

Reference Number	<u>IMPORTANT INFORMATION:</u> Requirements that require a detailed response shall be submitted as attachment with titled "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document. Acknowledgement of response on this sheet is required and reference of location of response shall be referenced in the comment section of this document. Any responses that are answered as a yes mean that the Vendor, its staff, facility and any approved sub-contractors will fully comply with all sections outlined below without a request for modification or concession. If a modification or concession is being requested, enter No in the space provided. These shall be listed on the proposal as "exceptions" with further explanation. Refer to Section 7.0 of the specifications for more details on Exceptions.	<u>Yes</u> Vendor agrees to comply	<u>No</u> Vendor does not agree to comply	<u>Written Response:</u> Include additional comments below. If you need additional space please include with your submittal attachment titled "Detailed Response to Requirements" and note accordingly below.
5.14	SEE ATTACHMENT A " SAMPLE SERVICES OPERATIONS AGREEMENT"			
5.14.1	Vendor shall agree to the entirety of Attachment A "Sample Services Operations Agreement" including Exhibits A-D. Any exceptions to the agreement shall be listed in section 7.0			
5.15	REQUIREMENTS / QUALIFICATIONS FOR ALL TREATMENT PROVIDERS			
5.15.1	All Vendors shall adhere to and abide by any impositions, terms and/or conditions of probation and to any policies, standards or practices imposed by the Collin County Supervision and Corrections Department.			
5.15.2	Treatment Vendors shall have the appropriate facility and program to provide services.			
5.15.3	Vendors shall comply with the Association for the Treatment of Sexual Abusers, Ethical Standard and Principles for the Management of Sexual Abusers.			
5.15.4	Treatment Vendors shall have bilingual counselors on staff that are licensed to provide sex offender counseling to meet the needs of Spanish speaking offenders referred to the program, or have the capability to recommend said clients to a qualified vendor, subject to the approval of the Department.			
5.15.5	Sex offender assessment, evaluation, treatment and behavioral monitoring shall be non-discriminatory and humane, and bound by the rules of ethics and law			
5.15.6	Individual and agencies carrying out the assessment, evaluation, treatment and behavioral monitoring of sex offenders should not discriminate based on race, religion, gender, sexual orientation, disability or socioeconomic status			
5.15.7	At a minimum, any treatment, educational classes/groups, assessment, evaluations and/or any services provided under this contract shall abide by and adhere to the standards, principles and practices as outlined in the Association for the Treatment of Sexual Abusers, Ethical Standards and Principles for the Management of Sexual Abusers.			
5.15.8	Treatment Vendors shall follow all guidelines, rules and regulations outlined by the Council of Sex Offender Treatment, as well as guidelines provided by their licensing agency.			
5.15.9	Treatment Vendors shall actively involve supervision officers in the management of probationer through both written and verbal communication regarding probationers' participation in treatment services.			
5.16	SCOPE OF SERVICES			
	ASSESSMENT			
5.16.1	Vendor shall provide services to assist offenders to change their behavior and become productive, contributing members of society by leading a life free of crime. Vendor shall submit a proposal that includes the development of an individualized treatment plan and specific criteria for successful completion that addresses the needs of the individual served.			
5.16.2	Vendors for these services shall follow the included sex offender			
5.16.3	Assessment shall be completed prior to the initiation of treatment in order to provide information necessary to develop an individualized treatment plan. If an assessment cannot be completed prior to the initiation of treatment despite the good-faith effort of the provider, treatment can begin as long as an assessment and treatment plan is completed within sixty (60) days.			
5.16.4	As outlined by the Council of Sex Offender Treatment, comprehensive assessment of probationers shall include, but not be limited to: intellectual functioning, mental status, medical history, self-destructive behaviors, psycho-pathology and personality characteristics, family history, history of victimization, education and occupations history, criminal history, history of violence and aggression, interpersonal relationships, cognitive distortions, social competence, impulse control, substance abuse, denial, sexual behavior, and sexually deviant behavior. Assessments shall outline probationer's strengths as well as their weaknesses.			

5.16.5	Assessment shall include a clinical interview by a Registered Sex Offender Treatment provider or someone under the direct supervision as outlined by the Council of Sex Offender Treatment in the supervision requirement for Affiliate Sex Offender Treatment Providers.			
5.16.6	Assessment shall include the use of the all-necessary testing materials (i.e., MSI, MMPI-2, MCMI-III, etc.) in order to provide a comprehensive assessment. Use of assessment instruments such as polygraph, plethysmograph or Abel in lieu of the Plethysmograph. Testing shall be initially completed at the earliest possible time in order to provide baseline data of the offender.			
5.16.7	When outside vendors are used to provide additional assessment (i.e., polygraph), the contracted treatment provider shall ensure that such vendors have adequate training and experience in sex offender polygraph examination as outlined by the Joint Polygraph Committee on Offender Testing			
5.16.8	Subsequent assessment shall be completed during the course of treatment in order to help document progress in treatment			
5.16.9	Current research suggests that cognitive-behavioral approaches that utilize group treatment may be the most effective, treatment providers are expected to utilize this type of treatment until research demonstrates the efficient of other forms of treatment. However, other forms of treatment may be used as adjunct to the group format.			
5.16.10	Treatment programs shall at a minimum require weekly attendance at group meetings. Groups shall not exceed 12 members for regular groups and 8 members for special needs groups. Staff to client ratio shall be small enough to ensure adequate treatment of clients.			
5.16.11	Treatment programs shall include coverage of generally accepted principles in sex offender treatment as outlined in professional journals and by the Council of Sex Offender Treatment, including, but not limited to denial, sexual arousal, cognitive distortions, life skills, victim empathy, and relapse prevention. Biomedical approaches shall also be considered, when appropriate.			
5.16.12	Individuals who exhibit additional psychiatric problems (i.e., depression, substance abuse, etc.) treatment programs shall ensure that such issues are being addressed via notification to the Probation Officer about needs for additional treatment. If such, treatment is to be provided by the sex offender treatment provider. Treatment shall be justified in the individual treatment plan and approved in writing by the designated Department mental health professional prior to the initiation of such treatment			
5.16.13	If a transfer to another treatment program is requested or required, such transfer shall be made in accordance with the Recommended Guidelines for the Inter-Program Transfer of Sex Offenders. A copy of these guidelines may be obtained from the Department.			
	Polygraph Examination			
5.16.2	: Clinical polygraph examination may be included as a treatment component in the supervision of sex offenders. Therefore, if polygraph examination is included in the treatment plan, certain minimum guidelines shall be followed. Those guidelines shall include, but not be limited to the following:			
5.16.2.1	Polygraph examiner shall be specifically trained in clinical polygraph examination Record Retention: All records shall be the property of Department. All records (electronic or paper) pertinent to the provisions of Services shall be retained by the successful Vendor for a period of five (5) years with the following qualifications.			
5.16.2.2	Polygraph examiner shall hold a current and valid Texas Polygraph Examiners license in accordance with the Texas Polygraph Examiners Act.			
5.16.2.3	The objective of the polygraph examination shall be as a diagnosis tool.			
5.16.2.4	Polygraph examiner shall not conduct more than two separate clinical polygraph sessions, per patient, per year without the approval of the Community Supervision and Corrections Department's designated mental health professional.			
5.16.2.5	All polygraph examinations shall include the use of control questions for comparison and diagnosis purposes in forming opinions of No Deception Indicated (NDI), Deception Indicated (DI), or Inconclusive (INC).			
5.16.2.6	No more than five (5) relevant questions (those pertaining to the issue under investigation) per examination shall be asked, regardless of the examination procedure selected: single issue examinations are preferred over multi-issue examinations.			
5.16.2.7	THE FORMAT FOR A SEX OFFENDER POLYGRAPH SHALL BE:			
5.16.2.7.1	The specific issue examination for instant offense, resulting in conviction (denial of guilt to the offense(s) for which convicted);			
5.16.2.7.2	Disclosure examination to assist therapists and/or supervising officer in evaluation denial in order to enhance the effectiveness of treatment and supervision programs;			

5.16.2.7.3	Sexual history examination to inquire about sexual history, therapeutic issues, and sexual deviance prior to the time of conviction;			
5.16.2.7.4	Monitoring and maintenance examination to deal with special conditions of probation and violation(s) of the conditions of community supervision. To discover the commission of additional, yet unidentified sexual offenses, and/or to aid in reducing the probability of recidivism.			
5.16.2.7.5	The polygraph examiner shall make all polygraph tracings and other related data for each examination available to Department upon their request,			
5.16.3	PLETHYSMOGRAPH (PHALLOMETRIC ASSESSMENT)			
5.16.3.1	Plethysmograph assessment shall be used for biofeedback measure to analyze the sexual arousal patterns of sex offenders. Therefore, if this type of assessment is utilized, the Sex Offender Treatment Provider shall adhere to the following minimum standards:			
5.16.3.2	Detail information about procedure to the Offender			
5.16.3.3	Standardize instructions to the Offender			
5.16.3.4	Use audio tapes as the preferred stimulus modality.			