

GraceToChange, LLC

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1216 N. Central Expressway Suite 104
McKinney TX. 75070
972-542-2900
Fax: 972-542-2007
Email: shannon@GracetoChange.com

Grace to Change

Date: 8/7/2012

Proposal Cover Sheet

Provider Name: GraceToChange, LLC

Address: 1216 N. Central Expressway Suite 104
McKinney, TX 75070

Phone: 972-542-2900

Email: whiteshan1@aol.com

Fax: 972-542-2007

Grace to Change Resources:

*Shannon White, L.C.D.C. - Managing Director
Sara Black, L.C.D.C., L.P.C. Intern
Donna Vancill, Administrative Assistant*

"Caring Professionals of Grace to Change"





2416 N. Central Expressway Suite 104
McKinney TX. 75070
972-542-2900
Fax: 972-542-2007
Email: shannon@GracetoChange.com

Grace to Change

Date: 8/7/2012

To Whom It May Concern,

GraceToChange, LLC is honored to submit Bid **06273-12** for outpatient substance abuse treatment for the Collin County Drug Courts.

Please feel free to contact me if you need any further information.

Regards,

Shannon White, L.C.D.C.
Managing Director, Grace to Change
McKinney, Texas

Grace to Change Resources:

Shannon White, L.C.D.C. - Managing Director
Sara Black, L.C.D.C., L.P.C. Intern
Donna Vancill, Administrative Assistant

"Caring Professionals of Grace to Change"



4.0 EVALUATION

4.1 EVALUATION CRITERIA:

The award of the contract shall be made to the responsible offeror(s) whose proposal is determined to be best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth.

The evaluation criteria will be grouped into percentage factors as follows:

CRITERIA	VALUE
Provider Capability	25
Treatment Services	35
Other programmatic and reporting requirements	15
Cost	25

5.0 SPECIAL CONDITIONS AND SPECIFICATIONS

5.1 **AUTHORIZATION:** Sealed proposals will be received for **OUTPATIENT SUBSTANCE ABUSE TREATMENT SERVICES FOR PARTICIPANTS IN THE 366TH DISTRICT COURT DWI/DRUG COURT PROGRAM, THE COLLIN COUNTY COURT AT LAW NO. 5 DWI/DRUG COURT PROGRAM, AND THE COLLIN COUNTY COURT AT LAW NO. 1 DRUG COURT PROGRAM.**

5.2 **BACKGROUND AND OBJECTIVE:** H.B. 530, effective June 15, 2007, mandates that Collin County must establish and maintain a drug court program and that if such program is established, the program must include treatment for DWI offenders.

5.3 **PURPOSE:** The purpose of this program is to provide outpatient substance abuse treatment to approximately 50 people annually participating in the 366th District Court DWI/Drug Court Program, approximately 35-40 people participating in the County Court at Law No. 5 DWI/Drug Court Program and approximately 15-20 people participating in the County Court at Law No. 1 Drug Court Program. Participants (also referred to as patients) are non-violent offenders who suffer from addiction to drugs, including alcohol. All patients will be evaluated by an independent, certified addiction counselor prior to being referred for outpatient treatment. Vendors must be Texas State-certified, community-based.

5.4 **OPTION TO AWARD MULTIPLE CONTRACTS:** Collin County may award one or more contracts under this RFP. Applicants may apply to provide one or more eligible levels of care, for one or more patients per year.

5.5 **TERM OF CONTRACT:** The contract shall be for one (1) year commencing on award date and continuing through September 30, 2013. Contract may be renewed for three (3) additional one year option periods at the same terms, conditions, and pricing at the sole discretion of Collin County.

5.6 PRICE REDUCTION: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.

5.7 PRICE REDETERMINATION: A price redetermination may be considered by Collin County only at the twelve (12) month, twenty-four (24) month anniversary date of the contract. All requests for price redetermination shall be in written form and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc.. The bidder's past experience of honoring contracts at the bid price will be an important consideration in the evaluation of the lowest and best bid. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

5.8 AVAILABILITY OF FUNDS: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.

The services requested under this RFP shall be paid from a (Four-Hundred Dollar) \$400.00 per person participant fee paid by each participant in the DWI Drug Court Programs and from the court costs collected by the Collin County Clerk and District Clerk under the provisions of H.B 530.

5.9 NON-APPROPRIATION: All funds for payment by Collin County under this contract are subject to availability and approval of an appropriation for this purpose by the Commissioners Court of Collin County, Texas. In the event of non-appropriation of funds by the Commissioners Court of Collin County for the service proposed, Collin County will not award this contract.

5.10 AMENDMENT OR CANCELLATION: Regardless of the number and quality of proposals submitted, at any time prior to the final selection, Collin County may reject any proposal and/or reject all proposals and cancel this RFP, without any liability to Collin County, upon finding, in its sole discretion, that such action would be in Collin County's best interests. A single response to the RFP may be deemed a failure of competition.

5.11 BILLING AND PAYMENT REQUIREMENTS: Payment shall be in the form of reimbursement for daily charges for only those days on which the DWI Court Program approved patients actually received services. Provider shall submit monthly invoices on a form prescribed or approved by Collin County by the 5th day of each month for services rendered during the previous month.

Insurance companies of insured patients will be billed first, and only uninsured or underinsured patients shall be covered by this contract.

5.12 SUBCONTRACTING: The term "provider" as used herein means Texas state-certified treatment programs performing services under this contract, and shall also include any sub-provider retained by the provider as permitted under the terms of this contract. The provider may, with prior written permission enter into subcontracts with third parties for its performance of any part of the provider's obligations under this agreement. The provider agrees that all sub-providers shall be agents of the provider. The provider further agrees that Collin County and its agents, servants and employees shall not be liable for any loss or damage resulting from personal injury,

physical loss, harassment of or discrimination against employee, or other violations of the provisions of this contract occasioned by the acts or omissions of the provider's sub-providers, their agents or employees. The indemnification provisions of this contract shall apply to all sub-providers.

5.13 OWNERSHIP OF RESPONSES AND PUBLIC INFORMATION:

All materials submitted regarding this RFP shall become the property of Collin County. Unless specifically prohibited by state or federal law, all submitted proposals shall be available for inspection by the public after evaluations are completed and upon written request.

5.14 PROPRIETARY INFORMATION: Bidders must designate specifically those portions of their proposals, if any, which they deem to contain trade secrets or confidential or proprietary information and must provide justification as to why such materials should not be disclosed. Collin County will review promptly all confidentiality requests. If denied, the bidder will have the opportunity to withdraw its entire bid, or to remove proprietary restrictions. Collin County does not consider cost or pricing information, or a proposal itself, to be proprietary or confidential.

5.15 SPECIFICATIONS

5.15.1 The levels of residential care being solicited are those described by the American Society of Addiction Medicine (ASAM) as follows:

Level I: Outpatient treatment - An organized nonresidential treatment service or an office practice with designated addiction professionals and clinicians providing professionally directed (Alcohol or Drugs) AOD treatment. This treatment occurs in regularly scheduled sessions usually totaling fewer than (Nine) 9 contact hours per week. Examples include weekly or twice-weekly individual therapy, weekly group therapy, or a combination of the two in association with participation in self-help groups.

Level II: Intensive outpatient treatment - A planned and organized service in which addiction professionals and clinicians provide several (Alcohol or Drugs) AOD treatment service components to clients. Treatment consists of regularly scheduled sessions within a structured program, with a minimum of (Nine) 9 treatment hours per week. Examples include day or evening programs in which patients attend a full spectrum of treatment programming but live at home or in special residences.

5.15.2 QUANTITIES:

Outpatient treatment services for approximately (One-Hundred) 100 patients annually are being solicited. Collin County may award one or more contracts under this RFP. Applicants may apply to provide one or more eligible levels of care, for one or more patients per year.

Providers shall complete Attachment A – Cost Form. For each level of care being proposed, the provider should indicate: approximate number of patients to be served annually according to gender, cost per session, and total cost.

5.15.3 REGULATORY REQUIREMENTS AND QUALITY ASSURANCE:

The selected provider(s) must be certified by the Texas Department of State Health Services.

Applicant organization must be authorized to do business in the State of Texas.

The provider must comply with all relevant federal, state and local laws and regulations.

The provider must utilize evidence-based treatment interventions.

5.15.4 PROVIDER QUALIFICATIONS:

In order to be considered for award of this contract, the applicant shall:

Have adequate financial resources.

Have a satisfactory record of past performance.

Have the productive capacity to perform.

Have successfully performed similar services within the past year.

6.0 PROPOSAL FORMAT

6.1 The proposal shall, at a minimum, include a Table of Contents detailing sections and corresponding page numbers, and shall be printed on letter-size (8-1/2"x 11") paper and if submitting manually, assembled with spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.

6.1.1 If submitting a hard copy proposal, the Offeror shall submit one (1) original and five (5) copies of the complete proposal including attachments and appendices.

6.1.2 Proposal at a minimum should include a Table of Contents detailing sections and corresponding page numbers

6.1.3 Offeror(s) shall also complete and submit the following forms with the proposal. Offeror(s) will not be considered if any of the below listed are not completed and included in the proposal.

- Proposal Cover Sheet, showing Provider Name, address, contact person, contact e-mail and contact phone number.
- Cost Form (Attachment A)
- Appendix A (see item 6.2.15)

6.1.4 Proposals must completely address all items listed in sections 6.2.1 through 6.2.15 below by restating the number and text of the requirement, in sequence, and writing immediately after the requirement statement the applicant's response and/or understanding of the requirement and agreement to comply with requirement.

6.1.5 Section 6.2 responses, not including 6.2.15 Appendix A, may not exceed 20 pages. Responses to 6.2 items should be provided in a continuous fashion; responses to more than one item may be included on a single page.

Bidders must include requested documents in Appendix A (See item 6.2.15)

6.2 PROPOSAL REQUIREMENTS:

The proposal shall include:

- 6.2.1 Briefly describe the history, mission and vision of the provider organization. Include the date the program first received Texas Department of State Health Services (DSHS) addiction program certification. Describe any lapses in state certification from initial certification date to the present. Describe any findings and corrective actions for most recent DSHS certification site survey.

GraceToChange, LLC received its licensure with the Texas Department of State Health Services (DSHS) May 22, 2012, embarking upon a mission of providing people who are seeking recovery from a dependence on alcohol or drugs with the tools and hope they need to live a life free from addiction. GraceToChange, LLC aids individuals in developing changed behaviors, attitudes, thoughts, and feelings to promote hope for the possibility of a healthier lifestyle. There have been no lapses in the state certification of GraceToChange, LLC from initial certification to the present. DSHS has not made a site survey since the one they conducted prior to certification of the facility.

- 6.2.2 Briefly describe the treatment facility; the number of patients currently treated daily and annually; nature of patient populations treated in terms of ages, gender, drugs of abuse, other characteristics; primary referral sources; and dollar amount and payer for all current contracts or per diem rates established with governments, insurers and other payers. List the full per diem fee amount approved by DSHS and the date approved, if applicable. List the full fee amount charged to private payers. Describe the program's staffing pattern and certification levels and/or licenses held by each staff member. Include an organizational chart in Appendix A (see item 6.2.15).

GraceToChange, LLC is located at 1216 N Central Expy, Ste 104 in McKinney, TX. The facility occupies 2600 square feet of space in a professional office building located conveniently off North Central Expressway (US-75), providing easy access to and from all areas of Collin County. The atmosphere at GraceToChange, LLC is warm and inviting, from the hardwood floors in the living-room-styled reception area to the beautiful decorative accents in the 1000 square foot group counseling area and in the counselors' individual office spaces.

GraceToChange, LLC strives to provide the highest quality care, while ensuring that our services are reasonably and affordably priced. We are currently accepting private pay clients only, at a price of \$100 per unit of group counseling (for the highest level of outpatient care – 18 units). Supportive Outpatient is 12 units at a cost of \$50 per session.

GraceToChange, LLC currently serves 15 daily clients, who are in the active phase of their treatment, as well as 35 aftercare clients. We serve adult men and women (ages 18 and up), primarily those referred by the court system. Approximately 30% of our clients are dependent on alcohol, 30% on marijuana, 25% are poly-substance dependent, with the remaining 15% dependent on other drugs such as cocaine, methamphetamines, or sedatives.

Shannon White, LCDC, is the Managing Director of GraceToChange, LLC. She is a fully licensed chemical dependency counselor with over three and a half years of

experience in the field, providing outpatient group and individual chemical dependency counseling. Ms. White is on the treatment team for three drug courts in Collin County. Sara Black, LCDC, LPC Intern, also provides group and individual counseling services at GraceToChange, LLC. Ms. Black has been working in the field of chemical dependency since March 2011. Administrative services at GraceToChange, LLC are provided by Donna Vancill.

- 6.2.3 Describe the program's history of treating people referred by the criminal justice system including the approximate number of months/years program has treated criminal justice patients, approximately number of criminal justice patients treated over time, nature of addiction and other problems presented by criminal justice clients, and evidence-based treatments used at the program. Briefly describe any services specifically used to address criminality and associated behaviors. List the names of criminal justice agencies/programs that refer patients to your program.

GraceToChange, LLC began treating people referred by the criminal justice system immediately upon licensure by the state in May 2012. Approximately 85% of our clients are court/probation referrals. Due to Ms. White's active role in the DWI and drug court programs of Collin County, GraceToChange, LLC has a strong working relationship with the court system and the Collin County probation department. She has been to training in Denver and Austin with two of the drug court teams.

Criminal justice clients present with a unique pattern of problems, requiring specific intervention strategies designed to address the numerous issues associated with addiction and involvement in the legal system. Research has indicated overwhelmingly that Solution-Focused Brief Therapy techniques (SFBT), along with Cognitive Behavioral Therapy (CBT), are highly effective modes of treatment for this population. GraceToChange, LLC implements a number of counseling strategies throughout treatment, beginning with SFBT, CBT and education about addiction and criminality, and moving toward more in-depth Client-Centered counseling as treatment progresses.

- 6.2.4 Identify the person(s)/departments and contact information for staff responsible for receiving referrals. Specify the times and days of the week when referrals will be accepted, and the times and days of the week when patient admissions may occur. List the eligibility criteria for patients admitted into your program.

Clients referred by the court may contact either Shannon White, LCDC or Sara Black, LCDC, LPC Intern to arrange for admission by calling 972-542-2900. Our offices are open five days a week, Monday, Tuesday and Thursday 12:00 pm – 8:30 pm, and Wednesday and Friday 10:00 am to 5:00 pm. A client may complete the admission process on any business day. ASAM criteria are used to determine eligibility, providing a structure that focuses on the client's assessed needs. Overall, the placement criteria are intended to enhance the efficient use of

resources, increase client retention in treatment, prevent dropout and relapse, and thus improve treatment outcomes. The preferred level of care is the least restrictive level that meets treatment objectives, while providing for the client's needs.

- 6.2.5 Indicate provider's agreement to establish intake appointments within 10 working days of the referral. Briefly describe the intake process. Indicate provider's agreement to admit patients on the same day as intake appointments. Describe any transportation services offered by provider.

Intake appointments are scheduled on the date of referral, or as soon as the client is ready to begin treatment. The intake process involves completing intake paperwork, including consent forms and a screening instrument, and completing a bio-psycho-social interview with a counselor, after which the counselor will make a recommendation regarding the appropriate level of care and conduct an orientation. GraceToChange, LLC does not provide transportation services to its clients.

- 6.2.6 Briefly describe assessment and treatment planning procedures. List the standardized and non-standardized assessment and treatment planning instruments used by the program. Include copies of non-standardized assessment and treatment planning instruments in Appendix A (see item 6.2.15). Do *not* include copies of standardized instruments such as ASI, TAP, ASAM PPC, etc.

Assessment and treatment planning at GraceToChange, LLC are ongoing processes, with initial treatment goals established during the intake interview and revised as treatment progresses. The counselors work individually with each client, basing treatment goals on results of the Simple Screening Instrument completed during the intake process and pertinent information obtained during the bio-psycho-social interview. Each client shares the common goals of refraining from the misuse/abuse of alcohol or drugs, and in the case of criminal justice clients, complying with probation requirements. Further details of the treatment plan are dependent on information discussed during individual counseling appointments.

- 6.2.7 Provide substance abuse education; individual and group counseling; relapse prevention; family/collateral interventions; and other treatment services. Briefly describe all services that will be offered to clients referred under this RFP, including any on-site medication services and mental health treatment. Identify all evidence-based treatments or interventions used. Provide a weekly schedule of services in Appendix A (see item 6.2.15).

The group counseling sessions at GraceToChange, LLC address a number of different topics related to chemical dependency. Each Monday is dedicated to education and discussion about recovery protection, or preventing relapses – formulating a trigger inventory, identifying strategies for coping with triggers, the dangers of HALT (becoming too hungry, angry, lonely, or tired), how to ask friends and family members for help in staying sober, what the process of relapse looks like, and what to do in case of a relapse. On Tuesday nights we address additional issues related

to chemical dependency – denial, grieving the loss of alcohol and drugs, ways to have fun while sober, self-esteem and addiction, how alcohol and drugs affect the brain, and the symptoms of post-acute withdrawal syndrome. Thursday night groups are dedicated to family issues, and each client is invited to bring a member of their support group with them on Thursdays. We discuss Family Systems Theory, family roles and codependency, healthy communication techniques, anger management, common cognitive distortions, and forgiveness. The counselors at GraceToChange, LLC use a multi-modal approach to group counseling, including psycho-education, SFBT, CBT and motivational interviewing. A process component is included in each group, as well. Individual counseling sessions are used to tailor each client’s recovery program to more specifically meet their needs. We use an eclectic counseling style during individual counseling, including facets of SFBT, Individual, Client-Centered, REBT, CBT, Motivational Interviewing, and Reality Therapy, as well as education. GraceToChange, LLC does not provide on-site medication services.

- 6.2.8 Indicate provider’s agreement to accept patients who are receiving medication-assisted treatment, including but not limited to antabuse and naltrexone.

GraceToChange, LLC recognizes and supports the need for medication-assisted treatment in many cases, and we agree to accept clients receiving such treatment. Our counselors work with each client to help ensure that the client has received adequate education about their medications and is able to effectively communicate with the prescribing physician regarding medical issues.

- 6.2.9 Indicate provider’s agreement to accept patients who have co-occurring mental health disorders and are stable and receiving mental health treatment and medication.

GraceToChange, LLC recognizes and supports the need for mental health treatment in many cases, and we agree to accept clients who have co-occurring mental health disorders, provided they are stable and receiving mental health treatment and/or medication. Our counselors actively coordinate with other behavioral healthcare providers to ensure each client’s needs are being met.

- 6.2.10 Provide random drug testing. List the panel of illicit drugs for which testing is done, and describe the method and frequency of testing. Costs for drug testing must be included in the daily treatment rate proposed by the applicant.

GraceToChange, LLC provides random drug testing, the cost of which is included in the cost of treatment. Drug tests are UAs screening for Amphetamines, Methamphetamines, Morphine, Marijuana, Cocaine, PCP, Benzodiazepines, Barbiturates, Methadone, MDMA, Oxycodone, Opiates, and Tricyclics. The

frequency of testing varies, based upon what the counselors at GraceToChange, LLC and the referring agency deem appropriate.

- 6.2.11 Indicate provider's agreement to provide weekly progress reports on each patient to the DWI Court Program and to have a counselor attend court sessions to discuss the progress of patients seen by the provider. In addition, indicate providers agreement to provide financial data to Collin County as requested.

Due to Ms. White's active role within the Collin County DWI and drug courts, GraceToChange, LLC is in a position to provide the courts with up-to-date progress reports on each client at least once a week. Ms. White attends court sessions each week to discuss the progress of patients and maintains an open line of communication with probation officers and other court personnel. Financial data is available to the courts upon request.

- 6.2.12 Provide individualized discharge planning for patients. Briefly describe discharge planning procedures. Describe aftercare services including types of aftercare services, location of services, frequency of contacts with program graduates, and the existence of patient alumni groups. List all memorandums of understandings and/or other linkages with medical, mental health, housing, employment, and other ancillary support service providers in the Dallas-Ft. Worth area to which patients may be referred upon discharge.

Once a client completes a program of treatment at GraceToChange, LLC, his or her counselor meets individually with the client to review their Discharge Plan. Treatment goals set during treatment are reviewed, as well as the client's relapse prevention plan. We always recommend that clients take advantage of the Aftercare Services at GraceToChange, LLC, which are available for one year following discharge from treatment. As part of our aftercare program, each client may come back to group once per week, with individual counseling appointments available as needed. To help ensure that clients have the resources necessary to maintain their sobriety and overall health, the counselor may provide additional referrals including, but not limited to, educational or vocational support, a 12-step group, other support group, therapist, doctor, or hospital. GraceToChange, LLC does not have any memorandums of understanding with any agencies.

To permit evaluation of the long-term efficacy of chemical dependency treatment at GraceToChange, LLC our clients are asked to agree to long-term follow-up that extends 60 – 90 days beyond the active phase of treatment. Information collected during the follow up contact is used to help GraceToChange, LLC ensure appropriate client placement, adequacy of services provided and length of stay. Should the results of the follow-up contact indicate that the client could benefit from additional treatment, that is explained to them, along with options and resources for additional treatment.

6.2.13 Indicate provider's agreement to participate in any aftercare program established by the DWI Court Program.

GraceToChange agrees to allow participants access to aftercare at the direction of the court or the counselor of record.

6.2.14 Furnish the name and contact information for at least three professional references that have purchased similar services from the applicant.

Judge Ray Wheless
366th District Court
2100 Bloomdale Rd Suite 30146
Mckinney, Tx 75071
972-548-4570

Judge Corinne Mason
1800 N. Graves St. Suite 135
Mckinney, TX 75069
972-548-3860

Judge Danny Wilson
1800 N. Graves Suite 130
Mckinney, Tx 75069
972-548-3850

6.2.15 Supply the following documents in Appendix A:

- Copies of Texas DSHS program certifications for proposed levels of care and other relevant program accreditations and licenses.
- Organizational Chart
- Weekly treatment services schedule
- List of Board members (names and affiliations)
- Most recent independent financial audit, if applicable, or most recent financial statement.
- Non-standardized assessment and treatment planning instruments, if applicable.

ATTACHMENT A - COST FORM

FOR SERVICES BEING PROPOSED BY APPLICANT: Indicate the level(s) of care, patients to be treated during the contract period, cost per counseling session, and total cost. This form is required and offeror(s) will not be considered if this form is not completed and included in the proposal.

ASAM Level of Care	Name of Program (as described in 6.2.7)	Average Number of Sessions	Maximum number of counseling sessions	Approximate number of patients to be served annually	Cost per session	Total cost
Level I	Supportive Outpatient	12	12	100	\$ 45.00	\$ 540.00
Level II	Intensive Outpatient	18	18	100	\$ 65.00	\$ 1,170.00
Total						\$ 1,710.00

Appendix A



**TEXAS DEPARTMENT OF STATE HEALTH SERVICES
REGULATORY LICENSING UNIT**

Substance Abuse Treatment Facility

This is to certify that

GRACETOCHANGE LLC
1216 North Central Expressway Suite 104
MCKINNEY, TX 75070

is licensed as a substance abuse treatment facility under the provision of the Health and Safety Code, Chapter 464,
and the 25 Texas Administrative Code, Chapter 448 Substance Abuse Standards of Care Rules.

Residential Beds: 0 Outpatient Slots: 34

Service Setting
Outpatient

Gender
Female & Male

Age Group
Adults

3531 - 3532

License Number:

05/21/2014

Expiration Date:

05/22/2012

Original Licensure Date

05/22/2012

Effective Date of Licensure

Non-Transferable

5084

15



Texas Department of State Health Services

DOES HEREBY CERTIFY THAT

Shannon White

meets the qualifications established in Texas Occupations Code, Chapter 504, to practice the profession of chemical dependency counseling and is authorized to employ the title

Licensed Chemical Dependency Counselor

in the State of Texas, so long as this certificate is not revoked or suspended and is renewed according to applicable law and rules.



Texas Department of State Health Services

certifies that the person identified below is a

Licensed Chemical Dependency Counselor
Shannon White

License Number 11384
Effective 03/04/2009
INVALID WITHOUT CURRENT
RENEWAL CARD

License Number 11384
Control Number 13356

Expires 6/30/2013

Shannon White

Cardholder Signature

David L. Lahey

Commissioner

David L. Lahey

David L. Lahey, M.D. Commissioner of Health



**Texas State Board of Examiners
of Professional Counselors**

DOES HEREBY CERTIFY THAT

Sara E. Black, M.S.

meets the qualifications established in Texas Occupations Code, Chapter 503 to practice the profession of counseling under supervision and is authorized to employ the title

Licensed Professional Counselor Intern

in the State of Texas, so long as this certificate is not revoked or suspended.



**Texas State Board of Examiners
of Professional Counselors**

certifies that the person identified below is a

Licensed Professional Counselor Intern

Sara E. Black, M.S.

License Number 68080

Effective 07/19/2011

License Number 68080

Control Number 260159

Expires 7/18/2016

Sara E. Black, M.S.
Cardholder Signature

Glynda Corley, M.A. M.Ed.
Presiding Officer

Glynda Corley, M.A. M.Ed.
Glynda Corley, Presiding Officer

INVALID WITHOUT CURRENT
RENEWAL CARD



Texas Department of State Health Services

DOES HEREBY CERTIFY THAT

Sara E. Black

meets the qualifications established in Texas Occupations Code, Chapter 504, to practice the profession of chemical dependency counseling and is authorized to employ the title

Licensed Chemical Dependency Counselor

in the State of Texas, so long as this certificate is not revoked or suspended and is renewed according to applicable law and rules.



Texas Department of State Health Services

certifies that the person identified below is a

Licensed Chemical Dependency Counselor

Sara E. Black

David L. Lahey

License Number 11507
Effective 03/14/2011
INVALID WITHOUT CURRENT
RENEWAL CARD

License Number 11507
Control Number 14236

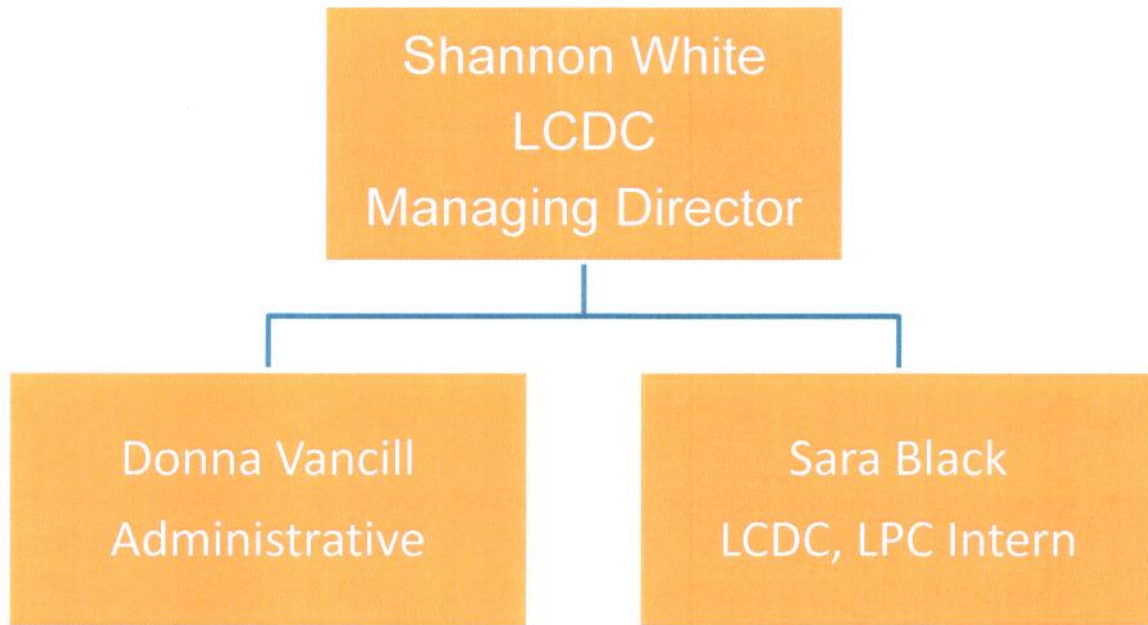
Expires 9/30/2013

Sara E. Black
Cardholder Signature

David L. Lahey
Commissioner

David L. Lahey, M.D. Commissioner of Health

GraceToChange, LLC Organizational Structure



GraceToChange Curriculum

	Monday	Tuesday	Wednesday	Thurs	Friday
Week 1	Recovery Protection Trigger Inventory	Denial		Family Systems Theory	
Week 2	Recovery Protection Lucky 13!	Grieving Your DOC		Family Roles And Co-Dependency	
Week 3	Recovery Protection HALT	50 Ways To Leave Your Lover		Communication	
Week 4	Recovery Protection SOS	Self-Esteem		Anger Management	
Week 5	Recovery Protection The Process Of Relapse	This Is Your Brain On Drugs!		Cognitive Distortions	
Week 6	Recovery Protection Facing Yourself After a Relapse	PAWS		Forgiveness	



Certificate of Insurance

OCCURENCE POLICY FORM

Producer Branch Prefix Policy Number Policy Period
018098 970 HPG 0583692208 from 04/06/12 to 04/06/13 at 12:01 AM Standard Time

Named Insured and Address:

Grace to Change, LLC
1216 N Central Expy Ste 104
Mckinney, TX 75070-3314

Program Administered by:

Healthcare Providers Service Organization
159 E. County Line Road
Hatboro, PA 19040-1218
1-888-288-3534
www.hpsso.com

Medical Specialty:

Alcohol/Drug Counselor Firm

Code:

80723

Insurance is provided by:

American Casualty Company of Reading, Pennsylvania
333 S. Wabash Avenue, Chicago, IL 60604

Excludes Cosmetic Procedures

Professional Liability \$1,000,000 each claim \$ 5,000,000 aggregate

Your professional liability limits shown above include the following:

- * Good Samaritan Liability * Malplacement Liability * Personal Injury Liability
* Sexual Misconduct Included in the PL limit shown above subject to \$ 25,000 aggregate sublimit

Coverage Extensions

Table with 4 columns: Coverage Extension, Amount, Unit, and Aggregate Limit. Includes License Protection, Defendant Expense Benefit, Deposition Representation, Medical Payments, First Aid, Damage to Property of Others, and Information Privacy (HIPAA) Fines and Penalties.

General Liability

General Liability \$1,000,000 each claim / \$5,000,000 aggregate
Fire & Water Legal Liability Included in the GL limit shown above subject to \$250,000 aggregate sublimit

Total: \$ 883.00

Base Premium \$883.00

Policy Forms & Endorsements(Please see attached list for a general description of many common policy forms and endorsements.)

Table listing various policy forms and endorsement codes such as G-121500-D, G-121501-C, G-53752-C42, etc.

Handwritten signature of Thomas F. Motamed

Chairman of the Board

Handwritten signature of Secretary

Secretary

Keep this document in a safe place. It and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. In order to activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance.

Master Policy # 188711433

G-141241-B (03/2010)

Coverage Change Date:

Endorsement Change Date:

POLICY FORMS & ENDORSEMENTS

The list below contains general descriptions of the policy forms and endorsements that may or may not apply to your professional liability insurance policy. **Please refer to your Certificate of Insurance for the policy forms & endorsements specific to your state and your policy period.** Coverages, rates and limits may differ or may not be available in all states. All products and services are subject to change without notice.

Think Green –expanded definitions and copies of these policy forms and endorsements are available online at www.hpsso.com/policyforms

COMMON POLICY FORMS & ENDORSEMENTS

<u>FORM #</u>	<u>DESCRIPTION</u>
G-121500-D	Common Policy Conditions
G-121501-C	Occurrence Policy Form
G-53752-C42	Texas Policy Holder Notice
G-145184-A	Policyholder Notice - OFAC Compliance Notice
G-147292-A	Policyholder Notice - Silica, Mold & Asbestos Disclosure
GSL15563	Information Privacy Coverage Endorsement HIPAA Fines, Penalties & Notification Costs
GSL15564	Sexual Misconduct Sublimits of Liability Professional Liability & Sexual Misconduct Exclusion
GSL17101	Exclusion of Specified Activities Reuse of Parenteral Devices and Supplies
GSL13424	Services to Animals
GSL13425	Business Owner Coverage Extension Endorsement
G-123846-C42	Texas Cancellation and Non-Renewal
GSL3886	Coverage & Cap on Losses from Certified Acts Terrorism
GSL3908	Notice - Offer of Terrorism Coverage & Disclosure of Premium
GSL19904	Exclusion of Cosmetic Procedures

OPTIONAL ENDORSEMENTS

<u>FORM #</u>	<u>DESCRIPTION</u>
G-121504-C	General Liability Form

PLEASE REFER TO YOUR CERTIFICATE OF INSURANCE FOR THE POLICY FORMS & ENDORSEMENTS SPECIFIC TO YOUR STATE AND YOUR POLICY PERIOD.

- For NJ residents: The PLIGA surcharge shown on the Certificate of Insurance is the NJ Property & Liability Insurance Guaranty Association.
- For KY residents: The surcharge shown on the Certificate of Insurance is the KY Firefighters and Law Enforcement Foundation Program Fund and the Local Tax is the KY Local Government Premium Tax.
- For WV residents: The surcharge shown on the Certificate of Insurance is the WV Premium Surcharge.
- For FL residents: The FIGA Assessment shown on the Certificate of Insurance is the FL Insurance Guaranty Association.

Form#: G-141241-B (03/2010)
Master Policy#: 188711433

Named Insured: Grace to Change, LLC
Policy#: 0583692208

**SIGNATURE FORM
COLLIN COUNTY, TEXAS**

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER. **3**

- WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.
- WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

Not Applicable

COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas? Yes No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located: **tx**

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage: Yes No

if "yes", what is that dollar increment or percentage?

Company Profile: IS YOUR FIRM?

- Sole Proprietorship Yes No
- General Partnership Yes No
- Limited Partnership Yes No
- Corporation Yes No
- Other LLC Yes No

List Legal Names in
Company:

GraceToChange, LLC

List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.

**Judge Ray Wheless
366th District Court
2100 Bloomdale Rd Suite 30146
Mckinney, TX 75071
972-548-4570**

**Judge Corinne Mason
1800 N. Graves St. Suite 135
Mckinney, Tx 75069
972-548-3860**

**Judge Danny Wilson
1800 N. Graves Suite 130
Mckinney, TX 75069
972-548-3850**

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? Yes No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror's failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED "BIDDER/OFFEROR" IS THE DULY

AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	GraceToChange, LLC
Street Address of Principal Place of Business	1216 N. Central Expwy Suite 104
City, State, Zip	Mckinney, Tx 75070
Phone of Principal Place of Business	972-542-2900
Fax of Principal Place of Business	972-542-2007
E-mail Address of Representative	whiteshan1@aol.com
Federal Identification Number	45-4384408
Date	8/7/2012
Acknowledgement of Addenda	#1 <input checked="" type="checkbox"/> #2 <input checked="" type="checkbox"/> #3 <input checked="" type="checkbox"/> #4 <input checked="" type="checkbox"/> #5 <input checked="" type="checkbox"/> #6 <input checked="" type="checkbox"/>
Authorized Representative Name	Shannon White
Authorized Representative Title	Managing Director
Signature (Required for paper bid submission)	Shannon White