



## Sole-Source Intent to Award Justification

<b>Request Information</b>	
<b>Date of Request:</b> 03/07/20 (mm-dd-yy)	
<b>Entity Information</b>	
<b>State Entity Name:</b> Georgia Department of Community Supervision	
<b>State Entity Code (5-Digit Code):</b> 47700	
<b>Procurement Officer (APO / CUPO):</b> Constance McCrary	
<b>APO / CUPO e-Mail Address:</b> constance.mccrary@dcs.ga.gov	<b>Telephone:</b> 404-651-8298
<b>Request Submitted By</b>	
<b>Name:</b> Discel Norris	
<b>Title:</b> Purchasing and Procurement Specialist	
<b>e-Mail Address:</b> discel.norris@dcs.ga.gov	
<b>Telephone:</b> 404-651-6755	
<b>Request Details</b>	
<b>Sole-Source – A purchasing situation in which the procurement is available from only one source. The announcement must be posted to the GPR in accordance with the Georgia Procurement Manual, Section 2.3.2.2.</b>	
<b>Identify efforts made to locate other possible sources.</b> Thomas Registry	
<b>Supplier / Source Name:</b> Applied Research Services, Inc.	<b>Telephone:</b>
<b>Supplier / Source Contact:</b> Dr. Tammy Meredith	404-881-1120
<b>Scope of Work</b>	
<p>Provide a detailed description of commodities/services to be provided. Also, include the following details: exact or estimated quantity, per unit price, and the total estimated value of the open contract to include the estimated quantity X unit price (if the exact quantities are not known).</p> <p>With the creation of the Georgia Department of Community Supervision (DCS) in July 2015, the mission of the new agency combines parolees and probationers. DCS needs to create a Unified Risk Assessment for the new agency with the Scope of Work to address both parole and probation supervision risk assessment tools to produce a seamless system of automating supervision risk assessments. This Scope of Work is a combined study addressing both parole and probation populations, as well as a study of split-sentence offenders. There are two (2) phases to this project. Phase 1: Develop and Validate New Supervision Tools (12 months) and Phase 2: Monitoring, Evaluation, and Updates (12 months). Deliverable: 1) Research updates as requested by DCS; 2) All computer algorithms written in SPSS programming language in a universal text file; 3) Consultation with IT representatives as required to ensure a complete understanding of the algorithms and risk factor definitions; 4) A final written report and oral presentation of the project findings. This project would begin April 1, 2016 at a fixed fee cost of \$215,000.00.</p>	

### For Commodities, Complete the Following: (For justifying a Sole Source/Sole Brand)

**Provide an explanation why only a particular style, model, type or manufacturer is required (i.e. why the commodity is the only commodity which will meet the state entity needs).**



## Sole-Source Intent to Award Justification

This project requires intensive data analysis, interpretation of findings, and an extensive knowledge of DCS, Department of Corrections, and the Board of Pardons and Paroles policy and procedures as well as an understanding of the interworkings of the criminal justice system in Georgia as necessary for this interpretation. The best source for this project must have superior data analysis capability as well as exceptional understanding of the agencies policy and operations.

**Letter from Original Equipment Manufacturer (required):** ☐ Attached

### Exclusive Capability

**Provide a detailed description of proposed source's unique capabilities and/or personnel to perform the work and why this is the only source.**

A number of current and prior projects make ARS uniquely qualified to collaborate with DCS on this risk assessment study. Applied Research Services (ARS) developed the first automated parole supervision risk assessment in 2001. In 2010, a secondary supervision risk assessment project was completed by ARS and a new set of four automated supervision risk assessment instruments were implemented. In March 2015, ARS again began a third re-calibration study on parolees. In 2011, ARS created an automated probation risk assessment tool based on the same methodology as the parole instruments. ARS has a partnership with Georgia Department of Corrections, who provides data needed to complete re-calibration and research for both risk assessments. The data set from various sources required for this project has already been compiled and cleaned by ARS for an ongoing US Department of Justice - grant funded research project, thereby eliminating or reducing the time required for the data analysis portion of this project. There is an established protocol in place for requesting and receiving data tables as needed. Additionally, ARS has an exclusive agreement with GCIC to receive and work with the state's entire criminal history database. They have an on-going research agreement with the GBI whereby they house a full copy of their statewide criminal history repository and get regular updates. They house GBI's data on a secured server, their staff is fingerprinted by GBI, and all have signed affidavits of confidentiality. A major component of this project requires this access. We estimate it would require at least several months fulltime and working closely with agency staff for any other contractor to gain the knowledge of the agencies' systems and an understanding of the work already completed to undertake this project. Much of this project could not be completed without GCIC data. Moreover, substantial staff time would be required to educate a new contractor increasing the costs further.

### Note

**State entities' DPA for Sole-Sources is "unlimited" unless otherwise directed by the State Purchasing Division Assistant Commissioner (SPDAC).**

### To Be Used for State Entity Records Only

☐ PeopleSoft / Team Georgia Marketplace REQ ID#:

GPR Bid #:

Number of Protests:

### Outcome:

☐ Awarded Sole-Source

☐ Issued PO / Contract

☐ Not Awarded / Competitively Bid

Bid Number:

Team  
Georgia  
Marketplace**Georgia Procurement Registry**Georgia  
Department of  
Administrative Services[MAIN MENU](#)[SUBSCRIPTION LIST](#)[BROWSE FOR BIDS](#)[CONTACT US](#)[Help](#)

# Bids Needing State Purchasing Approval or Awarding by the Agency

Click on the Bid Title to view the bid posting.

Bids with a "Process Needed" of "approval" can **NOT** be viewed by the public.

Click on the "Please Award" to Award the bid or complete the RFI.

BID NUMBER	BID TITLE	CLOSE DATE TIME	Process Needed	Bid Status
4770003072016SS	<a href="#">Unified Risk Assessment</a>	2016-03-14 17:00	8 days	Notice of Intent to Award

[Main Menu](#)

PR\_login\_lookup



Georgia  
Department of  
Community  
Supervision

Discel Norris <[discel.norris@dcs.ga.gov](mailto:discel.norris@dcs.ga.gov)>

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## A Georgia Government Bid Opportunity Confirmation

1 message

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**bidNotice@doas.ga.gov** <[bidNotice@doas.ga.gov](mailto:bidNotice@doas.ga.gov)>

Mon, Mar 7, 2016 at 3:30 PM

To: [discel.norris@dcs.ga.gov](mailto:discel.norris@dcs.ga.gov)

Suppliers have been notified about the posting of bid number: 4770003072016SS. You may view the list of notified suppliers by clicking on the following URL:

<http://ssl.doas.state.ga.us/PRSapp/P.jsp?W=16&X=47700&Y=4770003072016SS&Z=N>



Georgia  
Department of  
Community  
Supervision

Discel Norris <discel.norris@dcs.ga.gov>

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## Georgia Procurement Registry

1 message

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**bidNotice@doas.ga.gov** <bidNotice@doas.ga.gov>

Mon, Mar 7, 2016 at 3:29 PM

To: discel.norris@dcs.ga.gov

The Sole Source Notice: Unified Risk Assessment - has been posted and the appropriate suppliers will be sent an email notification. A confirming email message will be sent to you when the process is completed. If you DO NOT receive an email message in a reasonable amount of time, PLEASE notify State Purchasing.



Team  
Georgia  
Marketplace



Georgia  
Department of  
Administrative Services

## Georgia Procurement Registry

[HOME](#)[CONTACT US](#)[SUBSCRIBE FOR BID NOTICES](#)[PROCUREMENT LINKS](#)

The back button can NOT be used

# Sole Source Notice Processing

[Return To Menu](#)

The total number of contacts selected is : 177.

PR\_ole\_source\_bid\_processing



## **Georgia Department of Community Supervision Research Proposal: Updating Automated Supervision Risk Assessments**

Tammy Meredith, Ph.D.  
April 6, 2016

### **Project Timeline, Payment Schedule and Deliverables (Adjusted)**

The approved project (notification received 3/15/2016) will be completed within 24 months to begin April 1, 2016 at a total fixed fee cost of \$215,000. Dr. Tammy Meredith of ARS will serve as the Project Director and manage the day to day operations of the project staff. The 24 month proposed timeline is dependent upon the accuracy and timely receipt of the required CMS parole and GDC Scribe data tables. Delays resulting from data transfer or DCS Oversight Team participation may result in project delays. Payment will be divided into eight (8) installments of \$26,875 each, with invoices will be submitted within 30 days as mapped out in the payment schedule below. The following deliverables are established for the phases of work:

Phase I: Develop and Validate New Supervision Assessment Tools (3 Months 4/1/2016 – 6/30/2016 for the initial contract)

07/01/2016- 06/30/2017 (12 months)

1. Provide Quarterly Written & Oral Research Updates to the DCS Oversight Team
2. Add Probation Supervision in the Previously Outlined Study
3. Define Study Cohorts (probation & parole) and Data Requirements
4. Finalize Methodology/Analytical Plan
5. Determine the Number of Instruments Needed
6. Address all Management Research Questions
7. Provide All Computer Algorithms to DCS IT (universal text file)
8. Consult/Train DCS IT Representatives on New Algorithms
9. Translate Risk Scores into Scales, Set Supervision Level Cut Points, Work on Field Display of Results
10. Test and Implement New Tools at DCS

## ATTACHMENT B

### 11. Make Recommendations for Overlap with GDC's NGA Tools

#### Phase II: Monitoring, Evaluation & Updates (9 Months 7/01/2017 – 3/31/2018)

1. Provide Quarterly Written & Oral Research Updates to the DCS Oversight Team
2. Provide Management & Personnel Training on New Tool Implementation
3. Monitor New Tool Implementation
4. Request & Examine New Data Extracts (risk factor data & DCS calculated risk scores and groups)
5. Work Closely with the DCS Oversight Team & IT to Make Adjustments in Calculations and Display of Results as Necessary to Ensure Accurate New Tool Implementation
6. Examine New Data Exacts on Supervised Offenders at 6 & 12 month Intervals to Conduct Validation Studies
7. Provide DCS with Analytical Assistance, Advice and Oversight in Their Development of a Single CMS/Combined Caseload/Unified Assessment Protocol Agency
8. Provide a Final 24-month Written Project Report (with DCS review & input)

Payment Schedule is as follows:

(1) Payment for the initial term of this AGREEMENT (April 1, 2016-June 30, 2016) will be \$26,875 with the invoice to be submitted within 30 days of June 30, 2016 for a total obligation of \$26,875 for the initial term of the AGREEMENT.

(2) Payment for the second term of this AGREEMENT (July 1, 2016-June 30, 2017) will be divided into four (4) equal quarterly installments of \$26,875 each with invoices to be submitted within 30 days of the close of each quarter for a total obligation of \$107,500 for the second term of the AGREEMENT.

(3) Payment for the third term of this AGREEMENT (July 1, 2017-March 31, 2018) will be divided into three (3) equal quarterly installments of \$26,875 each with the invoices to be submitted within 30 days of the close of each quarter for a total obligation of \$80,625 for the third term of the AGREEMENT.



Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

# 393584  
Federal Work Authorization User Identification Number  
2/17/2011  
Date of Authorization  
Applied Research Services, Inc.  
Name of Contractor  
Unified Risk Assessment Tool  
Name of Project  
Dept of Community Supervision  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on 21, Mar 2016 in Atlanta (city), GA (state).

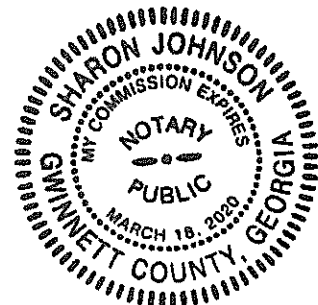
[Signature]  
Signature of Authorized Officer or Agent

Tammy Meredith, President  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE 31 DAY OF Mar, 2016.  
[Signature]  
NOTARY PUBLIC

My Commission Expires:

3/18/20



# Purchase Order

Ship To: Department of Community Supervision  
Field Operations  
2 MLK JR DR, SE Balcony Level, East Tower  
Atlanta, GA 30334

Purchase Order	Type	Date	Revision	Page
47700-FM1-0000001538	SS	03/22/2016		1
Payment Terms	Freight Terms		Ship Via	
Net 30	Destination		COMMON	
Buyer / Phone: Discei Norris 404/651-6755				

Vendor: 0000018145  
APPLIED RESEARCH SERVICES INC  
663 ETHEL STREET NW  
ATLANTA, GA 30318

Bill To: Department of Community Supervision  
270 Washington Street  
Suite 5181  
Atlanta, GA 30334

Line-Sch	Item	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
The State of Georgia Contract Terms and Conditions are applicable to this order. They can be viewed at: <a href="http://doas.ga.gov/assets/State%20Purchasing/NEADocumentLibrary/GAStandardTerms-ConditionsforSuppliers.pdf">http://doas.ga.gov/assets/State%20Purchasing/NEADocumentLibrary/GAStandardTerms-ConditionsforSuppliers.pdf</a>							

This purchase is for a Sole Source Bid awarded to Applied Research Services, Inc. to create a Unified automated Risk Assessment Tool that will address both parolees and probationers. All the details are included with the fully executed contract. Attachment A will address the Scope of Work. Attachment B will address the Deliverables Timeline.

This contract will progress over a two year period. The cost for this contract should not exceed \$215,000.00.

Agency Contact:  
Georgia Department of Community Supervision  
Sherri Bloodworth, Community Counseling Services Manager  
404-309-6346  
sherri.bloodworth@dcs.ga.gov

Contractor Contact:  
Applied Research Services, Inc.  
Tammy Meredith, Ph.D.  
663 Ethel Street, NW  
Atlanta, GA 30318  
(404) 881-1120 x106  
(404) 881-8998 fax  
www.ars-corp.com

1-1	99255	ARS will create a Unified Risk Assessment Tool for DCS	1.0000	EA	215,000.0000	215,000.00	03/22/2016
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Item Total 215,000.00

Total PO Amount 215,000.00

All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized  
Signature

*Constance O'Keefe*



Georgia  
Department of  
Community  
Supervision

Discel Norris <discel.norris@dcs.ga.gov>

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**FW: APPLIED RESEARCH SERVICES INC - CLEARED - 03/16/2016**

1 message

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**TSD-State-Contractors** <TSD-State-Contractor@dor.ga.gov>  
To: "discel.norris@dcs.ga.gov" <discel.norris@dcs.ga.gov>

Wed, Mar 16, 2016 at 9:23 AM

**Sent:** Wednesday, March 16, 2016 8:13 AM

**Subject:** FW: APPLIED RESEARCH SERVICES INC - CLEARED - 03/16/2016

This account is CLEARED

Thanks,

**From:** TSD-State-Contractors

**Sent:** Wednesday, March 16, 2016 7:55 AM

**To:** Compliance-State-Contractors

**Subject:** APPLIED RESEARCH SERVICES INC - CLEARED - 03/16/2016

**From:** Discel Norris [mailto:discel.norris@dcs.ga.gov]

**Sent:** Tuesday, March 15, 2016 3:28 PM

**To:** TSD-State-Contractors

**Subject:** Tax Compliance Request

Greetings,

The Georgia Department of Community Supervision is awarding a bid to Applied Research Services, Inc. to create a Unified Risk Assessment Tool for our Field Operations unit.

Contact Person Dr. Tammy Meredith

Phone: 404-881-1120

663 Ethel St. NW, Atlanta, GA 30318

We would like to know if this account is clear with the State of Georgia

Thanks,

Discel Norris

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**Please be advised effective July 1, 2015 my e-mail address changed to  
discel.norris@dcs.ga.gov**

Discel Norris, GCPA, GCPCA  
Purchasing & Procurement Specialist  
GA Department of Community Supervision  
Budget/Fiscal  
Ph. 404-651-6755  
Fax 404-492-8579  
Discel.Norris@dcs.ga.gov



**TaxCompliance for ARS.doc**  
1458K



## NOTICE OF AWARD

Form must be posted to GA Procurement Registry (GPR)

Solicitation Title/Event Name: Unified Risk Assessment

Solicitation No/Event ID: 4770003072016SS

Solicitation Close/Event End Date: March 14, 2016

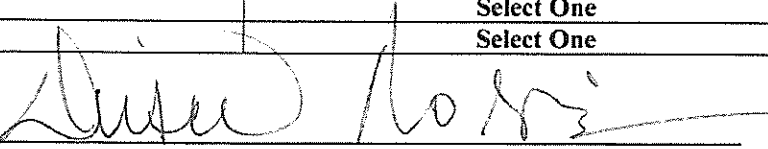
Notice of Award Posting Date: March 15, 2016

Issuing Officer: Discel Norris

Issuing Officer Contact Information: discel.norris@dcs.ga.gov

The State has awarded a contract to the successful offeror(s). Although the State will provide the reason(s) an offeror was not successful in accordance with Georgia law, please note that the reasons listed below beside the names of the unsuccessful offeror(s) should not be interpreted as an exhaustive list. NOTE: In the event any of the following is applicable, then all identified award amounts (if any) are estimates only: (1) this is an open agency contract and/or (2) the state entity has identified primary/secondary awardees.

SUCCESSFUL OFFEROR(S)	AWARD AMOUNT
Applied Research Services, Inc.	Fixed Contract Amount \$215,000.00
	Select One
	Select One
	Select One
UNSUCCESSFUL OFFEROR(S)	REASONS
	Select One
	Select One
	Select One
	Select One
	Select One
	Select One
	Select One
	Select One
	Select One
	Select One
	Select One

Authorized Signature: 

**EXECUTIVE SUMMARY**

<b>NAME OF CONSULTANT/CONTRACTOR:</b>	Applied Research Services, Inc
<b>ORIGINATING UNIT:</b>	Field Services
<b>CONTACT PERSON:</b>	David Morrison, Director of Field Operations
<b>TELEPHONE:</b>	404-309-7166
<b>TODAY'S DATE:</b>	April 5, 2016

Purchase Order Number	00001538	Effective Date	04/01/2016
Account Number	651003	Termination Date	03/31/2018
Fund Code	10100	Original Effective Date	3/15/2016
Department Number	47712001	Original Agreement Amount	\$ 215,000.00
Fund Source	1	All Previous Amendments	\$ NA
Program Number	8300101	Amount of this Amendment	\$ NA
Subclass	312	<b>Total Contract Amount</b>	\$ 215,000.00
Project Number	1	Amendment Number	NA
		Renewal Number	NA

**SCOPE OF SERVICES:** Applied Research Services will provide Unified Supervision Risk Assessment Tool which includes both parolees and probationers. This tool will enable ARS to create a seamless system of automating supervision risk assessments.

Please check appropriate box:

<input type="checkbox"/> <b>PERSONAL SERVICES AGREEMENT</b> LGL09	<input type="checkbox"/> <b>WORK DETAIL AGREEMENT</b> LGL02, LGL03, LGL04, LGL05
<input checked="" type="checkbox"/> <b>PROFESSIONAL SERVICES AGREEMENT</b> LGL09	<input type="checkbox"/> <b>DESIGN PROFESSIONAL AGREEMENT</b> LGL06
<input type="checkbox"/> <b>INDEPENDENT CONTRACTOR AGREEMENT</b> LGL10	<input type="checkbox"/> <b>LIMITED SERVICE AGREEMENT</b> LGL08
<input type="checkbox"/> <b>GED – INDEPENDENT CONTRACTOR AGREEMENT</b> LGL11	<input type="checkbox"/> <b>LEASE</b> LGL22
<input type="checkbox"/> <b>GED – INTERGOVERNMENTAL AGREEMENT</b> LGL12	<input type="checkbox"/> <b>NON-PROFIT ENTITY AGREEMENT</b> LGL18
<input type="checkbox"/> <b>INTERGOVERNMENTAL EVENT AGREEMENT</b> LGL13	<input type="checkbox"/> <b>AMENDMENT</b> LGL07, LGL16, LGL17
<input type="checkbox"/> <b>INTERGOVERNMENTAL AGREEMENT</b> LGL14, LGL15	<input type="checkbox"/> <b>CONSTRUCTION CONTRACT PURCHASING</b>
<input type="checkbox"/> <b>OTHER</b> LGL19, LGL20, LGL20, LGL21, LGL70, LGL71	

I certify that competitive bidding is not required for the following reason: This was a Sole Source bid. Applied Research Services, Inc. was found to be the only source for this project based on the unique requirements and access to the GCIC system.

The information in this box is True and Correct:

  
Signature of Contact Person

**CENTRAL OFFICE USE ONLY**

LGL01

Legal Services  
FY15 Executive Summary

**BUDGET OFFICE APPROVAL**

**CONTRACT ADMINISTRATION APPROVAL**

**LEGAL SECTION APPROVAL**

DocuSigned by:  
David Morrison  
2047D51AAD...  
DocuSigned by:  
Robert Orange  
C379C5A30F1B47B...  
DocuSigned by:  
Mark Guzgi  
7B0FEE200BD7484...

Date: 4/6/2016  
Date: 4/12/2016  
Date: 4-6-16  
Date: 4/12/2016

LGL01

Legal Services  
FY15 Executive Summary

STATE OF GEORGIA  
COUNTY OF FULTON

CONTRACT FOR PROFESSIONAL SERVICES

Between

Georgia Dept. of Community Supervision and  
2 Martin Luther King, Jr. Drive, S.E.  
Balcony Level, East Tower Suite 458  
Atlanta, Georgia 30334

Applied Research Services, Incorporated  
663 Ethel Street, NW  
Atlanta, Georgia 30318

THIS AGREEMENT, made and entered into this 15<sup>th</sup> day of March 2016, by and between the GEORGIA DEPARTMENT OF COMMUNITY SUPERVISION, hereinafter called the "DCS" and Applied Research Services, Incorporated, hereinafter called "CONTRACTOR."

WHEREAS, DCS desires to purchase the services of CONTRACTOR for those purposes and duties hereinafter enumerated in paragraph one (1) below, and

WHEREAS, the CONTRACTOR is willing to provide such services under the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of their mutual promises and AGREEMENTS hereinafter set forth, the parties hereby agree as follows:

(1) The CONTRACTOR shall, perform the following services and duties to wit:

A. The CONTRACTOR shall perform the services and duties described in "**Attachment A**" which is incorporated herein as the Contractor's Scope of Work.

B. The CONTRACTOR AGREES to perform such incidental services as DCS may request and the CONTRACTOR may agree to perform.

(2) Changes

DCS may, from time to time, request changes in the scope of the services of the CONTRACTOR to be performed thereunder. Such changes, including any increase or decrease in the amount of the CONTRACTOR'S compensation and/or changes to the hourly rates, which are mutually agreed upon by and between DCS and the CONTRACTOR, shall be incorporated in written amendments to this AGREEMENT.



(3) Area of Performance

The services of the CONTRACTOR shall be performed under the general administration of Mrs. Sherri Bloodworth, Community Counseling Services Manager

(4) Payment Terms

CONTRACTOR agrees to provide professional services to DCS as outlined in "**Attachment B**", and the total fees for professional services to be paid to the CONTRACTOR under this AGREEMENT and any extensions thereof shall not exceed two hundred and fifteen thousand dollars (\$215,000.00). This fee shall be disbursed in eight (8) payments as follows:

(1) Payment for the initial term of this AGREEMENT (April 1, 2016 – June 30, 2016) will be \$26,875 with the invoice to be submitted within 30 days of June 30, 2016 for a total obligation of \$26,875 for the initial term of the AGREEMENT.

(2) Payment for the second term of this AGREEMENT (July 1, 2016 – June 30, 2017) will be divided into four (4) equal quarterly installments of \$26,875 each with invoices to be submitted within 30 days of the close of each quarter for a total obligation of \$107,500 for the second term of the AGREEMENT.

(3) Payment for the third term of this AGREEMENT (July 1, 2017 – March 31, 2018) will be divided into three (3) equal quarterly installments of \$26,875 each with the invoices to be submitted within 30 days of the close of each quarter for a total obligation of \$80,625 for the third term of the AGREEMENT.

Nothing contained herein shall be deemed to create a debt of DCS or the State of Georgia for the payment of any sum beyond the fiscal year of execution of the AGREEMENT or, in the event of a renewal, beyond the fiscal year of such renewal.

The total sums to be paid by DCS under the terms of this AGREEMENT for professional services shall not exceed two hundred and fifteen thousand dollars (\$215,000.00). Such amounts shall become due NET 30 days after receipt of an invoice from the CONTRACTOR for the services, accompanied by proof CONTRACTOR has performed the services. Such proof shall include, but is not limited to, documentation of time and date when the services were performed and a detailed explanation of work done and equipment supplied in the provision of such services. Payment for such services shall be under the direction of Sherri Bloodworth, Community Counseling Services Manager. Payments shall be made to the CONTRACTOR'S address listed above.

(5) The initial term of this AGREEMENT shall begin on April 1, 2016 and shall terminate absolutely and without further obligation of the parties at 11:59 p.m. on June 30, 2016, unless the AGREEMENT is extended pursuant to a written amendment to the AGREEMENT that is signed by both parties. The parties hereto expect to extend the AGREEMENT for two (2) additional one (1) year periods. Provided, however, that either party may without cause, terminate this AGREEMENT upon thirty (30) days notice which shall be by certified mail, return receipt requested to DCS or to CONTRACTOR, at the above stated address.

This AGREEMENT shall terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of DCS under this AGREEMENT. The determination of the occurrence of such unavailability of funds shall be made by DCS in its sole discretion whose determination shall be conclusive.

In the event of termination under this provision, DCS shall pay to the CONTRACTOR such amounts as shall be due on account of services rendered up to the date of receipt of notice of termination.

(6) This AGREEMENT shall automatically terminate at such time as CONTRACTOR shall become a debtor-in-bankruptcy either by voluntary or involuntary petition or in any way become insolvent, and no notice of such termination shall be required. All payments to CONTRACTOR'S trustee shall be in accordance with the provisions of paragraph four (4), above, if applicable.

(7) Termination of Contract for Cause

If, through any cause of the CONTRACTOR, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this AGREEMENT, or if the CONTRACTOR shall violate any of the covenants, agreements, or stipulations of this AGREEMENT, DCS shall thereupon have the right to terminate this AGREEMENT specifying the effective date thereof, without regard to the thirty (30) day notice required in paragraph five (5) above.

In the event of termination under this provision, DCS shall pay to the CONTRACTOR such amounts as shall be due on account of services rendered up to the date of receipt of notice of termination.

(8) CONTRACTOR shall not assign any of his/her rights or duties arising under this AGREEMENT without the express written consent of DCS. Such

unauthorized assignment shall automatically terminate this AGREEMENT, and no notice of such termination shall be required. Upon termination of this AGREEMENT pursuant to this paragraph, such payments to CONTRACTOR as required by this AGREEMENT shall be made to the date of termination in accordance with the provisions of paragraph four (4) above.

(9) Release of Product or Services to the Public Restricted

The CONTRACTOR shall not release or deliver any of the final products of his/her service required hereunder to the general public or local officials until authorized to do so by DCS.

(10) Confidential Information

All information concerning DCS, its Board Members and subordinate personnel, its applicants for employment, its practices, and the persons in its legal custody or otherwise subject to its powers and jurisdiction, acquired by the CONTRACTOR in its performance of its obligations under this Agreement shall not be disclosed to any person not employed by DCS without prior written consent of the DCS Commissioner.

(11) Review and Inspection of CONTRACTOR'S Service

In addition to inspecting and reviewing the CONTRACTOR'S services, in order to determine their acceptability, DCS shall be empowered to inspect and review the CONTRACTOR'S services in progress, at such reasonable times as desired by DCS

(12) Copyright

No reports, maps, other documents, software program, script or other computer code produced in whole or in part under this AGREEMENT shall be the subject of an application for copyright by or on behalf of the CONTRACTOR. All rights to such reports, maps, other documents, software program, script or other computer code shall be reserved for or assigned to DCS and the State of Georgia.

(13) Interest of the CONTRACTOR

The CONTRACTOR covenants that it is unaware of any interest and shall not knowingly acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services thereunder. The CONTRACTOR further covenants that in the performance of its AGREEMENT, no person having such interest shall knowingly be employed by the CONTRACTOR. In the event that a conflict of interest becomes known to the CONTRACTOR, it will act promptly to notify DCS and take all steps necessary to rectify the conflict.

(14) The CONTRACTOR agrees to make ALL project records, documents and papers regarding the services which are the subject matter of this AGREEMENT available to DCS or its duly authorized representatives.

(15) None of the rights, duties, or requirements of this AGREEMENT shall be waived by an officer, agent, or employee of the State of Georgia, except by a written document executed by an agent of DCS or of the State of Georgia having actual authority.

(16) This AGREEMENT represents the sole and exclusive AGREEMENT between the parties hereto, and said AGREEMENT shall not be changed, modified, or amended without written consent from both parties.

(17) Equal Employment Opportunity

The CONTRACTOR agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity" as supplemented in Department of Labor Regulations (41 CFR, Part 60), which requires that the CONTRACTOR not discriminate on the basis of race, creed, color, religion, national origin, sex or age.

(18) This AGREEMENT and all rights and duties arising thereunder shall be governed, interpreted, and construed solely under the laws of the State of Georgia.

(19) Upon the termination of this AGREEMENT, the CONTRACTOR shall not be considered for permanent employment by DCS under Human Resources policies, unless appropriate examination or test requirements have been met on a competitive basis.

(20) The CONTRACTOR shall be solely responsible for securing and maintaining adequate levels of health and liability insurance for the duration of this AGREEMENT.

(21) As a condition of contractual employment with DCS, the contractor agrees to abide by all requirements imposed on DCS by the Drug Free Work Place Act of 1988, as well as any or all policies developed and adopted by DCS in its efforts to comply with the Act.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be signed as of the day and year first above mentioned.

AS TO DCS:

AS TO THE CONTRACTOR:

DocuSigned by:



21767CE1165340E...

Michael Nail, Commissioner



Printed Name: Tammy Meredith

Corporate Title: President

FEI No.: 58-221511

Phone Number: (404) 881-1120

## **ATTACHMENT A**

### **Scope of Work for Proposed ARS Contract**

With the creation of the Department of Community Supervision in July 2015, the mission of the new agency includes both parolees and probationers. While some of the work under the original contract was completed by ARS, the project was never finalized due to the merger.

With the need to create a Unified Risk Assessment for the new agency, a ARS modified scope of work was required to expand the scope of services to address both parole and probation supervision risk assessments tools to create a seamless system of automating supervision risk assessments. Under this scope of work, a combined study would be completed, to include both parole and probation populations, as well as a study of split-sentence offenders.

In addition to the completion of the work outlined in the Scope of Work (PARRI-III) (Parolee Automated Re-Arrest Risk Recalibration), the expanded scope of the new proposal includes:

**Phase 1:** Develop and Validate New Supervision Tools

**Phase 2:** Monitoring, Evaluation, and Updates

This project would begin April 1, 2016 at a fixed fee cost of \$215,000.

Deliverables include:

- 1) Research updates as requested by DCS
- 2) All computer algorithms written in SPSS programming language in a universal text file)
- 3) Consultation with IT representatives as required to ensure a complete understanding of the algorithms and risk factor definitions
- 4) A final, written report and an oral presentation of the project findings.

#### **Justification for Sole Source:**

A number of current and prior projects make ARS uniquely qualified to collaborate with DCS on this risk assessment study.

Applied Research Services (ARS) developed the first automated parole supervision risk assessment in 2001. In 2010, a secondary supervision risk assessment project was

completed by ARS and a new set of four automated supervision risk assessment instruments were implemented. In March 2015, ARS again began a third re-calibration study on parolees.

In 2011, ARS created an automated probation risk assessment tool based on the same methodology as the parole instruments.

ARS has a partnership with Georgia Department of Corrections, who provides data needed to complete re-calibration and research for both risk assessments. There is an established protocol in place for requesting and receiving data tables as needed. Additionally, ARS has on-going access to the GBI's GCIC automated criminal history repository that is needed to complete these projects.

ATTACHMENT B



## **Georgia Department of Community Supervision Research Proposal: Updating Automated Supervision Risk Assessments**

Tammy Meredith, Ph.D.  
April 6, 2016

### **Project Timeline, Payment Schedule and Deliverables (Adjusted)**

The approved project (notification received 3/15/2016) will be completed within 24 months to begin April 1, 2016 at a total fixed fee cost of \$215,000. Dr. Tammy Meredith of ARS will serve as the Project Director and manage the day to day operations of the project staff. The 24 month proposed timeline is dependent upon the accuracy and timely receipt of the required CMS parole and GDC Scribe data tables. Delays resulting from data transfer or DCS Oversight Team participation may result in project delays. Payment will be divided into eight (8) installments of \$26,875 each, with invoices will be submitted within 30 days as mapped out in the payment schedule below. The following deliverables are established for the phases of work:

Phase I: Develop and Validate New Supervision Assessment Tools (3 Months 4/1/2016 – 6/30/2016 for the initial contract)

07/01/2016- 06/30/2017 (12 months)

1. Provide Quarterly Written & Oral Research Updates to the DCS Oversight Team
2. Add Probation Supervision in the Previously Outlined Study
3. Define Study Cohorts (probation & parole) and Data Requirements
4. Finalize Methodology/Analytical Plan
5. Determine the Number of Instruments Needed
6. Address all Management Research Questions
7. Provide All Computer Algorithms to DCS IT (universal text file)
8. Consult/Train DCS IT Representatives on New Algorithms
9. Translate Risk Scores into Scales, Set Supervision Level Cut Points, Work on Field Display of Results
10. Test and Implement New Tools at DCS



ATTACHMENT B

11. Make Recommendations for Overlap with GDC's NGA Tools

Phase II: Monitoring, Evaluation & Updates (9 Months 7/01/2017 – 3/31/2018)

1. Provide Quarterly Written & Oral Research Updates to the DCS Oversight Team
2. Provide Management & Personnel Training on New Tool Implementation
3. Monitor New Tool Implementation
4. Request & Examine New Data Extracts (risk factor data & DCS calculated risk scores and groups)
5. Work Closely with the DCS Oversight Team & IT to Make Adjustments in Calculations and Display of Results as Necessary to Ensure Accurate New Tool Implementation
6. Examine New Data Exacts on Supervised Offenders at 6 & 12 month Intervals to Conduct Validation Studies
7. Provide DCS with Analytical Assistance, Advice and Oversight in Their Development of a Single CMS/Combined Caseload/Unified Assessment Protocol Agency
8. Provide a Final 24-month Written Project Report (with DCS review & input)

Payment Schedule is as follows:

(1) Payment for the initial term of this AGREEMENT (April 1, 2016-June 30, 2016) will be \$26,875 with the invoice to be submitted within 30 days of June 30, 2016 for a total obligation of \$26,875 for the initial term of the AGREEMENT.

(2) Payment for the second term of this AGREEMENT (July 1, 2016-June 30, 2017) will be divided into four (4) equal quarterly installments of \$26,875 each with invoices to be submitted within 30 days of the close of each quarter for a total obligation of \$107,500 for the second term of the AGREEMENT.

(3) Payment for the third term of this AGREEMENT (July 1, 2017-March 31, 2018) will be divided into three (3) equal quarterly installments of \$26,875 each with the invoices to be submitted within 30 days of the close of each quarter for a total obligation of \$80,625 for the third term of the AGREEMENT.

The factors that may be considered in the Risk Assessment Instrument are as follows:

- Age at Supervision Start;
- Primary Offense Property;
- Prison Admission for Revocation;
  - # Prior Prison Episodes;
- # Prior Property Arrest Episodes;
- # Prior Prison DR's;
- # of Prior Arrests;
- MH issues;
- Prison STG Validation;
- # Alcohol Violation;
- Community Service Violation;
- Employment Change Violation;
  - # Violations in 1st 60 days;
- # Positive Drug Screens;
- # Program Removals;
- # Moving Violations.