

# **MEMORANDUM OF UNDERSTANDING**

**Between**

\_\_\_\_\_  
(Service Provider)

**And**

**Dallas County Community Supervision & Corrections Department  
(CSCD)**

1. **PURPOSE:**

This Memorandum of Understanding (MOU) entered into by and between DALLAS COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT (CSCD) and

\_\_\_\_\_  
(Service Provider)  
for the purpose of providing ignition interlock device (IID) and/or alcohol monitoring and detection services to clients who are under the supervision of CSCD.

2. **TERM:**

- A. The initial term of this MOU will be from September 1, 2019 through August 31, 2020.
- B. Thereafter, this MOU will be automatically renewed under the same terms and conditions annually unless one or more of the parties hereto declines to renew this MOU, or the MOU is terminated sooner pursuant to the terms and conditions specified in this MOU.

3. **RELATIONSHIP OF PARTIES:**

Service Provider is an independent agency and not an agent, servant, joint enterprise or employee of the DCCSCD. Service Provider represents that it has, or will secure at its own expense, all personnel and consultants required in performing the services herein. Such personnel and consultants shall not be employees of or have any contractual relationship with DCCSCD.

4. **INCORPORATED DOCUMENTS:**

All documents below are incorporated herein by reference. Service Provider agrees to provide Services in the implementation and operation of the Program as described in the following:

- A. Attachment A, Detailed Description of Interlock Services to be provided.
- B. Attachment B, CSCD Standard Format Ignition Interlock Summary Report.
- C. Attachment C, Detailed Description of Portable Breath Alcohol Monitoring Services to be provided.
- D. Attachment D, CSCD Standard Format Portable Alcohol Monitor Summary Report
- E. Attachment E: Detailed Description of Transdermal Alcohol Monitoring services to be provided.
- F. Attachment F: DCCSCD Standard Format of Transdermal Alcohol Monitoring Summary Report

5. **ORDER OF PRECEDENCE:**

In the event of any inconsistency between the provisions of this MOU and any incorporated documents as described herein, it is agreed by all parties that the provisions of this MOU shall take precedence.

6. **SCOPE OF WORK:**

Service Provider agrees to provide services in accordance with this MOU and Attachments A, B, C, D, E, and F which are hereby incorporated by reference as a part of this MOU.

7. **OBLIGATIONS OF THE SERVICE PROVIDER:**

- A. Service Provider shall provide, at no cost to CSCD, the facility where program services will take place. The facility must at all times, be in compliance with all applicable City, CSCD, State and Federal codes and ordinances. Service Provider must request in writing and receive prior written consent before relocating the Program.
- B. Service Provider shall provide, at no cost to the CSCD, all materials, equipment and durable goods necessary to fulfill the obligations of this MOU.
- C. Service Provider will follow the minimum requirements and

recommendations set forth in Attachments A-F unless otherwise agreed upon in writing with the CSCD. Provider shall ensure that staff possess the credentials and qualifications needed to provide the services described in the Attachments A-F.

- D. The service provider agrees to conduct pre-employment and annual criminal background checks on all employees, contractors and volunteers having direct client with clients or access to client records. The results of the criminal background checks must be available for DCCSCD review and must ensure that all employees, contractors and volunteers meet the following criminal background requirements:
1. No Felony convictions (including Deferred Adjudication cases) within the past five (5) years or supervision for any Felony cases through a Community Supervision and Corrections Department within that timeframe.
  2. No Class B Misdemeanor convictions (including Deferred adjudication cases) within the past two (2) years or supervision for any Misdemeanor cases through a Community Supervision and Corrections Department within that timeframe.
  3. No history of any Texas Penal Code Title 5 offenses- Offenses against the Person including sex offenses.
  4. Immediate notification of DCCSCD upon arrest of any employees or staff for offenses above a Class C Misdemeanor.
- E. Service Provider must maintain records documenting that these checks have been conducted and make those records available to DCCSCD upon request.
- F. Service Provider agrees to maintain a file for each client from the time of enrollment. The client file information shall include all of the documentation and reports associated with the provision of services detailed in Attachments A, B, C, and D, E and F.
- G. Service Provider shall cooperate with the DCCSCD in the on-going operation of the Program. This cooperation shall include, but is not limited to: maintaining contact and promptly furnishing requested and required information to Probation Officers and all other DCCSCD staff assigned to the Program; and granting access to Client records and Program documentation, as requested by DCCSCD.

H. Failure to comply with any of these clauses or any other requirements specified herein will put Service Provider in default of this MOU and may result in immediate termination of this MOU.

8. **COST:**

This program is a client pay program. The vendor will be solely responsible for any and all expenses associated with the provision of these services. Dallas County CSCD is not responsible for any payments whatsoever for this or any associated services.

9. **EXAMINATION OF PROGRAM AND RECORDS:**

A. Service Provider agrees that it will permit CSCD to examine and evaluate its program and Services provided under the terms of this MOU and to review client records. This examination and evaluation of the program will include unscheduled site visits, observation of Program in operation, interviews, and administration of questionnaires to clients and staff of the Service Provider.

B. Service Provider shall maintain documentation in Client's case file that Services are being provided to the Client including client payment records.

C. Service Provider agrees to maintain these records for a minimum of five (5) years after the clients discharge from the program.

D. Service Provider agrees that any records or documents examined by CSCD as part of any application process, audits, inquiries, or programmatic evaluations remain the responsibility of the Service Provider. The Service Provider further agrees that CSCD has no obligation to retain or return any such documents and CSCD may destroy such records at its sole discretion.

10. **LICENSING:**

All licenses, legal certifications or inspections required for the Services, facilities, equipment, or materials, and all applicable State and Federal laws and local ordinances must be complied with by the Service Provider. Failure to comply with this requirement shall be treated as a default.

11. **ASSURANCES:**

A. Service Provider agrees to establish safeguards to prohibit their employees and agents from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

B. Service Provider assures that no person will, on the grounds of race, creed, ethnicity, disability, national origin, gender, religion, sexual orientation, political affiliation or beliefs, be excluded from, be denied the benefit of or be subjected to discrimination under any Program or activity funded in whole or in part under this MOU.

12. **NO OBLIGATION:**

In no event shall this MOU be construed to obligate the CSCD to place alleged or adjudicated juvenile offenders in Service Provider's Program.

13. **INSURANCE AND INDEMNIFICATION:**

Service provider shall indemnify and save the CSCD, the Texas Board of Criminal Justice, the Texas Department of Criminal Justice, the State of Texas, and its officers, agents and employees (hereinafter, collectively referred to as the "State") harmless from and against any and all claims arising from the conduct, management or performance hereof, including, without limitation, any and all claims arising from any condition herein or arising from any breach or default on the part of VENDOR in the performance of any covenant or agreement on its part to be performed, or arising from any act of negligence of VENDOR, or licensees or arising from any accident, injury or damage whatsoever caused to any person, firm or corporation and from and against all costs, reasonable attorney's fees, expenses and liabilities incurred in or about any such claim, action or proceeding brought against the State by reason of any such claim. In any such action brought against the State, VENDOR, upon notice from the State, shall defend against such action or proceeding by counsel satisfactory to the State, unless such action or proceeding is defended against by counsel for any carrier of liability insurance provided for herein. The aforementioned indemnification shall not be affected by a claim that negligence of DEPARTMENT, the State, or their respective agents, Service Providers, employees or licensees contributed in part to the loss or damage indemnified against.

**General Liability insurance** - Service Provider shall, at all times during the term and at its own expense, keep in full force and effect, comprehensive general liability coverage with minimum limits of **ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00)** on account of bodily injuries to, or death of one person (each occurrence) and a General Aggregate of **THREE HUNDRED THOUSAND AND NO/100 DOLLARS (\$300,000.00)** for any one (1) occurrence.

**14. TERMINATION CLAUSE:**

This agreement may be amended at any time in writing and by mutual consent of both the parties. This agreement may be terminated at any time by either party without cause upon delivery of written notice to the other party.

**15. APPROVED:**

The undersigned parties agree to faithfully perform their responsibilities contained in this agreement, including all attachments. It is mutually understood that this agreement shall not become effective until approved by both parties involved.

\_\_\_\_\_  
Service Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Javed Syed  
Director  
Dallas County CSCD

\_\_\_\_\_  
Date