurance:
- 1) Commercial General Liability "occurrence" coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, broad form blanket contractual and \$50,000 fire legal liability.
  - 2) Commercial Automobile Liability coverage in the minimum amount of \$1,000,000 CSL bodily injury & property damage, including owned, non-owned, and hired automobiles. Also to include Uninsured/Underinsured Motorists coverage in the minimum amount of \$100,000 when there are owned vehicles.
  - 3) Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.
- B) All insurance required will be primary coverage as respects County and any insurance or self-insurance maintained by County will be excess of Contractor's insurance coverage and will not contribute to it.
- C) County is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.
- D) The County of Ventura and any applicable Special Districts are to be named as Additional Insured as respects to work done by Contractor under the terms of this contract for General Liability Insurance.
- E) Contractor agrees to waive all rights of subrogation against the County of Ventura, Its Boards, Agencies, Departments, Officers, Employees, Agents and Volunteers for losses arising from work performed by Contractor under the terms of this contract.
- F) Policies will not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to the County of Ventura, Risk Management Division.
- G) Contractor agrees to provide County with the following insurance documents on or before the effective date of this contract:
- 1) Certificates of Insurance for all required coverage.
  - 2) Additional Insured endorsement for General Liability Insurance.
  - 3) Waiver of Subrogation endorsement (a.k.a.: Waiver of Transfer Rights of Recovery

Against Others, Waiver of Our Right to Recover from Others) for Workers' Compensation.

Failure to provide these documents will be grounds for immediate termination or suspension of this contract.

## **10. NON-DISCRIMINATION**

### **A) General.**

No person will on the grounds of race, color, national origin, religious affiliation or non-affiliation, sex, age, handicap, disability, or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Contract.

### **B) Employment.**

Contractor will ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Contract.

## **11. SUBSTITUTION**

If particular people are identified in Exhibit A as working under this Contract, the Contractor will not assign others to work in their place without written permission from the Chief Probation Officer. Any substitution will be with a person of commensurate experience and knowledge.

## **12. INVESTIGATION AND RESEARCH**

Contractor by investigation and research has acquired reasonable knowledge of all conditions affecting the work to be done and labor and material needed, and the execution of this Contract is to be based upon such investigation and research, and not upon any representation made by the County or any of its officers, agents or employees, except as provided herein.

## **13. CONTRACT MONITORING**

The County will have the right to review the work being performed by the Contractor under this Contract at any time during Contractor's usual working hours. Review, checking, approval or other action by the County will not relieve Contractor of Contractor's responsibility for the thoroughness of the services to be provided hereunder. This Contract will be administered by the Ventura County Probation Agency.

## **14. ADDENDA**

County may from time to time require changes in the scope of the services required hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation which are mutually agreed upon by and between County and Contractor will be effective when incorporated in written amendments to this Contract.

## **15. CONFLICT OF INTEREST**

Contractor covenants that Contractor presently has no interest, including, but not limited to, other projects or independent contracts, and will not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract.

Contractor further covenants that in the performance of this Contract no person having such interest will be employed or retained by Contractor under this contract.

#### **16. CONFIDENTIALITY**

Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by Contractor under this Contract which County requests in writing to be kept confidential, will not be made available to any individual or organization by Contractor without the prior written approval of the County except as authorized by law.

#### **17. NOTICES**

All notices required under this Contract will be made in writing and addressed or delivered as follows:

TO COUNTY: VENTURA COUNTY PROBATION AGENCY  
CONTRACTS MANAGER  
669 COUNTY SQUARE DRIVE, SUITE 200  
VENTURA, CA 93003

TO CONTRACTOR: GEO REENTRY SERVICES  
4955 TECHNOLOGY WAY  
BOCA RATON, FL 33431

LOCAL OFFICE  
4601 TELEPHONE ROAD, SUITE 102  
VENTURA, CA 93003  
ATTN: MARY JANE CORDOVA  
(805) 850-0122

Either party may, by giving written notice in accordance with this paragraph, change the names or addresses of the persons of departments designated for receipt of future notices. When addressed in accordance with this paragraph and deposited in the United States mail, postage prepaid, notices will be deemed given on the third day following such deposit in the United States mail. In all other instances, notices will be deemed given at the time of actual delivery.

#### **18. MERGER CLAUSE**

This Contract supersedes any and all other contracts, either oral or written, between Contractor and the County of Ventura, with respect to the subject of this contract. This contract contains all of the covenants and contracts between the parties with respect to the services required hereunder. Contractor acknowledges that no representations, inducements, promises or contracts have been made by or on behalf of County except those covenants and contracts embodied in this contract. No contract, statement, or promise not contained in this contract will be valid or binding.

#### **19. ORDER OF PRECEDENCE**

This contract supersedes all previous agreements, understandings and representations of any nature whatsoever, whether oral or written, and constitutes the entire understanding between the parties hereto.

This Agreement may not be altered, amended, or modified except by written instrument signed by the duly authorized representative of both parties. In the event of an inconsistency in this Agreement, the inconsistency shall be resolved in the following order:

1. This Agreement;

## **20. GOVERNING LAW**

The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties under this contract, will be construed pursuant to and in accordance with the laws of the State of California.

## **21. SEVERABILITY OF CONTRACT**

If any term of this contract is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the contract terms will remain in full force and effect and will not be affected.

## **22. CUMULATIVE REMEDIES**

The exercise or failure to exercise of legal rights and remedies by the County of Ventura in the event of any default or breach hereunder will not constitute a waiver or forfeiture of any other rights and remedies, and will be without prejudice to the enforcement of any other right or remedy available by law or authorized by this contract.

## **23. COMPLIANCE WITH LAWS**

Each party to this contract will comply with all applicable laws.

## **24. CONSTRUCTION OF COVENANTS AND CONDITIONS**

Each term and each provision of this contract will be construed to be both a covenant and a condition

## **25. RESTRICTIONS ON USE OR DISCLOSURE OF PROTECTED HEALTH INFORMATION**

Contractor will not use or disclose protected health information other than as permitted or required by the Agreement or as required by law. For the purposes of this section, "protected health information" means information transmitted or maintained in any medium that (1) relates to the past, present or future physical or mental health condition of an individual, the provision of health care to an individual, or the past, present or future payment for health care, and (2) either identifies the individual or reasonably could identify the individual.

### **A) Permitted Uses and Disclosures**

Contractor may use or disclose protected health information only as follows: (1) for the proper management and administration of SERVICES provided by Contractor or to carry out the legal responsibilities of Contractor and (2) to provide data aggregation services to Agency. Contractor will document any disclosures of protected health information not permitted by law.

### **B) Safeguarding Protected Health Information**

Contractor will use appropriate safeguards to prevent use or disclosure of protected health

formation other than as provided for by this Agreement, including ensuring that any agent, including a subcontractor, to whom it provides protected health information received from or created or received by Contractor on behalf of Agency agrees to the same restrictions and conditions that apply through this Agreement to Contractor with respect to such information. Contractor will report to Agency any use or disclosure of protected health information not provided for by this Agreement of which it becomes aware and will, to the extent practicable, mitigate any harmful effect that is known to Contractor of a use or disclosure of protected health information in breach of the requirements of this Agreement. At the termination of the contract, Contractor will return or destroy all protected health information received from, or created or received by, Contractor on behalf of Agency and retain no copies of such information.

C) Persons or Entities Allowed Access to Records

Except as otherwise prohibited by law, Contractor will allow an individual who is the subject of the protected health information to inspect and obtain a copy of protected health information to receive an accounting of any disclosures of protected health information and to receive an accounting of any disclosures of protected health information by Contractor occurring six years prior to the date on which the accounting is requested. Contractor will make protected health information available to Agency for inspection, amendment and copying. Contractor will make its internal practices, books, and records relating to the use and disclosure of protected health information available to the Secretary U.S. Department of Health and Human Services, for purposes of determining Contractor compliance with this provision.

**- SIGNATURE PAGE TO FOLLOW -**

**COUNTY OF VENTURA**

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Authorized Signature (Procurement)

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Printed Name

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Title

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Date**CONTRACTOR\***

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Authorized Signature

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Printed Name

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Title

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Date

---

Tax Identification Number**CONTRACTOR\***

---

Authorized Signature

---

Printed Name

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Title

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Date

\* If a corporation, this Contract must be signed by two specific corporate officers.

The first signature must be either the (1) Chief Executive Officer, (2) Chairman of the Board, (3) President, or any (4) Vice President.

The second signature must be the (a) Secretary, an (b) Assistant Secretary, the (c) Chief Financial Officer, or any (d) Assistant Treasurer.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.



## **EXHIBIT A**

### **Adult Reporting and Resource Center**

To the contract with the effective date of July 1, 2025, between the County of Ventura ("County") and **Geo Reentry Services, LLC** ("Contractor"). Headings below are for convenience of reference and not for legal interpretation.

#### **I. PROGRAM OBJECTIVES**

The purpose of this contract is for the Contractor to provide to the Ventura County Probation Agency ("VCPA" or "Probation") Reporting and Resource Centers ("RRC") throughout Ventura County as well as services in embedded offices and community locations. The RRCs will provide comprehensive cognitive behavior change services for justice involved adults ("clients"). In addition, the RRCs will also provide single services to referred clients such as Moral Reconation Therapy (MRT), Trauma Treatment services, and Case Management services.

#### **II. CONTRACTOR RESPONSIBILITIES – RESOURCE & REPORTING CENTERS**

Contractor will operate RRCs and provide additional services in embedded offices and community locations for Probation clients, as described below.

To expand access to RRC programming and services, upon prior written approval of County, Contractor may perform services to clients remotely using an online video system, at Contractor's own expense. Contractor will track client participation and maintain accountability while performing remote services. Contractor must terminate remote services immediately upon written request of County.

##### **A. Resource & Reporting Center Facilities (includes embedded offices & community locations)**

Contractor will provide services County-wide and will operate RRCs in the following locations:

##### **1) Ventura**

Ventura County Adult Reporting and Resource Center (VCRRC)  
4601 Telephone Road, Suite 102  
Ventura, CA 93003

This location may be changed upon mutual written consent of the parties

- a) Furniture/Fixtures: Contractor will provide all furniture, fixtures, equipment, hardware and software, and all other things necessary to operate the RRC offices.
- b) Hours of Operation: The VC RRC program will provide services six days per week: Monday to Friday 8:00am to 8:00pm. Saturdays 9:00am to 5:00pm.
- c) Services Provided: The full array of services (as described in B. below) will be available at the VC RRC location.

##### **2) Simi Valley**

East County Courthouse Building  
3855 Alamo Street  
Simi Valley, CA 9

This location may be changed upon mutual written consent of the parties.

- a) Furniture/fixtures: County will provide furniture and fixtures to operate the Simi Valley location at the Courthouse building. Contractor will provide its own computers, software, phone and internet service.
  - b) Hours of Operation: The East County program will provide services five days per week: Monday to Friday 8:00am to 5:00pm.
  - c) Services Provided: Due to hours of operation and facility restrictions, Contractor will provide Minimal Services at the East County location (as described in B. below).
- 3) Contractor may also provide services defined under this contract at locations not listed above, with prior approval of Probation (such as field services and embedded Probation offices).

**B. Services Provided throughout the County (RRCs, embedded offices and community locations)**

- 1) Service Plan Levels: Contractor will deliver multiple levels of services to referred clients. All clients will be assessed to confirm appropriateness of placement. As needed, Contractor will work with referring officer to adjust the client's level of service.
  - a. Comprehensive: This service level will deliver comprehensive services to clients encompassing all services outlined in *Sections 2) Case Management & Supervision through 10.) Behavior Change Services* below.
  - b. Single Service: This service level will deliver a single Behavior Change Service, as outlined in section *10.) Behavior Change Services* below to clients based on their referral from VCPA
  - c. Case Management: This service level will deliver case management and linkages to services in the community as outlined in sections *2.) Case Management & Supervision through 5.) Addressing Essential Needs* below.
  - d. Reentry Services: This service level will provide specialized case management services to include in-reach services at the jail and tailored RRC Supervision and Individual Success Plans for specific specialty populations such as opioid users.

2) Case Management & Supervision

- a. Assessments Contractor will use the validated Ohio Risk Assessment Scale (ORAS) risk assessment tool to assess all County clients' risks and needs. In addition, Contractor will use other assessments to assess specific needs, including, but not limited to:
  - i. American Society of Addiction Medicine (ASAM) assessment.
  - ii. Criminal Thinking Scale (CTS) to help measure changes in criminal thinking.
  - iii. Other assessments (to be mutually agreed upon by the parties) for mental health, substance abuse, motivation, readiness to change, and other assessments to determine client needs. Contractor will make all client assessment results available to County.
- b. Individual Case Plans:  
Contractor will collaborate with County to create individual case plane (a.k.a. Individual Success Plans) for each client. These will include the following components:
  - i. Behavior Goals: Goals will be Specific, Measurable, Attainable Realistic and be measured with an appropriate Timeframe (SMART). Action items will target social service and specific criminogenic needs.
  - ii. Responsivity Factors: Contractor will identify barriers that may prevent clients from achieving their goals as well as strengths that can support their success. Case managers will consider responsivity factors when referring to services and dosage.

- iii. Action Items: Contractor will assist clients in attaining behavior goals within a scheduled timeframe and monitor clients' progress.
- c. Ongoing Compliance Monitoring: Contractor will monitor compliance with established Individual Success Plans by tracking the client's compliance with other programs and accountability measures. All non-compliance incidents will be reported to the client's Probation Officer. Some methods of compliance include the following:
  - i. Client Check In  
Contractor will track all clients who report to the RRC, embedded offices, and community classes and record the date and time that each client checks In and out.
  - ii. Breathalyzer Testing  
Contractor will require all clients to take a breath alcohol test every time they report to the RRC and as needed. If a test is positive for alcohol:
    - 1. No further program activity is permitted for the day. If the alcohol level is high enough, the client will be taken to a detoxification facility.
    - 2. If the client is legally impaired, Contractor will instruct the client not to drive and will contact local law enforcement should the client refuse to follow instruction.
  - iii. Drug Testing: Contractor will conduct random drug testing for all Clients with such court terms and conditions. Contractor will also conduct drug testing at the request of Probation staff. Consequences for a positive drug test can include:
    - 1. Increased check-ins to the RRC
    - 2. Increased face to face meetings with a Case Manager
    - 3. Increased attendance at support group meetings
    - 4. Substance abuse assessment for detox or inpatient treatment
    - 5. Increased treatment programming
- d. Individual Success Plan Process: Contractor will regularly meet with clients and monitor and update their Individual Success Plans using evidence-based methods.  
Contractor will provide to County monthly progress reports on the 10th day of each month.
- e. Aftercare Planning: Contractor's Case Managers will develop specific aftercare plans that identify trigger behaviors and provide ways to manage behavioral responses to triggers.

### 3) Community Linkage Plan

- a. Community Referrals: Contractor will reach out to other service providers in the community and refer clients as needed. Clients will be responsible for fees and charges for any referred services.
- b. Community Connections: Clients will attend Community Connections meetings where local providers come to present information to clients and their support systems and social/justice partners as needed about the following:
  - i. Education
  - ii. Employment
  - iii. Legal
  - iv. Housing
  - v. Health/Wellness
  - vi. Family
  - vii. Drug Treatment
  - viii. Mentoring

- 4) Transportation: Contractor will provide bus passes for clients as needed. In addition, Contractor will provide a dedicated GEO Driver and company vehicle to provide transportation to and from appointments with Probation Officers, substance treatment, employment opportunities, and other relevant services as needed. All drivers will have a valid driver's license and insurance. If transportation is not readily available, Contractor will provide clients alternate transportation via bus tokens, Uber, or Lyft.

5) Addressing Essential Needs

Contractor will assess clients for basic needs, such as food, shelter, medical attention and help determine eligibility for SSI, welfare, grants, and other relief.

6) Individual Living Skills

- a. Life Skills: Contractor will provide clients with Life Skills classes, which may include listening, asking questions, asking for help, apologizing, responding to persuasion, and other critical life skills. These classes will be based upon T4C (see 9.b. below) Social Skills component.
- b. Budgeting and Money Management: Contractor will provide clients with online Money Smart Computer Based Instruction developed by the Federal Deposit Insurance (FDIC).

7) Employment Services

- a. Contractor will conduct an Education and Employment Questionnaire to gather information on the client's motivation, work history, educational background, and barriers to employment.
- b. Contractor will provide a tiered employment program. Clients will be placed into the tier that best matches their individually assessed needs, interests, and skills. Tiers will be as follows:
  - i. Tier 1: Employment Basics to assist in securing work ready documents and address barriers to work such as childcare or transportation.
  - ii. Tier 2: Advanced Work Readiness to deliver work readiness work readiness
  - iii. Tier 3: Reach for the Stars
- c. Contractor will provide specific workshops in each tier that help participants develop both soft and hard skills. The hard skills developed in workshops relate to securing vital documents (Tier 1); job searches, job applications, and interviews (Tier 2); and career development (Tier 3). Soft skills workshops focus on how to successfully interact with others in the workplace.
- d. Contractor will also offer Job Search and Placement Assistance. This will include ongoing outreach to local employers includes creating a working relationship and establishing a point of contact. For each company, we document pertinent items such as: if the business is a felon friendly employer; current job openings; background check process; how to submit an application; and if the business works with a staffing agency.

8) Educational Services

- a. High School Equivalency Degree Preparation (Ventura only): Contractor will provide HiSET Academy Online for clients who have not earned a high school diploma. Staff will supervise and support clients enrolled in the HiSET Academy. In addition, the RRC will cover the cost of taking the HiSET test.

9) Pro Social Activities & Family Engagement

- a. Family/Parenting Skills: Contractor will provide parenting skills training using the following:
  - i. Texas Christian University Partners in Parenting Curriculum: Partners in Parenting fosters learning and skill-building in key areas and allows participants to practice parenting strategies and share personal experiences.
- b. Family Connections Meetings (Ventura only): Contractor will hold meetings where clients, significant others and children come to the facility and have dinner and activities for clients to practice the skills they learned in CSP.
- c. Pro Social Activities (Ventura only): Contractor will establish regular social events that engage the clients in a positive manner, including:
  - i. Community Service Projects
  - ii. Celebrate Success Luncheons
  - iii. Sobriety Night

#### 10) Behavior Change Services

- a. Getting Motivated to Change: Contractor will provide a pre-treatment intervention adapted from Texas Christian University materials to help participants in the Pre-contemplation or Contemplation state of change acclimate to the program and prepare to engage in more intensive programming.
- b. Moral Reconation Therapy (MRT): Contractor will provide MRT, which is a SAMHSA approved evidence-based behavioral therapy, to clients who are assessed to benefit from it.
- c. Thinking for a Change (T4C): T4C is a cognitive behavioral curriculum that focuses on cognitive self- change, social skills and problem-solving skills. Contractor will provide T4C in a group setting, which is to clients who are assessed to benefit from it.
- d. Individual Cognitive Behavioral Interventions: Case Managers will meet with clients individually for ICBI using Carey Guides and other evidence-based intervention tools.
- e. Computer-Based Cognitive Behavioral Therapy (Ventura only): GEO will provide evidence-based virtual cognitive life skills courses and programs on a self-directed e-learning platform to allow participants to work their individual criminogenic risk and needs. This computer-based e-learning platform will provide participants with a unique log-in and be accessible from any internet-enabled device. This will allow facilitators to assign homework and provides participants who work, attend school, or volunteer with the flexibility they need to receive programming anytime and anywhere.
- f. Substance Abuse Treatment: Contractor will facilitate the evidence-based Living in Balance (LIB) curriculum for clients who score moderate to high for substance abuse on the ORAS and ASAM assessments.
- g. Anger Management: Contractor will provide to relevant clients' anger management courses based upon the evidence-based Phoenix/New Freedom Resources Anger, Aggression and Violence Program Model. This programming will include Lesson plans with behavior-based objectives, staged aggression specific Motivational Interviewing toolkits, group activities, workbook-based resources, skill-based resources, and competency checklists to evaluate client progress.
- h. Trauma Treatment: Contractor will facilitate programming sessions using gender specific, trauma informed curricula from Dr. Stephanie Covington, including:
  - i. Beyond Trauma: A Healing Journey for Women
  - ii. Exploring Trauma: Brief Intervention for Men

#### C. Data Management & Reports:

- a. Contractor will track client attendance and results and provide reports as follows:

- 1) Monthly Client Progress Update: Contractor will deliver monthly client progress updates to VCPA.
  - 2) Quarterly Program Reviews: Contractor will hold a quarterly meeting with County to discuss the numbers of clients who have been referred, enrolled, and attended each type of service
  - 3) Annual Program Reviews: Contractor will deliver an annual report to County. This report will include a Power Point presentation to report to CCP or other outside agencies.
- b. Contractor will regularly conduct the following activities and maintain records in-house for review as needed:
- 1) Collection of data on clients participating in the programs
    - i. Number of referrals
    - ii. Number and names/PN# of active clients
    - iii. Demographics (ethnicity/gender/age, etc.)
    - iv. Service level
    - v. Number of clients who successfully complete the curriculum.
    - vi. Outcomes of clients who complete programs
    - vii. Other data requested by Probation, or a funding organization.
  - 2) Service Satisfaction Surveys
  - 3) **Evidence Based Practices (EBP) Fidelity Reviews:** Contractor has internal teams that reviews evidence-based practices and programs and evaluates Contractor's staff and conducts sustainment training. Contractor will provide outcomes of such reports on a quarterly basis.
- c. Contractor will collaborate with the County as directed on any research projects:
- 1) Third Party Evaluations
  - 2) Research Study: Contractor has a research team available to conduct various evaluations regarding the effectiveness of County's programs. This would involve additional costs.

#### **D. Additional Contractor Requirements**

- 1) Contractor will notify clients' assigned DPO or designee immediately of any issues with classes, clients, or equipment.
- 2) Contractor will provide services in English and Spanish.
- 3) Contractor will submit to quarterly audits by a VCPA auditor/representative.
- 4) Contractor will maintain confidentiality regarding all Clients.
- 5) Contractor will complete and submit timesheets and class sign in sheets with every invoice. If Contractor conducts programming sessions remotely or online, then Contractor will submit accurate records of attendance of remote or online classes with every invoice in a medium acceptable to County.
- 6) Rescheduling: If Contractor needs to reschedule a class or service, they will notify the DPO or designee and all participants of the reschedule details no later than 24 hours prior to the class whenever possible.
- 7) Diligent and Professional Manner: Contractor and its employees must conduct all services, duties and work in a diligent and professional manner. Contractor must require all of its employees who provide services under this Contract to become familiar with and adhere to all applicable VCPA and County policies and procedures.
- 8) No Subcontracting Without Written County Consent: Contractor may not subcontract services under this contract to any other person or entity without prior written consent of County. If County grants such consent, any subcontractor may be subject to Pre-Employment Background Investigations as described below. Any compensation to Contractor may be proportionately reduced or prorated for any delay in services due to subcontractor's personnel failing or being delayed because of Background Investigation.

**E. Staffing Plan:** Contractor will provide the staffing for these services:

Title	Full Time Employee (FTE)	Annual Work Hours
<b><i>Ventura RRC (Staff assigned to embedded offices &amp; community locations as needed)</i></b>		
Program Manager	1	2,080
Supervising Case Manager	2	4,160
Community Navigator	1	2,080
Substance Abuse Counselor	1	2,080
Lead Case Manager	1	2,080
Case Manager	3	6,240
Assistant Case Manager	2.5	5,200
Lead Facilitator	1	2,080
Facilitator	1	2,080
Driver	1	2,080
Employment/Education Coordinator	1	2,080
<b><i>Simi Valley RRC</i></b>		
Supervising Case Manager	1	2,080
Substance Abuse Counselor	1	2,080
Case Manager	1	2,080
Assistant Case Manager	1	2,080
<b>Total</b>	19.5	40,560

### **III. PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS**

- Contractor Provided Background:** Contractor must conduct background investigations upon all of its employees who will provide services under this Contract. If Contractor's background investigation on any employee finds that employee has suffered a misdemeanor or felony conviction, or more than three (3) traffic infractions within the past three (3) years, Contractor must disclose the findings to and discuss the findings with the assigned Probation Agency Contract Manager. All such findings will require review by the Probation Agency Chief Deputy overseeing the program or contract to determine if any Probation Agency disqualifiers are present. Contractor must require all employees to advise Probation Agency Management of any subsequent arrest. Contractor's management must immediately provide this information to the overseeing Probation Agency Chief Deputy, who will determine the appropriate action, if any. The overseeing Chief Deputy will have the final discretion in determining the suitability of Contractor's employees for participation in the program.
- County Conducted Background:** County may conduct background investigations on any person contracted (including, but not limited to, any professional or workers who are non-County employees) with Contractor before any work begins for the benefit of County. The level of background conducted, investigative outcomes, and persons start date range will be at the sole discretion of the County. No investigative findings will be provided to Contractor, except for the final outcome determination.

### **IV. COUNTY RESPONSIBILITIES**

- Referrals:** County will refer clients to Contractor and will provide Contractor with the client's risk assessment.
- Assessments:** County will conduct Ohio Risk Assessment System (ORAS) scores for its adult clients and will share these scores with Contractor in support of this contract.
- Policies:** County will make available to Contractor any relevant policies to enable Contractor's performance under this contract. County will keep Contractor informed of any policy changes regarding this contract.

4. **Points of Contact (POC):** The POCs for this contract is a designated Division Manager in the Adult Services Bureau. If necessary to execute this contract, the POCs will coordinate with Contractor and County Information Technology (IT) and fiscal personnel.
5. **Grievance Procedures:** Any questions or grievances by Contractor will be directed to the POC defined above. Any questions or grievances by County will be directed to management of Contractor. Nothing in this contract prevents County employees, in the performance of their duties, from denying Contractor's employees access to County facilities or clients for any reason.

## V. COMPENSATION SCHEDULE

1. **Blended Compensation Structure:** The compensation structure for this contract provides (1) reimbursement for staff salaries and benefits based on filled staff positions and (2) a flat monthly fee for all operating costs, administrative costs and overhead needed to provide the services under this contract.

Monthly invoices must have supporting documentation, including attendance sheets for services.

2. **Personnel Reimbursement Schedule:** Personnel costs will be reimbursed on a monthly basis based on occupied positions. Annual amounts will be divided by annual work hours to establish an hourly rate. Invoiced amounts will be based on the actual hours paid to the staff inclusive of overtime as long as the total labor budget does not exceed the annual allowed amount. The schedule below reflects 3% annual adjustments for cost of living increases.

			Performance Period				
Title	FTE	Annual Work Hours	7/1/2025 – 6/30/2026	7/1/2026 – 6/30/2027	7/1/2027 – 6/30/2028	7/1/2028 – 6/30/2029	7/1/2029 – 6/30/2030
<b>Ventura RRC</b>							
Program Manager	1	2,080	\$ 126,236	\$ 130,023	\$ 133,924	\$ 137,942	\$ 142,080
Supervising Case Manager	2	4,160	\$ 174,864	\$ 180,110	\$ 185,513	\$ 191,078	\$ 196,810
Community Navigator	1	2,080	\$ 82,942	\$ 85,430	\$ 87,993	\$ 90,633	\$ 93,352
Substance Abuse Counselor	1	2,080	\$ 73,301	\$ 75,500	\$ 77,765	\$ 80,098	\$ 82,501
Lead Case Manager	1	2,080	\$ 72,133	\$ 74,297	\$ 76,526	\$ 78,822	\$ 81,187
Case Manager	3	6,240	\$ 82,942	\$ 85,430	\$ 87,993	\$ 90,633	\$ 93,352
Assistant Case Manager	2.5	5,200	\$ 192,851	\$ 198,637	\$ 204,596	\$ 210,734	\$ 217,056
Lead Facilitator	1	2,080	\$ 141,664	\$ 145,914	\$ 150,291	\$ 154,800	\$ 159,444
Facilitator	1	2,080	\$ 82,942	\$ 85,430	\$ 87,993	\$ 90,633	\$ 93,352
Driver	1	2,080	\$ 67,317	\$ 69,337	\$ 71,417	\$ 73,560	\$ 75,767
Employment/Education Coordinator	1	2,080	\$ 70,776	\$ 72,899	\$ 75,086	\$ 77,339	\$ 79,659
<b>Simi Valley RRC</b>							
Supervising Case Manager	1	2,080	\$ 89,906	\$ 92,603	\$ 95,381	\$ 98,242	\$ 101,189
Substance Abuse Counselor	1	2,080	\$ 76,398	\$ 78,690	\$ 81,051	\$ 83,483	\$ 85,987
Case Manager	1	2,080	\$ 65,745	\$ 67,717	\$ 69,749	\$ 71,841	\$ 73,996
Assistant Case Manager	1	2,080	\$ 59,088	\$ 60,861	\$ 62,687	\$ 64,568	\$ 66,505
<b>Total</b>	19.5	40,560	<b>\$1,459,105</b>	<b>\$1,502,878</b>	<b>\$1,547,965</b>	<b>\$1,594,406</b>	<b>\$1,642,237</b>



3. **Monthly Flat Fee:** County will reimburse Contractor a monthly flat fee of \$64,728.92 for all operating costs, administrative costs and overhead of the RRC program for July 1, 2025 – June 30, 2026.

This agreement will increase 3% annually to adjust for increases in costs. The monthly fees for the allowable extension years are as follows:

**July 1, 2026 – June 30, 2027: \$ 66,670.84**

**July 1, 2027 – June 30, 2028: \$ 68,670.92**

**July 1, 2028 – June 30, 2029: \$ 70,730.84**

**July 1, 2029 – June 30, 2030: \$ 72,852.84**

4. **Maximum Contract Dollar Amount:** The maximum cost charged to County may NOT exceed **\$2,235,852 in the first** fiscal year (July 1, 2025 – June 30, 2026).

Upon mutual consent of both parties for a contract extension, this agreement will increase 3% annually to adjust for cost of living increases. The maximum contract dollar amounts for the allowable extension years are as follows:

**July 1, 2026 – June 30, 2027: \$2,302,928**

**July 1, 2027 – June 30, 2028: \$2,372,016**

**July 1, 2028 – June 30, 2029: \$2,443,176**

**July 1, 2029 – June 30, 2030: \$2,516,471**

5. **Maximum Clients:** The Flat Rate is for service to a total maximum of 255 clients per month, inclusive of the Ventura RRC, Simi Valley RRC and Oxnard Services. In addition, the Flat Rate will cover the Embedded Office Services and In-custody Reach-in Services as outlined. The breakdown of services to be delivered under this contract are as follows:

- Ventura RRC: 160 clients
- Simi Valley RRC: 65 clients
- Group Services: Up to 2 groups weekly with a capacity for 30 total clients.
- Embedded Office Services: In addition to the group services, RRC staff will be embedded with probation for the following days:
  - Oxnard (Pacific Building): 2 days for 4 hours per day
  - Oxnard (Williams Building): 1 day for 4 hours per day
  - Ventura (County Square Building): 2 days for 4 hours per day
- In-custody Orientations: Orientations offered 1-2 times per week

These rates based upon Budget submitted by Contractor. Service frequencies, locations, and specifications may be adjusted with mutual consent of both parties.

6. **Payment Schedule:** The following timelines are for billing and invoicing:  
*Ten (10) Days:* Contractor must bill County after the end of each month.  
*Ten (10) Days:* Contractor must bill County, following termination of contract, by end of term or any other reason.  
*Thirty (30) Days:* Contractor will be paid after receipt by County of Contractor's monthly invoice.

County is not required to pay any invoices that are not submitted within the deadlines above. If services provided by Contractor are less than under the terms and conditions of this contract, County may elect to terminate this contract or the compensation to Contractor may be proportionately reduced to reflect the actual services provided, in the sole discretion of County.

If for any reason funds will not be available to finance this position or contract, County will notify Contractor within 72 hours of discovery.

## VI. **BOOKS AND RECORDS**

**Maintenance and Security of Documents & Records:** Contractor must maintain adequate fiscal and project books, records, documents, and other evidence related to Contractor's work on the project in accordance with generally accepted accounting principles. Contractor must maintain adequate supporting documentation so as to permit tracing transactions from the supporting documentation to the financial reports and billings. All records, books, and documents pertaining to this contract ("Confidential Data") must be considered, labeled, and treated as confidential. Contractor must use due diligence to limit access of Confidential Information to only people who have a need to know in order to do their jobs under this contract. Contractor may not disclose, publish, nor allow access to Confidential Data without prior written consent of VCPA Director, except where required by law. If Contractor is required by law or court order to disclose or release Confidential Data, Contractor must give VCPA Director (or in absence any available Chief Deputy) written or e-mail notice within 72 hours of discovery of demand or request, not including weekends, prior to release or disclosure and will provide name and contact information of the entity requesting or demanding Confidential Information.

**Duration of Record Retention:** Contractor must maintain all records for a minimum of three (3) years after the date of completion of this contract, or as specified by a relevant grant originator, or by law, or until the final audit, whichever is later.

**Auditing and Access to Documents:** Contractor must make all records and documents available to County, Ventura County Auditor and any relevant State, Federal or grant funding entities for inspection, monitoring and auditing purposes. Contractor must give at least 72 hours prior notice to VCPA if any entity requests inspection, monitoring, or audit.

**Audit Support:** In the case that County is audited regarding this contract, Contractor must provide suitable facilities for access, monitoring, inspection, and copying of all records regarding this contract. Contractor must cooperate with County to obtain other supporting documents and information (including electronic) as required.

**Status of Data and Work Product:** Any data, information, research, summary, and work product developed by Contractor under this agreement is considered "work for hire" and is the sole property of County. Contractor may not publish, release, or otherwise use said "work for hire" without the prior written permission of VCPA Director, except as required by law. Contractor may not make reference to this County agreement, or use the likeness of VCPA officers and employees, on websites, advertising, or other uses without prior written permission from the VCPA Director.

## **VII. TERM**

**Beginning Date:** July 1, 2025

**Ending Date:** June 30, 2026

**Extensions:** This contract may be extended for up to four (4) additional one-year periods, upon written mutual consent of the parties.