

To request translation or disability-related accommodations, please contact us at **Juvenile-Interpretation@clackamas.us | 503-655-8342.**

Si quiere solicitar servicios de traducción o adaptaciones para la discapacidad, contáctenos en/al **Juvenile-Interpretation@clackamas.us | 503-655-8342.**

Чтобы запросить перевод или приспособления, связанные с инвалидностью, пожалуйста, свяжитесь с нами по: **Juvenile-Interpretation@clackamas.us | 503-655-8342.**

Щоб попросити переклад або спеціальні послуги для осіб з особливими потребами, зверніться до нас, скориставшись такими контактними даними: **Juvenile-Interpretation@clackamas.us | 503-655-8342.**

如需翻译服务或残障相关的协助，请与我们联系：**Juvenile-Interpretation@clackamas.us | 503-655-8342。**

Để yêu cầu dịch vụ dịch thuật hoặc điều chỉnh liên quan đến tình trạng khuyết tật, vui lòng liên hệ với chúng tôi qua **Juvenile-Interpretation@clackamas.us | 503-655-8342.**



**Clackamas County**  
[www.clackamas.us](http://www.clackamas.us)





**CLACKAMAS COUNTY  
PERSONAL SERVICES CONTRACT  
Contract #0000001755**

This Personal Services Contract (this “Contract”) is entered into between Parrott Creek Child And Family Services, Inc. (“Contractor”), and Clackamas County, a political subdivision of the State of Oregon (“County”), acting by and through its Juvenile Department.

**ARTICLE I.**

1. **Effective Date and Duration.** This Contract shall become effective upon signature of both parties. Unless earlier terminated or extended, this Contract shall expire on June 30, 2031.
2. **Scope of Work.** Contractor shall provide the following personal services: Outpatient Juvenile Sex Offense Treatment Programming Services (“Work”), further described in **Exhibit A**.
3. **Consideration.** The County agrees to pay Contractor, from available and authorized funds, a sum not to exceed **Ninety-Nine Thousand Seven Hundred dollars (\$99,700)** per fiscal year (July 1 – June 30) for accomplishing the Work required by this Contract, and a total Contract value not to exceed **Four Hundred Ninety-Eight Thousand Five Hundred Dollars (\$498,500)**. Consideration rates are on a fixed fee basis in accordance with the rates and costs specified in Exhibit B. If any interim payments to Contractor are made, such payments shall be made only in accordance with the schedule and requirements in Exhibit A.
4. **Invoices and Payments.** Unless otherwise specified, Contractor shall submit monthly invoices for Work performed. Invoices shall describe all Work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. The invoices shall include the total amount billed to date by Contractor prior to the current invoice. If Contractor fails to present invoices in proper form within sixty (60) calendar days after the end of the month in which the services were rendered, Contractor waives any rights to present such invoice thereafter and to receive payment therefor. Payments shall be made in accordance with ORS 293.462 to Contractor following the County’s review and approval of invoices submitted by Contractor. Contractor shall not submit invoices for, and the County will not be obligated to pay, any amount in excess of the maximum compensation amount set forth above. If this maximum compensation amount is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment.

Invoices shall reference the above Contract Number and be submitted to: [twest2@clackamas.us](mailto:twest2@clackamas.us)

5. **Travel and Other Expense.** Authorized:  Yes  No  
If travel expense reimbursement is authorized in this Contract, such expense shall only be reimbursed at the rates in the County Contractor Travel Reimbursement Policy, hereby incorporated by reference and found at: <https://www.clackamas.us/finance/terms.html>. Travel expense reimbursement is not in excess of the not to exceed consideration.
6. **Contract Documents.** This Contract consists of the following documents, which are listed in descending order of precedence and are attached and incorporated by reference, this Contract, Exhibit A and Exhibit B.

**7. Contractor and County Contacts.**

Contractor Administrator: Simon Fulford Phone: 503-722-4110 Email: <a href="mailto:sfulford@pcreek.org">sfulford@pcreek.org</a>	County Administrator: Tracey Freeman Phone: 503-650-3156 Email: <a href="mailto:tfreeman@clackamas.us">tfreeman@clackamas.us</a>
---	--

Payment information will be reported to the Internal Revenue Service (“IRS”) under the name and taxpayer ID number submitted. (See I.R.S. 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records will subject Contractor payments to backup withholding.

## **ARTICLE II.**

- 1. Access to Records.** Contractor shall maintain books, records, documents, and other evidence, in accordance with generally accepted accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. County and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor, which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain such books and records for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.
- 2. Availability of Future Funds.** Any continuation or extension of this Contract after the end of the fiscal period in which it is written is contingent on a new appropriation for each succeeding fiscal period sufficient to continue to make payments under this Contract, as determined by the County in its sole administrative discretion.
- 3. Captions.** The captions or headings in this Contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Contract.
- 4. Compliance with Applicable Law.** Contractor shall comply with all applicable federal, state and local laws, regulations, executive orders, and ordinances, as such may be amended from time to time.
- 5. Counterparts.** This Contract may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
- 6. Governing Law.** This Contract, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without regard to principles of conflicts of law. Any claim, action, or suit between County and Contractor that arises out of or relates to the performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Clackamas County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. Contractor, by execution of this Contract, hereby consents to the personal jurisdiction of the courts referenced in this section.
- 7. Indemnity, Responsibility for Damages.** Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, any act, omission, or neglect of Contractor, its subcontractors, agents, or employees. The Contractor agrees to indemnify and defend the County, and its officers, elected officials, agents, and employees, from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon Contractor’s acts or omissions in performing under this Contract.

However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of County, purport to act as legal representative of County, or settle any claim on behalf of County, without the approval of the Clackamas County Counsel's Office. County may assume its own defense and settlement at its election and expense.

- 8. Independent Contractor Status.** The service(s) to be rendered under this Contract are those of an independent contractor. Although the County reserves the right to determine (and modify) the delivery schedule for the Work to be performed and to evaluate the quality of the completed performance, County cannot and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work. Contractor is not to be considered an agent or employee of County for any purpose, including, but not limited to: (A) The Contractor will be solely responsible for payment of any Federal or State taxes required as a result of this Contract; and (B) This Contract is not intended to entitle the Contractor to any benefits generally granted to County employees, including, but not limited to, vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits.
- 9. Insurance.** Contractor shall secure at its own expense and keep in effect during the term of the performance under this Contract the insurance required and minimum coverage indicated below. The insurance requirement outlined below do not in any way limit the amount of scope of liability of Contractor under this Contract. Contractor shall provide proof of said insurance and name the County as an additional insured on all required liability policies. Proof of insurance and notice of any material change should be submitted to the following address: Clackamas County Procurement Division, 2051 Kaen Road, Oregon City, OR 97045 or emailed to the County Contract Analyst.

Required - Workers Compensation: Contractor shall comply with the statutory workers' compensation requirements in ORS 656.017, unless exempt under ORS 656.027 or 656.126.
<input checked="" type="checkbox"/> Required – Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
<input checked="" type="checkbox"/> Required – Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per claim, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
<input checked="" type="checkbox"/> Required – Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per accident for Bodily Injury and Property Damage.
<input checked="" type="checkbox"/> Required – Abuse & Molestation endorsement with limits not less than \$1,000,000 per occurrence if not included in the Commercial General Liability policy.

The policy(s) shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it. Any obligation that County agree to a waiver of subrogation is hereby stricken.

- 10. Limitation of Liabilities.** This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent. Except for liability arising under or related to Article II, Section 13 or Section 20 neither party shall be liable for (i) any indirect, incidental, consequential or special damages under this Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.
- 11. Notices.** Except as otherwise provided in this Contract, any required notices between the parties shall be given in writing by personal delivery, email, or mailing the same, to the Contract Administrators

identified in Article I, Section 7. If notice is sent to County, a copy shall also be sent to: Clackamas County Procurement, 2051 Kaen Road, Oregon City, OR 97045. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing, and immediately upon personal delivery, or within 2 hours after the email is sent during County's normal business hours (Monday – Thursday, 7:00 a.m. to 6:00 p.m.) (as recorded on the device from which the sender sent the email), unless the sender receives an automated message or other indication that the email has not been delivered.

- 12. Ownership of Work Product.** All work product of Contractor that results from this Contract (the “Work Product”) is the exclusive property of County. County and Contractor intend that such Work Product be deemed “work made for hire” of which County shall be deemed the author. If for any reason the Work Product is not deemed “work made for hire,” Contractor hereby irrevocably assigns to County all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark or trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as County may reasonably request in order to fully vest such rights in County. Contractor forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications. Notwithstanding the above, County shall have no rights in any pre-existing Contractor intellectual property provided to County by Contractor in the performance of this Contract except to copy, use and re-use any such Contractor intellectual property for County use only.
- 13. Representations and Warranties.** Contractor represents and warrants to County that (A) Contractor has the power and authority to enter into and perform this Contract; (B) this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms; (C) Contractor shall at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work; (D) Contractor is an independent contractor as defined in ORS 670.600; and (E) the Work under this Contract shall be performed in a good and workmanlike manner and in accordance with the highest professional standards. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.
- 14. Survival.** All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in Article II, Sections 1, 6, 7, 10, 12, 13, 14, 15, 17, 20, 21, 25, 27, 28, 32, 33, and 34, and all other rights and obligations which by their context are intended to survive. However, such expiration shall not extinguish or prejudice the County's right to enforce this Contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor performance that has not been cured.
- 15. Severability.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
- 16. Subcontracts and Assignments.** Contractor shall not enter into any subcontracts for any of the Work required by this Contract, or assign or transfer any of its interest in this Contract by operation of law or otherwise, without obtaining prior written approval from the County, which shall be granted or denied in the County's sole discretion. In addition to any provisions the County may require, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound by this Article II, Sections 1, 7, 8, 13, 16 and 27 as if the subcontractor were the Contractor. County's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.

- 17. Successors in Interest.** The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- 18. Tax Compliance Certification.** The Contractor shall comply with all federal, state and local laws, regulation, executive orders and ordinances applicable to this Contract. Contractor represents and warrants that it has complied, and will continue to comply throughout the duration of this Contract and any extensions, with all tax laws of this state or any political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318. Any violation of this section shall constitute a material breach of this Contract and shall entitle County to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract or applicable law.
- 19. Termination.** This Contract may be terminated for the following reasons: (A) by mutual agreement of the parties or by the County (i) for convenience upon thirty (30) days written notice to Contractor, or (ii) at any time the County fails to receive funding, appropriations, or other expenditure authority as solely determined by the County; or (B) if Contractor breaches any Contract provision or is declared insolvent, County may terminate after thirty (30) days written notice with an opportunity to cure.
- Upon receipt of written notice of termination from the County, Contractor shall immediately stop performance of the Work. Upon termination of this Contract, Contractor shall deliver to County all documents, Work Product, information, works-in-progress and other property that are or would be deliverables had the Contract Work been completed. Upon County's request, Contractor shall surrender to anyone County designates, all documents, research, objects or other tangible things needed to complete the Work.
- 20. Remedies.** If terminated by the County due to a breach by the Contractor, then the County shall have any remedy available to it in law or equity. If this Contract is terminated for any other reason, Contractor's sole remedy is payment for the goods and services delivered and accepted by the County, less any setoff to which the County is entitled.
- 21. No Third Party Beneficiaries.** County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.
- 22. Time is of the Essence.** Contractor agrees that time is of the essence in the performance of this Contract.
- 23. Foreign Contractor.** If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporate Division, all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.
- 24. Force Majeure.** Neither County nor Contractor shall be held responsible for delay or default caused by events outside the County or Contractor's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

**25. Waiver.** The failure of County to enforce any provision of this Contract shall not constitute a waiver by County of that or any other provision.

**26. Public Contracting Requirements.** Pursuant to the public contracting requirements contained in Oregon Revised Statutes (“ORS”) Chapter 279B.220 through 279B.235, Contractor shall:

- a. Make payments promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution of the work provided for in the Contract.
- b. Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Contract.
- c. Not permit any lien or claim to be filed or prosecuted against County on account of any labor or material furnished.
- d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- e. As applicable, the Contractor shall pay employees for work in accordance with ORS 279B.235, which is incorporated herein by this reference. The Contractor shall comply with the prohibitions set forth in ORS 652.220, compliance of which is a material element of this Contract, and failure to comply is a breach entitling County to terminate this Contract for cause.
- f. If the Work involves lawn and landscape maintenance, Contractor shall salvage, recycle, compost, or mulch yard waste material at an approved site, if feasible and cost effective.

**27. No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Contract, each party shall be responsible for its own attorneys’ fees and expenses.

**28. Confidentiality.** Contractor acknowledges that it and its employees and agents may, in the course of performing their obligations under this Contract, be exposed to or acquire information that the County desires or is required to maintain as confidential, including information that is protected under applicable law, including Personal Information (as “**Personal Information**” is defined in ORS 646A.602(12)).

Contractor agrees to hold any and all information that it is required by law or that the County marks as “Confidential” to be held in confidence (“**Confidential Information**”), using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and will use the Confidential Information for no purpose other than in the performance of this Contract, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential.

Contractor agrees that, except as directed by the County, Contractor will not at any time during or after the term of this Contract, disclose, directly or indirectly, any Confidential Information to any person, and that upon termination or expiration of this Contract or the County’s request, Contractor will turn over to the County all documents, papers, records and other materials in Contractor’s possession which embody Confidential Information.

Contractor acknowledges that breach of this Contract, including disclosure of any Confidential Information, or disclosure of other information that, at law or in good conscience or equity, ought to remain confidential, will give rise to irreparable injury to the County that cannot adequately be compensated in damages. Accordingly, the County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Contractor acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interests of the County and are reasonable in scope and content.

Contractor agrees to comply with all reasonable requests by the County to ensure the confidentiality and nondisclosure of the Confidential Information, including if requested and without limitation: (a) obtaining nondisclosure agreements, in a form approved by the County, from each of Contractor's employees and agents who are performing services, and providing copies of such agreements to the County; and (b) performing criminal background checks on each of Contractor's employees and agents who are performing services, and providing a copy of the results to the County.

Contractor shall report, either orally or in writing, to the County any use or disclosure of Confidential Information not authorized by this Contract or in writing by the County, including any reasonable belief that an unauthorized individual has accessed Confidential Information. Contractor shall make the report to the County immediately upon discovery of the unauthorized disclosure, but in no event more than two (2) business days after Contractor reasonably believes there has been such unauthorized use or disclosure. Contractor's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the Confidential Information used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Contractor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure. Contractor shall provide such other information, including a written report, as reasonably requested by the County.

Notwithstanding any other provision in this Contract, Contractor will be responsible for all damages, fines and corrective action (including credit monitoring services) arising from disclosure of such Confidential Information caused by a breach of its data security or the confidentiality provisions hereunder.

The provisions in this Section shall operate in addition to, and not as limitation of, the confidentiality and similar requirements set forth in the rest of the Contract, as it may otherwise be amended. Contractor's obligations under this Contract shall survive the expiration or termination of the Contract, as amended, and shall be perpetual.

- 29. Criminal Background Check Requirements.** Contractor shall be required to have criminal background checks (and in certain instances fingerprint background checks) performed on all employees, agents, or subcontractors that perform services under this Contract. Only those employees, agents, or subcontractors that have met the acceptability standards of the County may perform services under this Contract or be given access to Personal Information, Confidential Information or access to County facilities.
- 30. Key Persons.** Contractor acknowledges and agrees that a significant reason the County is entering into this Contract is because of the special qualifications of certain Key Persons set forth in the contract. Under this Contract, the County is engaging the expertise, experience, judgment, and personal attention of such Key Persons. Neither Contractor nor any of the Key Persons shall delegate performance of the management powers and responsibilities each such Key Person is required to provide under this Contract to any other employee or agent of the Contractor unless the County provides prior written consent to such delegation. Contractor shall not reassign or transfer a Key Person to other duties or positions such that the Key Person is no longer available to provide the County with such Key Person's services unless the County provides prior written consent to such reassignment or transfer.
- 31. RELEASE OF DATA.** Contractor shall not disclose any data gathered in performance of this Contract including, but not limited to, population, statistics, outcomes or results without the County's prior review and express prior written approval. Contractor shall not alter, omit, or otherwise change County-approved data. The provisions of this section does not restrict the County from disclosing data gathered in performance of this Contract to the extent required by any law or regulation including, but not limited to, the Oregon Public Records law. The provisions of this section does not



**EXHIBIT A**  
**RFP 2026-10**  
**OUTPATIENT JUVENILE SEX OFFENSE TREATMENT PROGRAMMING SERVICES**



**REQUEST FOR PROPOSALS #2026-10**

**FOR**

**OUTPATIENT JUVENILE SEX OFFENSE TREATMENT PROGRAMMING SERVICES**

**BOARD OF COUNTY COMMISSIONERS**

**CRAIG ROBERTS, Chair  
PAUL SAVAS, Commissioner  
MARTHA SCHRADER, Commissioner  
BEN WEST, Commissioner  
DIANA HELM, Commissioner**

---

**Gary Schmidt  
County Administrator**

**Thomas Candelario  
Contract Analyst**

**PROPOSAL CLOSING DATE, TIME AND LOCATION**

**DATE: April 1, 2026**

**TIME: 2:00 PM, Pacific Time**

**PLACE: <https://bidlocker.us/a/clackamascounty/BidLocker>**

## **SCHEDULE**

Request for Proposals Issued.....	February 25, 2026
Protest of Specifications Deadline.....	March 4, 2026, 5:00 PM, Pacific Time
Deadline to Submit Clarifying Questions.....	March 25, 2026, 5:00 PM, Pacific Time
Request for Proposals Closing Date and Time....	April 1, 2026, 2:00 PM, Pacific Time
Deadline to Submit Protest of Award.....	Seven (7) days from the Intent to Award

## **TABLE OF CONTENTS**

Section 1 – Notice of Request for Proposals
Section 2 – Instructions to Proposers
Section 3 – Scope of Work
Section 4 – Evaluation and Selection Criteria
Section 5 – Proposal Content (Including Proposal Certification)

## SECTION 1 NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that Clackamas County through its Board of County Commissioners will receive sealed Proposals per specifications until **2:00 PM, April 1, 2026** (“Closing”), to provide outpatient Juvenile Sex Offense Treatment Programming services. No Proposals will be received or considered after that time.

### **Location of RFP documents: OregonBuys**

RFP Documents can be downloaded from the state of Oregon procurement website (“OregonBuys”) at the following address <https://oregonbuys.gov/bsa/view/login/login.xhtml>, Document No. S-C01010- 00016143.

Prospective Proposers will need to sign in to download the information and that information will be accumulated for a Plan Holder's List. Prospective Proposers are responsible for obtaining any Addenda, clarifying questions, and Notices of Award from OregonBuys.

### **Submitting Proposals: Bid Locker**

Proposals will only be accepted electronically thru a secure online bid submission service, **Bid Locker**. *Email submissions to Clackamas County email addresses will no longer be accepted.*

- A. Completed proposal documents must arrive electronically via Bid Locker located at <https://bidlocker.us/a/clackamascounty/BidLocker>.
- B. Bid Locker will electronically document the date and time of all submissions. Completed documents must arrive by the deadline indicated in Section 1 or as modified by Addendum. **LATE PROPOSALS WILL NOT BE ACCEPTED.**
- C. Proposers must register and create a profile for their business with Bid Locker in order to submit for this project. It is free to register for Bid Locker.
- D. Proposers with further questions concerning Bid Locker may review the Vendor’s Guide located at <https://www.clackamas.us/how-to-bid-on-county-projects> .

### **Contact Information**

Procurement Process and Technical Questions: Thomas Candelario, [tcandelario@clackamas.us](mailto:tcandelario@clackamas.us)

The Board of County Commissioners reserves the right to reject any and all Proposals not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all Proposals upon the finding that it is in the public interest to do so and to waive any and all informalities in the public interest. In the award of the contract, the Board of County Commissioners will consider the element of time, will accept the Proposal or Proposals which in their estimation will best serve the interests of Clackamas County and will reserve the right to award the contract to the contractor whose Proposal shall be best for the public good.

Clackamas County encourages proposals from Minority, Women, Veteran and Emerging Small Businesses.

## SECTION 2 INSTRUCTIONS TO PROPOSERS

Clackamas County (“County”) reserves the right to reject any and all Proposals received as a result of this RFP. County Local Contract Review Board Rules (“LCRB”) govern the procurement process for the County.

**2.1 Modification or Withdrawal of Proposal:** Any Proposal may be modified or withdrawn at any time prior to the Closing deadline, provided that a written request is received by the County Procurement Division Director, prior to the Closing. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new Proposal.

**2.2 Requests for Clarification and Requests for Change:** Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, at the Procurement Division address as listed in Section 1 of this RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements. The purpose of this requirement is to permit County to correct, prior to the opening of Proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition. County will consider all requested changes and, if appropriate, amend the RFP. No oral or written instructions or information concerning this RFP from County managers, employees or agents to prospective Proposers shall bind County unless included in an Addendum to the RFP.

**2.3 Protests of the RFP/Specifications:** Protests must be in accordance with LCRB C-047-0730. Protests of Specifications must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, or within three (3) business days of issuance of any addendum, at the Procurement Division address listed in Section 1 of this RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

**2.4 Addenda:** If any part of this RFP is changed, an addendum will be provided to Proposers that have provided an address to the Procurement Division for this procurement. It shall be Proposers responsibility to regularly check OregonBuys for any notices, published addenda, or response to clarifying questions.

**2.5 Submission of Proposals:** Proposals must be submitted in accordance with Section 5. All Proposals shall be legibly written in ink or typed and comply in all regards with the requirements of this RFP. Proposals that include orders or qualifications may be rejected as irregular. All Proposals must include a signature that affirms the Proposer’s intent to be bound by the Proposal (may be on cover letter, on the Proposal, or the Proposal Certification Form) shall be signed. If a Proposal is submitted by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the Proposal is submitted by a corporation, it shall be signed in the name of such corporation by an official who is authorized to bind the contractor. The Proposals will be considered by the County to be submitted in confidence and are not subject to public disclosure until the notice of intent to award has been issued.

No late Proposals will be accepted. Proposals submitted after the Closing will be considered late and will be returned unopened. Proposals may not be submitted by telephone or fax.

**2.6 Post-Selection Review and Protest of Award:** County will name the apparent successful Proposer in a Notice of Intent to Award published on OregonBuys. Identification of the apparent successful Proposer is procedural only and creates no right of the named Proposer to award of the contract. Competing Proposers shall be given seven (7) calendar days from the date on the Notice of Intent to Award to review the file at the Procurement Division office and file a written protest of award, pursuant to LCRB C-047-0740. Any award protest must be in writing and must be delivered by email, hand-delivery or mail to the address for the Procurement Division as listed in Section 1 of this RFP.

Only actual Proposers may protest if they believe they have been adversely affected because the Proposer would be eligible to be awarded the contract in the event the protest is successful. The basis of the written protest must be in accordance with ORS 279B.410 and shall specify the grounds upon which the protest is based. In order to be an adversely affected Proposer with a right to submit a written protest, a Proposer must be next in line for award, i.e. the

protester must claim that all higher rated Proposers are ineligible for award because they are non-responsive or non-responsible.

County will consider any protests received and:

- a. reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- b. sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its Proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, County may name a new apparent successful Proposer; OR
- c. reject all Proposals and cancel the procurement.

**2.7 Acceptance of Contractual Requirements:** Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of County.

**2.8 Public Records:** Proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a Proposal contains any information that is considered a **TRADE SECRET** under ORS 192.345(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

**“This information constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”**

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance” (ORS 192.345). Therefore, non-disclosure of documents, or any portion of a document submitted as part of a Proposal, may depend upon official or judicial determinations made pursuant to the Public Records Law.

**2.9 Investigation of References:** County reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers, and any other factor relevant to this RFP. County may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

**2.10 RFP Proposal Preparation Costs and Other Costs:** Proposer costs of developing the Proposal, cost of attendance at an interview (if requested by County), or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by County.

**2.11 Clarification and Clarity:** County reserves the right to seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear, and favorable manner possible.

**2.12 Right to Reject Proposals:** County reserves the right to reject any or all Proposals or to withdraw any item from the award, if such rejection or withdrawal would be in the public interest, as determined by County.

**2.13 Cancellation:** County reserves the right to cancel or postpone this RFP at any time or to award no contract.

**2.14 Proposal Terms:** All Proposals, including any price quotations, will be valid and firm through a period of one hundred and eighty (180) calendar days following the Closing date. County may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

**2.15 Oral Presentations:** At County's sole option, Proposers may be required to give an oral presentation of their Proposals to County, a process which would provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no material way change Proposer's original Proposal. If the evaluating committee requests presentations, the Procurement Division will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by County. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written Proposals should be complete.**

**2.16 Usage:** It is the intention of County to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

**2.17 Review for Responsiveness:** Upon receipt of all Proposals, the Procurement Division or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. County reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived and all others discarded.

**2.18 RFP Incorporated into Contract:** This RFP will become part of the Contract between County and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of the Sample Contract.

**2.19 Communication Blackout Period:** Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee or other County employees or representatives about the RFP during the procurement process until the apparent successful Proposer is selected, and all protests, if any, have been resolved. Communication in violation of this restriction may result in rejection of a Proposer.

**2.20 Prohibition on Commissions and Subcontractors:** County will contract directly with persons/entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the Proposal process. Contractor shall not use subcontractors to perform the Work unless specifically pre-authorized in writing to do so by the County. Contractor represents that any employees assigned to perform the Work, and any authorized subcontractors performing the Work, are fully qualified to perform the tasks assigned to them, and shall perform the Work in a competent and professional manner. Contractor shall not be permitted to add on any fee or charge for subcontractor Work. Contractor shall provide, if requested, any documents relating to subcontractor's qualifications to perform required Work.

**2.21 Ownership of Proposals:** All Proposals in response to this RFP are the sole property of County, and subject to the provisions of ORS 192.410-192.505 (Public Records Act).

**2.22 Clerical Errors in Awards:** County reserves the right to correct inaccurate awards resulting from its clerical errors.

**2.23 Rejection of Qualified Proposals:** Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP or the Sample Contract.

**2.24 Collusion:** By responding, the Proposer states that the Proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, elected official, or employee of County has a pecuniary interest in this Proposal.

**2.25 Evaluation Committee:** Proposals will be evaluated by a committee consisting of representatives from County and potentially external representatives. County reserves the right to modify the Evaluation Committee make-up in its sole discretion.

**2.26 Commencement of Work:** The contractor shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by County.

**2.27 Nondiscrimination:** The successful Proposer agrees that, in performing the work called for by this RFP and in securing and supplying materials, contractor will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, sexual orientation, gender identity, veteran status, physical or mental handicap, national origin or ancestry, or any other class protected by applicable law.

## SECTION 3 SCOPE OF WORK

### 3.1. INTRODUCTION

Clackamas County Juvenile Department (CCJD) is seeking proposals from qualified organizations to provide direct outpatient Juvenile Sex Offense (JSO) Treatment Programming services to adjudicated and non-adjudicated youth ages 10-20 (referral age of youth will not exceed 18 years of age) referred by CCJD who have engaged in sexually abusive behavior. The provider will demonstrate a history of, and have the ability to, provide comprehensive assessments with appropriate treatment recommendations, along with individual, group, and family counseling utilizing Masters-level therapists who have been certified by the Oregon Sex Offender Treatment Board (SOTB).

CCJD is committed to the philosophical approach of Restorative Justice, which ensures that youth are held meaningfully accountable, victims are heard and empowered, and communities are engaged as stakeholders that have been negatively impacted. The CCJD seeks to provide community safety through accountability, appropriate application of community-based treatment interventions, and the development of interpersonal skills which lead to successful integration and re-integration into the community. Juvenile Sex Offense Treatment programming provides an opportunity for youth to recognize the harm they have caused in the community through their choices and take meaningful steps to change their problematic behaviors and choices.

**Please direct all Technical/Specifications or Procurement Process Questions to the indicated representative referenced in the Notice of Request for Proposals and note the communication restriction outlined in Section 2.19.**

### 3.2 BACKGROUND

The mission of the Clackamas County Juvenile Department is to provide equitable, effective juvenile justice services to support youth and family success, honor victim rights, and create opportunities for youth to experience positive change, contributing to a safe, secure, healthy community.

CCJD is dedicated to providing developmentally appropriate intervention, services, and supervision that align with the following objectives of the CCJD's Strategic Business Plan:

**Accountability and Reformation** - provide individualized evaluation, intervention, rehabilitative, and supervision services to youth so they be accountable to victims and the community, and repair the harm they have caused while building essential skills needed to transition into adulthood, and be contributing members of their community, living a crime free life.

**Youth, Family, Stakeholder and Community Collaboration** - the Juvenile Department works with youth, families, system, and community stakeholders to provide youth and families services which may include prevention, early intervention, family navigation and engagement, intake, assessments and custody services which offer opportunities to divert youth from juvenile justice involvement support for families, community connection, and public safety.

### 3.3. SCOPE OF WORK

#### 3.3.1. Scope:

**The outcome of this RFP process is to secure providers of outpatient Juvenile Sex Offense Treatment programming for pre and post adjudicated youth**

#### 3.3.1. Program Goal

CCJD supports a system of early interventions that addresses a youth's risk factors and supports success for youth by identifying and building upon their strengths, competencies, and natural supports to prevent further system involvement. Youth will be assisted in creating greater connections within their community. Youth are to be served in the most developmentally appropriate, least restrictive, and most cost-effective level of intervention. All proposals submitted must include a description of how the provider will achieve each of the goals set forth.

- **Family First:** The family drives the plan.
  - We respect and honor family voice and guarantee safety for its expression throughout the process
  - We assure that youth and families are empowered to shape the plan based on what they understand as their strengths and needs
  - We understand that building trust with families is our job
  - We protect families by honoring confidentiality
- **Engagement and Motivation:** We help families discover what will work for them
  - We use effective strategies to help families find their own motivation for trying new strategies (e.g., what's in it for us?)
  - If a family is not engaging we ask ourselves what we can do differently
  - We stay balanced and avoid taking sides between family members
- **Effective Collaboration:** We communicate and collaborate with each other to
  - Keep youth from unnecessarily penetrating further into the Juvenile Justice System
  - Demonstrate commitment to restorative justice practices, and
  - Have trained supervisor(s) who provide oversight, supervision and quality assurance of the staff providing direct service
  - Use individually responsive and relevant services (including language) with youth and families

**The provider selected for this program will provide all direct service delivery.**

#### 3.3.2. Service Components:

- 1) All proposals submitted must include a description of how the provider will achieve each of the service components set forth for Juvenile Sex Offense Treatment: Provide a continuum of services specific to Juvenile Sex Offense Treatment for sex-related offenses referred by CCJD.
  - a) Responders shall utilize Master's Level therapists licensed through the State of Oregon who are certified by the State of Oregon Sex Offender Treatment Board (SOTB) to provide comprehensive assessments and sex offense specific treatment services to youth referred by the Juvenile Department. Therapist functioning in this capacity will:
    - i) Provide comprehensive assessments as requested using the Juvenile Sex Offender Assessment Protocol (JSOAP II), the PROFESSOR, or other assessment instruments as prescribed.

- ii) Schedule Intake Meetings with all new youth referred and accepted for treatment, develop a safety plan, and provide a written treatment plan and goals within 30 days of the intake meeting.
  - iii) Provide developmentally appropriate individual, group, and family treatment using evidence based practices and interventions for youth who have engaged in sexually abusive behavior, to include: Cognitive behavioral treatment addressing cognitive distortions leading to sexually abusive behavior, emotional self-regulation, recognition of sexually abusive behavior cycles, development of social/familial relationships and natural supports, interpersonal and social/life skill development, Establishing and maintaining safe/healthy boundaries and victim clarification and reunification (when deemed appropriate).
  - iv) Work in close collaboration with CCJD Juvenile Counselors regarding the supervision and case management of youth in the program, having a minimum of monthly contact to report treatment progress relative to each youth. In addition, participate in monthly meetings with the CCJD Juvenile Counselor 2 (JC2) team.
  - v) As part of the treatment process, prepare youth for full disclosure and maintenance polygraph examinations and consult with the Juvenile Counselor regarding any polygraph failures or disclosures of law or probation violations discovered during polygraphs. Any disclosures of previously unknown victims shall be reported to the appropriate agencies. The Juvenile Department is responsible for scheduling polygraph examinations.
  - vi) Participate in and provide progress updates for quarterly treatment review meetings that include the youth, parents/guardians, and the Juvenile Counselor.
  - vii) Monitor and track completion of treatment, to be completed within 12 to 18 months of referral unless otherwise agreed to by CCJD on a cases by case basis, and provide treatment progress reports and discharge summaries to CCJD in a timely manner.
- 2) Provider will have the capacity to adapt treatment to meet the special needs of youth including, but not limited to, youth with developmental delays, mental illness, substance abuse issues and physical disabilities.
  - 3) Provider must be able to accommodate the developmental needs through a continuum of services for youth in a wide range of ages.
  - 4) Provider will have the capacity to adapt treatment to meet the individual needs of youth. See section 3.3.4 for details.
  - 5) Provider must be able to accommodate any changes in SOTB standards as they occur and remain in compliance with the ethical standards as identified by the Association for the Treatment of Sexual Abusers (ATSA).
  - 6) Provider will demonstrate success when the treatment team has determined the youth has successfully completed all treatment goals as determined by the treatment team. The treatment team includes therapist(s), Juvenile Counselor(s), parent(s)/guardian(s), and youth.
  - 7) Provider will ensure that the youth involved in treatment receive the following (unless prior approval of changes is given by CCJD Management):
    - a) Provider will complete one (1) comprehensive assessment prior to treatment starting, if applicable or if not previously completed.
    - b) Provider will complete an individual therapy session once per week.
    - c) Provider will complete a group therapy session once per week.
    - d) Provider will complete family therapy sessions twice per month. Family therapy sessions will address any arising crises and keep the family on track with the treatment plan.
    - e) Provider will prepare each youth for one (1) full disclosure polygraph within the first four (4) months of treatment and prepare each youth for a maintenance polygraph every 4-6 months thereafter.
    - f) Provider will complete a written review for discussion at youth's quarterly treatment review.

- g) Provider will participate and present written review in the quarterly treatment reviews involving the youth, parents/guardian, Juvenile Counselor, and treatment provider.
  - h) Provider will offer parent education and support groups that provide accurate information about the treatment process, facilitate supportive dialogue regarding the challenges of parenting youth who have engaged in sexually abusive behavior, and encourage the sharing of constructive ideas to maintain the safety and wellbeing of their child.
  - i) Provider will complete a comprehensive reassessment every six (6) months using CCJD-approved risk assessment tools.
  - j) Provider will complete a written discharge summary for each youth provided to CCJD within 30 days of completion of treatment. Youth's treatment will not be considered complete until CCJD is in receipt of a discharge summary.
- 8) Provider will provide the services in Clackamas County and will be family-focused in the provision of services by:
- a) Ensuring all services are accessible by public transportation.
  - b) Offering sufficient availability for evening and weekend appointments to accommodate youth and family schedules, encourage school attendance, and encourage prosocial activities.
- 9) Have trained supervisor(s) who provide qualified clinical oversight, supervision and quality assurance of the staff providing direct services.
- a) Ensure quality customer service.
  - b) Supervision of all program processes, casework management and required documentation.
  - c) Ensure therapist are Master's Level therapists licensed through the State of Oregon who are certified by the State of Oregon Sex Offender Treatment Board (SOTB) to provide comprehensive assessments and sexually abusive behavior specific treatment services.
  - d) Ensure staff participate and complete additional training including, but not limited to:
    - i) Restorative Justice
    - ii) Trauma Informed Care
    - iii) Responsivity and Meeting Individual Needs
    - iv) Ongoing training regarding best practices in the supervision and treatment of youth who have engaged in sexually abusive behavior.
    - v) Continuing Education Units as required by SOTB-Certification and State licensing standards
    - vi) Other training as designated by CCJD
  - e) Be able to provide documentation of license and training by staff upon request.
  - f) Ensure reports and case notes accurately reflect and follow the approved treatment plans and are delivered pursuant to section 7.
  - g) Provide verbal and written communication in the most appropriate language for the youth and families.

**3.3.3. Historical Information and Data on Referrals and Target Population:**

Below is historic JSO disposition referral data for the calendar years of 2020-2025 \	Referrals	% of total referrals with disposition
Formal Accountability Agreement	7	3%
Probation	39	19%
Probation/Commit to OYA community placement	12	6%
Commit to OYA-YCF	5	2%
Total	63	NA

### 3.3.4. Additional Requirements:

**Responsivity and meeting individualized needs:** Services shall be competently delivered and responsive to the youth's individual needs and identity(s). Competence is defined as the development of behaviors, attitudes and policies that enable the contract agency to deliver services in ways that meet the individual needs of the youth and their families. For the youth to understand and appreciate their individual identity(s), provider shall schedule activities on an individual or small group basis for the purpose of:

- 1) Teaching youth constructive ways to express and appreciate their own culture/heritage and identity.
  - 2) Allowing youth to identify and participate in activities that extend beyond their own immediate personal experiences.
  - 3) Helping youth utilize community resources to advance their awareness and improve their social network.
  - 4) Helping youth to recognize the relationships between various value systems.
  - 5) Increasing awareness and acceptance for the different experiences and needs of others in the community; and
  - 6) Having bi-lingual staff and/or resources to communicate with youth, families, victims, and community members with limited English proficiency.
- 7) **Reporting:** CCJD will establish performance, process and outcome measures as well as data collection strategies relative to the services being provided to youth and families in order to accomplish programmatic and departmental goals listed above. Service provider will submit specific output measures on a regular basis (monthly, quarterly, and/or semi-annually) to CCJD and will be periodically reviewed with CCJD. Output data may include dosage but is not limited to:
- a) Written reviews for discussion at youth's quarterly treatment review.
  - b) Quarterly report including youth, age, number of months in treatment, total number of months on treatment plan, any changes since the last report, and progress relative to program treatment goals and objectives.
  - c) A written discharge summary for each youth provided to CCJD within 30 days of completion of treatment. Youth's treatment will not be considered complete until CCJD is in receipt of a discharge summary.
- 3) **Quarterly/Semi-Annual Review:** A Quarterly/Semi-Annual review will be conducted by CCJD supervisor(s).
- 4) **Quality Assurance:** Applicants should have existing processes and procedures in place for quality assurance of their program. Applicants should be equipped to accurately monitor and track reliable measures of program implementation and delivery of services. It is expected applicants will also comply with data collection and reporting requirements established by CCJD regarding a variety of quality assurance and evaluation processes. It is also the responsibility of the applicant to respond accordingly to any possible program drift or performance improvement issues identified in an effort to ensure program fidelity and performance.

### **Budget:**

Depending on program costs, program need, funding priorities and funding availability, the estimated maximum amount of the contract resulting from this RFP is approximately \$99,700.00 per year over five (5) years for an estimated total contract value of \$498,500.00.

Upon making a selection and reviewing the proposed Budgets and Fees submitted according to Section 5.3 of this RFP, the County may negotiate a fee, payment structure, and payment amounts according to the process in Section 4 of this RFP.

**3.3.3. Term of Contract:**

The term of the contract is anticipated to become effective on July 1, 2026 and expire on **June 30, 2031**.

**3.3.4 Sample Contract:** Submission of a Proposal in response to this RFP indicates Proposer’s willingness to enter into a contract containing substantially the same terms (including insurance requirements) of the sample contract identified below. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with Paragraphs 2.2 or 2.3 of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP. This RFP and all supplemental information in response to this RFP will be a binding part of the final contract.

The applicable Sample Personal Services Contract can be found at <https://www.clackamas.us/finance/terms.html>.

Personal Services Contract (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- Article I, Paragraph 5 – Travel and Other Expense is Authorized
- Article II, Paragraph 28 – Confidentiality
- Article II, Paragraph 29 – Criminal Background Check Requirements
- Article II, Paragraph 30 – Key Persons
- Article II, Paragraph 31 – Cooperative Contracting
- Article II, Paragraph 32 – Federal Contracting Requirements
- Exhibit A – On-Call Provision

The following insurance requirements will be applicable:

- Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage.
- Abuse & Molestation: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000.

## SECTION 4 EVALUATION PROCEDURE

- 4.1** An evaluation committee will review all Proposals that are initially deemed responsive and they shall rank the Proposals in accordance with the below criteria. The evaluation committee may recommend an award based solely on the written responses or may request Proposal interviews/presentations. Interviews/presentations, if deemed beneficial by the evaluation committee, will consist of the highest scoring Proposers. The invited Proposers will be notified of the time, place, and format of the interview/presentation. Based on the interview/presentation, the evaluation committee may revise their scoring.

Written Proposals must be complete and no additions, deletions, or substitutions will be permitted during the interview/presentation (if any). The evaluation committee will recommend award of a contract to the final County decision maker based on the highest scoring Proposal. The County decision maker reserves the right to accept the recommendation, award to a different Proposer, or reject all Proposals and cancel the RFP.

Proposers are not permitted to directly communicate with any member of the evaluation committee during the evaluation process. All communication will be facilitated through the Procurement representative.

**4.2 Evaluation Criteria**

<u>Category</u>	<u>Points available:</u>
Service Delivery	0-30
Demonstration of Ability to Provide Services	0-30
Responsivity and Meeting Individualized Needs	0-25
Staff Descriptions and Qualifications	0-15
<b>Available points</b>	<b>0-100</b>

- 4.3** Once a selection has been made, the County will enter into contract negotiations. During negotiation, the County may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If the County is unable to come to terms with the highest scoring Proposer, discussions shall be terminated and negotiations will begin with the next highest scoring Proposer. If the resulting contract contemplates multiple phases and the County deems it is in its interest to not authorize any particular phase, it reserves the right to return to this solicitation and commence negotiations with the next highest ranked Proposer to complete the remaining phases.

## SECTION 5 PROPOSAL CONTENTS

### 5.1. Vendors must observe submission instructions and be advised as follows:

5.1.1. Proposals will only be accepted electronically thru Equity Hub's Bid Locker. Email submissions to Clackamas County email addresses will no longer be accepted.

5.1.2. Completed proposal documents must arrive electronically via Equity Hub's Bid Locker located at <https://bidlocker.us/a/clackamascountry/BidLocker>.

5.1.3. County reserves the right to solicit additional information or Proposal clarification from the vendors, or any one vendor, should the County deem such information necessary.

5.1.4. Proposal may not exceed a total of **20 pages** (single-sided), inclusive of all exhibits, attachments, title pages, pages separations, table of contents, or other information. The Proposal Certification Page will NOT count towards the final page count. Pages shall be 8-1/2" x 11" standard sheet size, 11 point font, single-spaced.

### **Provide the following information in the order in which it appears below:**

### 5.2. Proposer's General Background and Qualifications:

- Description of the firm.
- Credentials/experience of key individuals that would be assigned to this project.
- Description of providing similar services to public entities of similar size within the past five (5) years.
- Description of the firm's ability to meet the requirements in Section 3.
- Description of what distinguishes the firm from other firms performing a similar service.

### 5.3. Scope of Work

#### **SERVICE DELIVERY (0-30 points)**

1. Explain how your agency proposes to deliver the services described in this solicitation. Include in your description a schedule of events, family-focused availability (i.e. evening and weekend appointments), the program structure that facilitates service delivery, and the types of services a youth will expect to receive while placed in your program.
2. Provide all information requested in section 3.3.2 of this RFP
3. Describe your experience providing treatment for adolescents who have engaged in sexually abusive behavior and juvenile justice involved youth including data on your agency's rate of Juvenile Sex Offense Treatment completion over the past 2 years. Treatment completion is defined as: completion of all treatment goals as determined by the treatment team.
4. Describe how you tailor your organization's services to meet the specific needs of individuals and the community. Please provide specific examples, including a description of how you worked with specific communities you serve and how your agency used that learning to inform future services and staffing.

### **DEMONSTRATION OF ABILITY TO PROVIDE SERVICES (0-30 points)**

1. Describe how long your agency/organization has been delivering these services.
2. Describe any contracts your agency has had with any organization(s) for these services within the last two (2) years and your experience providing these services. Include in your description any challenges, successes, and any program development or service-delivery issues you have experienced. Include any corrective action measures that had to be taken, if applicable to comply with those contracts.
3. What key strengths, resources and/or abilities does your agency/organization have that it can bring in providing these services?
4. If your agency/organization is new to this service area, describe your capacity and capability to deliver the required services and your plan to be fully competent and functioning as a service provider by the time of the contract execution.
5. Describe your maximum capacity (the number of youth receiving treatment at any given time) and the average length of time a youth is in treatment.
6. Provide certifications and qualifications to conduct treatment for adolescents who have engaged in sexually abusive behavior.

### **RESPONSIVITY AND MEETING INDIVIDUALIZED NEEDS (0 – 25 points)**

1. Describe how you will deliver services in a non-discriminatory and responsive way to youth and families that meets their individualized needs.
2. Describe the initial training and ongoing training staff receive related to delivering individualized services in a responsive manner. Please describe the delivery method of the training, the content of the training, and how many hours of training each staff receives annually.
3. Describe how your programming welcomes all members of the community needing these services.
4. Describe your ability to provide linguistically appropriate services to youth and families with limited English proficiency.

### **STAFF DESCRIPTIONS AND QUALIFICATIONS (0-15 points)**

1. Describe the duties and qualifications (e.g., education, training, experience, length of time providing juvenile sexually abusive behavior treatment, license/certification/accreditation) of key staff positions that will be directly involved with the delivery of these services.
2. Describe the administrative management supervision structure of your agency/organization as it relates to the operation of these services and discuss any existing operational policies and procedures you have developed and would use to effectively deliver these services.
3. Describe how staff is supervised to ensure competency and appropriate delivery of service is being performed. Include in your description how staff problems are resolved and corrective action taken.

Describe any training provided to staff to strengthen skills and personal development

#### **5.4. Fees**

Fees should appear as a fixed fee cost and be sufficiently descriptive to facilitate acceptance of a Proposal. The fee schedule/budget shall include the following:

- 1) Provide a program budget that includes the County's total cost for Proposer to provide the Program ("Budget"). If the Proposer will supplement non-County Program costs with non-County revenue, the Proposer shall note on the Budget both the amount and source(s) of such revenue. The Budget shall categorize all Program costs into the following three line items:
  - a) Staffing Costs
  - b) Miscellaneous Costs
  - c) Administrative/Indirect Costs
- 2) Please provide a per youth\*, per month cost based on required services below and the maximum capacity of youth provider has the ability to serve:
  - a) Complete a comprehensive assessment prior to treatment starting.
  - b) Individual therapy session – 1 time per week.
  - c) Group sessions: 1 time per week.
  - d) Family therapy sessions- 2 times per month. Family therapy sessions will address any arising crises and keep the family on track with the treatment plan.
  - e) Provide preparation for full disclosure polygraphs within the first 4 months of treatment and prepare each youth for a maintenance polygraph every 4-6 months thereafter.
  - f) Provide written review for discussion at youth's quarterly treatment review.
  - g) Participate and present written review in quarterly treatment reviews involving the youth, parents/guardian, Juvenile Counselor, and treatment provider. The therapist will also attend, participate and present a written review.
  - h) In addition to family therapy sessions, provider will offer parent education support group(s) at least once every 8 weeks.
  - i) Complete a comprehensive reassessment every 6 months using CCJD-approved risk assessment tools.
  - j) Complete a written discharge summary for each youth and provide to CCJD within 30 days of completion of treatment. Youth's treatment will not be considered complete until CCJD is in receipt of a discharge summary.
  - k) Provider (the therapist) will attend and participate in a monthly meeting with CCJD..

\*The per youth fee structure may be changed to a different fee structure during contract negotiations at the County's sole discretion.

List the not-to-exceed amount you propose for the service.

#### **5.5. References**

Provide at least three (3) references from clients your firm has served similar to the County in the past three (3) years, including one client that has newly engaged the firm in the past thirty-six (36) months and one (1) long-term client. Provide the name, address, email, and phone number of the references. Please note the required three references may not be from County staff, but additional references may be supplied.

#### **5.6. Completed Proposal Certification (see the below form)**

**PROPOSAL CERTIFICATION**  
**RFP #2026-10**

Submitted by: \_\_\_\_\_  
**(Must be entity's full legal name, and State of Formation)**

Each Proposer must read, complete and submit a copy of this Proposal Certification with their Proposal. Failure to do so may result in rejection of the Proposal. By signature on this Proposal Certification, the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury, the undersigned will comply with the following:

**SECTION I. OREGON TAX LAWS:** As required in ORS 279B.110(2)(e), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Proposer is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Proposer to 24% backup withholding.

**SECTION II. NON-DISCRIMINATION:** That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

**SECTION III. CONFLICT OF INTEREST:** The undersigned hereby certifies that no elected official, officer, agent or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFP, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its elected officials, officers, agents, or employees had induced Proposer to submit this Proposal. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a proposal for the same material, and is in all respects fair and without collusion or fraud.

**SECTION IV. COMPLIANCE WITH SOLICITATION:** The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFP (including any attachments); and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFP and Proposal; and
4. Will use recyclable products to the maximum extend economically feasible in the performance of the contract work set forth in this RFP.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Oregon Business Registry Number: \_\_\_\_\_ OR CCB # (if applicable): \_\_\_\_\_

Business Designation (check one):

Corporation  Partnership  Sole Proprietorship  Non-Profit  Limited Liability Company

Resident Quoter, as defined in ORS 279A.120

Non-Resident Quote. Resident State: \_\_\_\_\_

**EXHIBIT B**  
**CONTRACTOR'S PROPOSAL**

REQUEST FOR PROPOSALS #2026-10  
FOR  
OUTPATIENT JUVENILE SEX OFFENSE TREATMENT PROGRAMMING SERVICES

**5.2. Proposer's General Background and Qualifications:**

- Description of the firm

Founded in Clackamas County 58 years ago, Parrott Creek offers person-centered and culturally responsive programs and services to address social determinants of health in our community. Our goal is for all people to experience social, emotional, and physical wellbeing with justice and hope. Our programs range from early interventions for children and teenagers, to community based services, outpatient treatment, recovery homes and intensive residential care.

Based on a practice of unconditional positive regard, our approach is to address the various social, economic and health factors that cause trauma to individuals and communities – often called Social Determinants of Health – that lead to poor choices and social dysfunction. We combine evidence based and trauma-informed treatment models with restorative justice and mindfulness to help individuals heal, grow, and succeed. Since 1968, we have served more than 40,000 youth, families and individuals, and currently serve approximately 2,500 clients per year.

Parrott Creek is licensed with the State of Oregon as a Child Caring Agency offering residential and behavioral treatment services, holds a Certificate of Approval from the Oregon Health Authority to deliver outpatient and inpatient behavioral health services for both Substance Use Disorder and mental health, is CARF accredited, and holds a Gold Transparency standard from Candid - the leading national evaluator of 1.9 million nonprofits in the United States.

Our programs are successful:

- 9 out of 10 of clients make progress on their treatment goals (*Better Outcomes* assessment tool)
- Our recidivism rate is half the statewide average (OYA-provided data)

- Credentials/experience of key individuals that would be assigned to this project

**Mariah Deweese, CSWA, CSCSOT, Lifeguards Program Manager & Therapist**

Mariah joined Parrott Creek in September of 2021 as an intern at our Residential Treatment Program while completing her Masters in Social Work through Portland State University. After completing the nine months of her internship, Mariah was offered a full time position and began working as a Youth and Family Therapist. Upon graduation, Mariah continued to work at the Residential program until July of 2024 when she took over as the Lifeguards Program Manager and Therapist.

Mariah began her career in social services working as a supervisor at an adolescent psychiatric crisis inpatient facility for four years. Mariah is passionate about advocating for the youth she works with and is motivated to make lasting changes, both in the individual lives of the clients she works with, as well as on a systematic level. Mariah cares deeply about social justice and her work is rooted in the values of restorative justice.

**Paul Stanzione, LCSW, CCSOT, Director of Clinical Services**

Paul began working at Parrott Creek as a therapist/case manager for our residential and shelter programs in 2013. He later became the Therapist and Program Manager for our Lifeguards Juvenile Sex Offense Treatment Program delivered in partnership with the Clackamas County Juvenile Department. As Director of Clinical Services, Paul supervises a team of 15 clinical staff, including mental health therapists, drug and alcohol counselors and Peer Mentors. Paul also provides clinical support and guidance to Parrott Creek's team of six Traditional Health Workers providing outreach, engagement and case management to clients in the community.

Paul is the main liaison for Parrott Creek with all contracted medical providers associated with our work, Coordinated Care Organizations, private insurance, etc. Prior to Parrott Creek, Paul worked as a skills trainer and caregiver for adults with developmental disabilities in Baltimore, MD and in Portland, OR.

**Kate Stover, LCSW, CCSOT, Residential Clinical Director**

Kate started working in Parrott Creek's residential programs in 2013 as a Youth Worker. Kate then earned a Master's Degree in Social Work from Portland State University and returned to Parrott Creek Residential in 2018 as a Youth and Family Therapist. In 2025, Kate stepped into the role of Residential Clinical Director. When not at work, Kate can be found outside- exploring the woods with her horse, spending time at the river with her dogs, and attempting to cultivate a native habitat in her garden through a method she refers to as "chaos gardening."

- Description of providing similar services to public entities of similar size within the past five (5) years

Parrott Creek has been providing Juvenile Sex Offense Treatment services for youth in Clackamas County for the past 25 years, in partnership with Clackamas County Juvenile Department and the Oregon Youth Authority, as well as serving hundreds of youth from other Oregon counties and municipalities. Over the past five years, we have been contracting Juvenile Sex Offense Treatment with the Washington County Juvenile Department and the Oregon Department of Human Services. Parrott Creek has held various Behavior Rehabilitation Services (BRS) contracts with Clackamas County, the Oregon Youth Authority and the Oregon Department of Human Services for 30+ years.

- Description of the firm's ability to meet the requirements in Section 3

Parrott Creek has been successfully providing Juvenile Sex Offense (JSO) treatment services for youth in Clackamas County for 25 years, delivering a highly effective service to the Clackamas County Juvenile Department as well as other state agencies and county departments requesting these treatment services. These 25 years of experience includes the ability to conduct comprehensive assessments, document appropriate treatment recommendations, provide individual, group and family counseling, the development of interpersonal skills and the successful (re)integration into the community. All JSO treatment services are provided by a Masters-level therapist who is certified by the Oregon Sex Offender Treatment Board (SOTB).

Parrott Creek consistently applies a developmentally appropriate, strengths-based, trauma-informed and evidence-based approach to the design of all its programs and services. Our work is also premised on inclusive, culturally responsive and Restorative

Justice approaches that deliver accountability and reformation on the part of youth being treated, and youth, family, stakeholder and community collaboration that offer opportunities for youth to divert from further juvenile justice involvement, dedicated family support, community connection, and public safety for all.

Parrott Creek can deliver all requirements outlined in Section 3 of the RFP. For further details, see below.

- Description of what distinguishes the firm from other firms performing a similar service

First and foremost, Parrott Creek has deep, community roots across the entirety of Clackamas County dating back to 1968 when we were first established. While many of our services are delivered in the Oregon City and North Clackamas areas, we offer community outreach and peer-led services from Government Camp and Sandy, through to Estacada, Molalla, and Canby. We have been working in partnership with multiple Clackamas County departments since that time, with youth in the juvenile justice system always being a priority to serve. We have been successfully providing Juvenile Sex Offense Treatment services for youth in Clackamas County for 25 years.

Finally, including our residential treatment campus near Oregon City, we have three physical offices in the county where Juvenile Sex Offense Treatment services can be offered, as well as remote/telehealth options. As a leading member of the Safe Kids Coalition for Clackamas County, and acting as the Coordinator for the Clackamas Behavioral Health Resource Network, Parrott Creek is able to connect youth and families with an extensive, diverse, and community-specific array of referral partners in all parts of the county.

### **5.3. Scope of Work**

#### **SERVICE DELIVERY**

1. Explain how your agency proposes to deliver the services described in this solicitation. Include in your description a schedule of events, family-focused availability (i.e. evening and weekend appointments), the program structure that facilitates service delivery, and the types of services a youth will expect to receive while placed in your program.

Upon receiving a referral for a psychosexual assessment from the CCJD, Parrott Creek's JSO therapist collates all appropriate referral information including police reports. Then, coordinating with the assigned Juvenile Court Counselor, the therapist arranges to have an assessment interview with the client and appropriate caregivers. Again, utilizing clinical experience and appropriate assessment tools such as the "JSOAP II" and the "PROFESOR," the JSOT therapist will produce a detailed psychosexual assessment with a recommendation for an appropriate level of clinical service for the CCJD's consideration.

For youth directly referred to Parrott Creek, the JSO therapist will contact them in a timely manner and arrange an intake meeting. After intake, the therapist's first priority is assessing the youth's current living and social situation. This leads to the development of a comprehensive Safety Plan ensuring the safety of both the community, the youth and the youth's family. This is done in conjunction with the

assigned Juvenile Court Counselor, the youth and their family. Within 30 days of intake, a treatment plan is developed and submitted which details specific treatment goals aligned with the youth's needs and considerations of community safety.

Embedded within the treatment plan is a prescription for the dosage treatment i.e., number of individual sessions per month, family sessions per month and group treatment applicability. Each youth is assessed by the therapist to make sure that the dosage of treatment fits within the parameters of the CCJDs requirements for Juvenile Sex Offender Treatment while simultaneously taking consideration of the youth's developmental capacities. Developmental considerations include chronological age and emotional maturity, cognitive and psychoemotional conditions as well as specificities in regards to offenses. Family time commitments are also taken into consideration.

Treatment modalities employed include but are not limited to: Cognitive Behavioral Therapy, Dialectical Behavior Therapy, solution focused work as well as Motivational Interviewing techniques. Offending cycles are examined, if appropriate, as well as familial and social supports to help the youth safely integrate into more normalized community interactions.

Relapse prevention is addressed as well as detailed work in regards to victim clarification to whatever degree is appropriate and possible. Most importantly, a mindfulness-based, relational approach employed by the JSO therapist develops a therapeutic relationship that simultaneously has defined boundaries and cultivates an environment of trust and safety. This enables the youth to eventually hold themselves accountable. This is the catalyst to internalize, long-term change which ensures future safety for both the community and the youth themselves.

Parrott Creek's JSO treatment program has always embodied the idea that collaboration is the key to successful treatment. In addition to any monthly meetings with the JSO team and case specific meetings with the assigned Juvenile Court Counselor, consistent and clear communication with the CCJD is the norm.

The JSO therapist has extensive experience in polygraph preparation having gone through the process with adjudicated youth in two different Parrott Creek programs. The JSO therapist will work closely with the CCJD, the youth and their family, and whenever possible the polygrapher to try and ensure successful polygraph completion. Offense history review, therapeutic trust, role-play and questions specific investigation are all employed for this.

The JSO therapist will do everything they can to coordinate and schedule quarterly treatment reviews for each client to include the youth, parents/guardians, and the assigned Juvenile Court Counselor.

All treatment will be completed within the prescribed treatment period unless an extension is arranged by the CCJD. All tracking of treatment and treatment completion summaries will be provided to the CCJD within the prescribed time frames.

Parrott Creek will offer flexible operating hours to accommodate the needs of youth, families, and the CCJD. Generally speaking the therapist would work between 10 AM

and into the early evening Monday through Thursday depending upon the scheduling of groups and the schedules of youth clients, their families and the professionals at the CCJD. The program will operate on Fridays and weekends if it is necessary to accommodate the needs of youth or families. Telehealth/video conferencing will also be available for youth and their families if that is the best or preferred option to allow them to successfully engage in and access JSO treatment.

2. Provide all information requested in section 3.3.2 of this RFP

The Lifeguards JSOT program treatment structure and protocols will ensure that:

- Utilize a Master's Level therapist licensed through the State of Oregon and certified by the State of Oregon Sex Offender Treatment Board (SOTB).
- Psychosexual assessments, including JSOAP II or PROFESOR, will be done prior to treatment starting.
- Schedule intake meetings and, within 30 days of intake, a treatment plan will be developed and submitted which details specific treatment goals aligned with the youth's needs and considerations of community safety.
- Provide developmentally appropriate individual, group and family treatment using evidence based practices and interventions for youth, including Cognitive Behavioral Therapy addressing cognitive distortions leading to sexually abusive behavior, emotional self-regulation, recognition of sexually abusive behavior cycles, development of social/family relationships and natural supports, interpersonal and social/life skill development, establishing and maintaining healthy/safe boundaries, victim clarification and, when deemed appropriate, victim reunification.
- Individual sessions will be completed once per week.
- Group therapy sessions will be able to be conducted once a week.
- Family therapy sessions will be able to be conducted twice a month and will include historical reviews, support for the family within the treatment plan, and addressing any ongoing crises that occur.
- Within the first four months of treatment each youth will be prepared for a full disclosure polygraph as well as ongoing maintenance polygraphs every 4 to 6 months after the full disclosure.
- The therapist will conduct quarterly treatment reviews for all clients.
- The therapist will participate in quarterly treatment reviews for all clients.
- The therapist will provide parent, psychoeducational and support groups that will facilitate discussions in the following: sharing of information in regards to juvenile sex offender treatment, family challenges, and engagement in the sex offender treatment process.

- The therapist will complete additional psychosexual assessments for all clients every six months using approved risk assessment tools. And within 30 days of completion of treatment the therapist will provide a discharge summary outlining treatment progress and final recommendations.
- Monitor and track completion of treatment, to be completed within a target of 12-18 months of referral, and provide treatment progress reports and discharge summaries to CCJD within 30 days of completion of treatment.
- The therapist will participate in monthly CCJDs JSO team meetings and/or other ad hoc meetings as requested.
- The program will provide services to Clackamas County families through the CCJD and our treatment philosophy is always family focused.
- The JSO treatment provider's office is centrally located in Oregon City, easily accessible by public transportation.
- The program provides flexible hours for treatment to accommodate youth and family schedules and the ease of treatment around school, work and social activity commitments. This is tailored individually to the needs of participants.
- Ensure the capacity to adapt treatment to meet the special needs of youth, including youth with developmental delays, mental illness, substance abuse issues and/or physical disabilities. The JSO therapist and their JSO clients benefit from the support of, and access to the relevant additional treatment services Parrott Creek provides through its outpatient services tailored to adjudicated youth.
- Ensure the capacity to accommodate the developmental needs of referred youth across a wide age and intellectual ability range.
- The JSO therapist has direct clinical supervision on a weekly basis with the director of clinical services of Parrott Creek as well as supervision with Parrott Creek's Director of Programs and Executive Director to ensure oversight, support, and quality assurance.
- Part of Parrott Creek's JSO program philosophy is that clients feedback is essential for success in assessing internalization of treatment goals. Therefore, the program does all it can to acquire real-time feedback from the clients and the family/guardians regarding treatment goals and satisfaction of the treatment provided.
- In addition to participating with the JJCD in regards to program functionality, oversight of all program processes is carried out by Parrott Creek's Director of Clinical Services Parrott Creek, the Director of Programs and the Executive Director. In addition, quarterly reports are given to Parrott Creek's Board of Directors which includes representation from the Clackamas County District Attorney's Office.
- The JSO therapist maintains all relevant trainings to maintain licensure and certifications that include but are not limited to: restorative justice, trauma

informed care, cultural and racial and ethnic and religious and sexual orientation and gender identity responsiveness, best practice and treatment of juvenile sex offenders and all the trainings recommended by the CCJD.

- The therapist will be able to provide documentation of license, certifications, and all training. The program will also accommodate changes in SOTB standards and will remain in compliance with all ethical standards identified by the Association for the Treatment of Sexual Abusers (ATSA).
  - The therapist will utilize all culturally relevant services including interpretation and translation services, and the adaptation of treatment and service techniques to culturally specific needs when necessary or requested by youth and families.
3. Describe your experience providing treatment for adolescents who have engaged in sexually abusive behavior and juvenile justice involved youth including data on your agency's rate of Juvenile Sex Offense Treatment completion over the past 2 years. Treatment completion is defined as: completion of all treatment goals as determined by the treatment team.

In the last two years of Parrott Creek offering juvenile sex offense treatment, 11 youth referred by Clackamas County have successfully completed treatment. All youth who were referred to services were accepted into the program, with a monthly average of 15 clients per month receiving services. In those 2 years, 4 youth have ended treatment unsuccessfully; 2 of them were referred to a higher level of services, and 2 of them were incarcerated for criminal offenses unrelated to their index offense. Parrott Creek completed 6 psychosexual assessments.

In addition, for the past five years, Parrott Creek expanded its Juvenile Sex Offense Treatment service to support youth referred by additional agencies. Parrott Creek began offering these services to the Washington County Juvenile Department and youth in the care of the Oregon Department of Human Services Child Welfare division who are residing in the community, as well as youth in Oregon Youth Authority custody, and youth community members who do not have any system involvement. Within the last two years, Parrott Creek provided services to 4 youth in custody of the Oregon Youth Authority, and 6 youth who are residing in the community without system involvement. Parrott Creek also completed 8 psychosexual assessments for youth in the community.

4. Describe how you tailor your organization's services to meet the specific needs of individuals and the community. Please provide specific examples, including a description of how you worked with specific communities you serve and how your agency used that learning to inform future services and staffing.

Parrott Creek's JSO program works to be mindful of the position of the therapist and the power differential that exists between the provider and the youth. We also recognize and accommodate the fact that cultural factors influence the youth and families' approach to the treatment process, that we should adapt to their needs and perspective and not the other way around.

The program has a focus on providing individualized services for youth from all communities. The program has a history of being able to provide services to youth

with families who are not English speaking. Utilizing translation services to ensure all relevant treatment documents are in their language, and utilizing interpretation services to ensure all treatment meetings are accessible to them has ensured that the parents have been able to stay well connected to their children's treatment work and progress. It is understood that the parents are a crucial part of having successful treatment outcomes, and the program works to make sure parents are able to stay connected, despite the barrier of not speaking English.

In prior years our JSO therapist discussed with Black youth and their families the historical trauma they've experienced from the legal system and how that leads to fear and apprehension about trusting the process due to uncertainty around being treated fairly. The provider worked to understand the family's perspective and to develop a trusting therapeutic relationship. These conversations helped reassure the family that the primary focus is treatment and to help the youth stay with their family and within their community unless they are not able to alter behaviors that are unsafe and put them and others at risk.

The program has recently been able to provide services to a youth who is a wheelchair user. Our office building and therapy office are all accessible to people with a variety of accessibility needs. The building has automatic doors and elevators, as well as wide doorways and unobstructed hallways. There are a variety of seating options available, so all people are able to comfortably access services in our office.

These experiences have further illustrated the importance within Parrott Creek to educate staff on being self-aware of their own bias and considerations when working with youth and families of color within the juvenile justice setting. Mindfulness practice and self-reflection on one's own implicit bias is required of all staff on a weekly basis and forms part of both informal and formal staff supervision meetings. (See below for more detail on our culturally responsive service design.)

## **DEMONSTRATION OF ABILITY TO PROVIDE SERVICES**

1. Describe how long your agency/organization has been delivering these services.

Parrott Creek has been providing Juvenile Sex Offense Treatment services for youth in Clackamas County for the past 25 years, in partnership with Clackamas County Juvenile Department and the Oregon Youth Authority. We have been working with adjudicated youth and youth in the juvenile justice system for over 56 years.

2. Describe any contracts your agency has had with any organization(s) for these services within the last two (2) years and your experience providing these services. Include in your description any challenges, successes, and any program development or service-delivery issues you have experienced. Include any corrective action measures that had to be taken, if applicable to comply with those contracts.

Parrott Creek has been providing residential-based Juvenile Sex Offense Treatment services for adjudicated youth in the custody of the Oregon Youth Authority also for 25 years and this contract remains fully active. We have also held an Individual Services Agreement (ISA) contract with the Oregon Youth Authority to deliver community-based Juvenile Sex Offense Treatment since 2019 and a similar

Individual Services Agreement for Juvenile Sex Offense Treatment with Washington County Juvenile Department since January 2024.

Parrott Creek's community-based Juvenile Sex Offense Treatment previously provided a virtual group for youth to attend. The group had low attendance which led to the program improving the group offering to provide monthly in person groups. The in-person group has drastically improved attendance which has provided opportunities for youth to engage in group activities, psychoeducation, and opportunities to be in community with other youth attending sex offense treatment.

Parrott Creek also began offering a Parent Support Group, which was the result of many parents expressing isolation while supporting their children through the treatment process. The group is open to all parents of youth in treatment with Parrott Creek, and is also available to all community members who have children with similar challenges. Parent Group offers a combination of psychoeducation, support, and teaching skills to help parents manage their children's behaviors. Attendees report enjoying the group and benefitting from the supportive nature of the group.

3. What key strengths, resources and/or abilities does your agency/organization have that it can bring in providing these services?

As described several times in this RFP, probably our key strength is 25+ years of experience delivering Juvenile Sex Offense Treatment in both community and residential settings. This experience is built on a foundation of over 50 years being based in and working with and in communities across the entirety of Clackamas County. Our JSO treatment team works within a larger 15+ person clinical team of experienced social workers, mental health and Substance Use Disorder counselors, at least six of whom have or are pursuing certification with the Oregon Sex Offender Treatment Board. In turn, our clinical team is part of an 85 employee social service organization, offering residential care, outpatient treatment services, community-based recovery support, housing and transitional living programs. Youth and families within our JSO services have access to this full array of services and internal referrals for additional support can be effective immediately. Additional resources for youth and families can be sourced from our extensive network of over 30 community partners.

Parrott Creek is a highly regarded partner with key Clackamas County agencies and departments including the Juvenile Department, Behavioral Health Division, Public Health, Health, Housing and Human Services, Sheriff's Office, District Attorney's Office and the majority of local police departments.

Finally, both Parrott Creek outpatient locations offer free access to food items and emergency supplies such as hygiene and other household products.

4. If your agency/organization is new to this service area, describe your capacity and capability to deliver the required services and your plan to be fully competent and functioning as a service provider by the time of the contract execution.

Parrott Creek has been a key partner with Clackamas County and providing an array of services in local communities for over 56 years. We are not new to this service area. We have been successfully providing Juvenile Sex Offense Treatment services

for youth in Clackamas County for 25 years. Our community outreach and strong local partnerships cover Oregon City, Milwaukie, Gladstone and the North Clackamas area all the way through to Government Camp and Sandy, Estacada, Molalla, and Canby. Parrott Creek has the ability and capacity to be fully competent and offer a functioning service immediately and from day one of contract execution.

5. Describe your maximum capacity (the number of youth receiving treatment at any given time) and the average length of time a youth is in treatment.

25 youth caseload.

6. Provide certifications and qualifications to conduct treatment for adolescents who have engaged in sexually abusive behavior.

Mariah Deweese, CSWA, CSCSOT, Lifeguards Program Manager & Therapist  
Paul Stanzone, LCSW, CCSOT, Director of Clinical Services  
Kate Stover, LCSW, CCSOT, Residential Clinical Director

## **RESPONSIVITY AND MEETING INDIVIDUALIZED NEEDS**

1. Describe how you will deliver services in a non-discriminatory and responsive way to youth and families that meets their individualized needs.

Parrott Creek is committed to delivering the Juvenile Sex Offense Treatment program through an equity lens and removing barriers to equitable outcomes for all youth, particularly those excluded from traditional provision - Black, Indigenous and People of Color (BIPOC) and lesbian, gay, bisexual, transgender, queer, questioning, intersex (LGBTQI) communities. We will ensure that our service centers diversity, equity and inclusion and is delivered in a non-discriminatory and culturally responsive manner.

Cultural and gender/identity-responsive services are not an add-on but core to our treatment modality. In order to prioritize equitable outcomes, a robust equity lens will be employed in our JSO treatment program that outlines expected results, data collection and analysis, community engagement, and accountability.

Our JSO clinicians meet with Parrott Creek management to audit and improve upon implementation of best practices when working with youth and families from different cultures and/or who have varying identities. Our JSO clinical assessment process considers a youth and their family's culture, identity, and belief system and factors into the youth's treatment plan in order to individualize services accordingly, and being mindful of how these factors may influence their treatment process. Discussions around these factors would also be conducted with the youth's Juvenile Court Counselors and a collaborative approach taken to provide the youth the best opportunity to succeed in the program.

Specifically, Parrott Creek's JSO service will:

- Teach youth constructive ways to express and appreciate their own culture, heritage and identity.
- Allow youth to identify and participate in activities beyond their own immediate personal experiences.

- Help and support youth to utilize community resources to advance their awareness and improve their social network.
  - Help youth to recognize the relationships between various value systems.
  - Increase youth awareness and acceptance for different experiences and needs of others in the community.
  - Have bi-lingual staff and access to additional bi-lingual resources to communicate with youth, families, victims and/or community members with limited English proficiency.
2. Describe the initial training and ongoing training staff receive related to delivering individualized services in a responsive manner. Please describe the delivery method of the training, the content of the training, and how many hours of training each staff receives annually.

All our JSO clinicians attend the Oregon Adolescent Sex Offender Treatment Network (OASOTN) annual training which, through multiple presentations, incorporates cultural and gender responsive elements over 12 hours of workshops when discussing youth who engage in sexually harmful behaviors. Trainings highlight appropriate assessment and interventions for youth and family systems of color, honoring different cultures and belief systems, and appropriate interventions and inclusive teachings around healthy sexuality with LGBTQQI youth (understanding discrimination and challenges with hetero-normative traditional sex education).

In addition, our JSO clinicians attend regular trainings with community experts, such as Planned Parenthood, the Oregon Alliance, Latino Network and Clackamas Women's Services focused on sexuality, gender identity, cultural sensitivity, cultural awareness, implicit and systemic bias, culturally-specific services, body differences, sexual orientation, different forms of intimacy, as well as other expert topics related to cultural and gender responsive services.

Each year Parrott Creek requires each program or service to undertake a culturally responsive service audit and develop action plans based on these. Equity & Inclusion is a standing item at our bi-weekly leadership team meetings as well as our monthly DEI Lunch & Learns. Mindfulness practice and self-reflection on one's own implicit bias is required of all staff on a weekly basis and forms part of both informal and formal staff supervision meetings.

On average, each Parrott Creek employee receives upwards of 12-16 hours per year in training and support on Diversity, Equity and Inclusion on top of the formal training programs described above.

3. Describe how your programming welcomes all members of the community needing these services.

Parrott Creek's work is founded on the principle that youth and families are the experts in their lives and lived experiences. Youth and families should lead in creating individualized goals for themselves, to best meet their needs, in partnership with staff. Parrott Creek will base all JSO treatment in a family or child's own culture, identity and/or belief systems.

4. Describe your ability to provide linguistically appropriate services to youth and families with limited English proficiency.

Parrott Creek has bi-lingual staff as well as direct access to additional bi-lingual resources to communicate with youth, families, victims and/or community members with limited English proficiency. Parrott Creek uses professional translation services (verbal and/or written) when needed to ensure our JSO services are accessible and feel safe to youth, families and/or community members with limited English proficiency.

## **STAFF DESCRIPTIONS AND QUALIFICATIONS**

1. Describe the duties and qualifications (e.g., education, training, experience, length of time providing juvenile sexually abusive behavior treatment, license/certification/accreditation) of key staff positions that will be directly involved with the delivery of these services.

Mariah DeWeese, the current JSO service provider, has been providing JSO services since 2021. Mariah has extensive experience working in residential and inpatient settings, and has been providing outpatient services since July 2024. Mariah has a Bachelor's degree in Psychology and a Master's Degree in Social Work. She has her CSWA and CSCSOT credentials and will be completing clinical hours to get her LCSW and CSOT licenses this year.

Mariah has been trained in using the J-SOAP II, the PROFESSOR, and the YNPS assessment tools, as well as a variety of other training, both for JSO services and general mental health counseling services. Mariah has always stayed compliant with her credentials and licensing requirements.

2. Describe the administrative management supervision structure of your agency/organization as it relates to the operation of these services and discuss any existing operational policies and procedures you have developed and would use to effectively deliver these services.

Parrott Creek's Juvenile Sex Offence treatment program is administratively managed by Neil Davies, Director of Programs, and Paul Stanzione, LCSW, CCSOT, Director of Clinical Services. Parrott Creek's Executive Director, Simon Fulford, has ultimate responsibility and reports directly to the Board of Directors.

The Director of Programs is responsible for ensuring that all programs and services achieve the goals of the contract and maintaining compliance while the Director of Clinical Services is responsible for ensuring programs and services adhere to stringent ethics protocols and licensing requirements such as to the Sex Offender Treatment Board, Oregon Department of Human Services and Oregon Health Authority. Parrott Creek has a system of monthly file review in order to maintain compliance. Files are also reviewed randomly so that fidelity and consistency of service delivery and treatment is maintained.

Across all of its services for youth with sexually harming behaviors, Parrott Creek has made the decision to adopt interventions that conform with the guiding principles

of the Sex Offender Treatment Board that states treatment and interventions must be:

- Victim- or survivor-centered; and
  - Evidence informed; and
  - Individualized, based on assessments; and
  - Collaborative, involving the client's family and support network; and
  - Sensitive to the client's development; and
  - Affirming of sexual orientation, gender identity, and gender expression; and
  - Cognizant that juvenile clients who participate in sexual abuse-specific treatment are different from adults; and
  - Trauma-informed; and
  - Focused on behavioral change, with an emphasis on risk-reduction strategies.
- Providers must:

Conformity with these principles is discussed in supervision and during development of new strategies in the program. It is also our practice when delivering JSO services to engage our partners in the Juvenile Department when making additions or changes to the program. This is done through direct communication by email, phone call or in person meeting.

Parrott Creek's Board of Directors ensures oversight and quality assurance through the Program & Licensing Committee that meets with the Director of Programs and Director of Clinical Services on a bi-monthly basis. Any financial or contractual risk issues would be shared with the Board's Finance & Risk Committee for review and action as appropriate.

Finally, Parrott Creek is accredited by CARF International - a global leader in accreditation and unbiased assessment of quality achievement in patient care, treatment and safety.

3. Describe how staff is supervised to ensure competency and appropriate delivery of service is being performed. Include in your description how staff problems are resolved and corrective action taken.

Our Director of Clinical Services provides weekly clinical supervision to the therapist. This ensures program fidelity and performance and when staff or treatment problems arise they are addressed immediately using Parrott Creek's Procedure Review Sheets and/or Performance Review Sheets for evaluation and corrective action if necessary. Parrott Creek employs coaching sheets when there is a need for corrective intervention with staff. These are specific to the behavior in question and goal oriented to help staff be more effective. These are written collaboratively by the Director of Clinical Services and the Director of Programs, reviewed with the employee, and signed by both. Files are also randomly spot-checked and documented for adherence.

Parrott Creek's program management is structured in such a way that there is open and accessible communication and supervision among team members at all operational levels. Managers and supervisors are available for immediate assistance when any questions, challenges or concerns arise.

4. Describe any training provided to staff to strengthen skills and personal development

Through maintaining their SOTB certification, the JSO therapist stays up-to-date on the most current clinical practices, policies and standards in regards to Juvenile Sex Offender Treatment. Parrott Creek and the JSO therapist adhere to all ethical standards and requirements of both Association for Treatment of Sexual Abusers (ASTA) and the SOTB. They are required to attend the annual Oregon Adolescent Sex Offender Treatment Network conference and trainings.

In addition, our JSO clinicians attend regular trainings with community experts, such as Planned Parenthood, the Oregon Alliance, Latino Network and Clackamas Women’s Services focused on sexuality, gender identity, cultural sensitivity, cultural awareness, implicit and systemic bias, culturally-specific services, body differences, sexual orientation, different forms of intimacy, as well as other expert topics related to cultural and gender responsive services. Each year, our JSO therapists receive 20-30 hours of ongoing professional development and skills training as well as 12-16 hours focused on Diversity, Equity and Inclusion.

**5.4. Fees**

<b>Program: Outpatient Services - Lifeguards</b>	
<b>Project Number: 102 Funder: Clackamas County - Juvenile Detention</b>	
<b>Project Name: OP Sex Offender Treatment Applicable Program(s): Lifeguards</b>	
Project Manager: Mariah Deweese	
Funding Start Date: 07.01.26 End Date: 06.30.31	
Budget: \$498,500 total; \$99,700/year	\$498,500
Project Period: FiscalYear	
Yr 1 7/1/2026	\$99,700
Yr 2 7/1/2027	\$99,700
Yr 3 7/1/2028	\$99,700
Yr 4 7/1/2029	\$99,700
Yr 5 7/1/2030	\$99,700
Fiscal Year	Yr1
Month	Budget
Revenue	\$99,700
Invoice Total per Month	
Expense	
Personnel Therapist salary, fringe, taxes	\$94,115
Food	\$600
Admin Allocation	\$4,985
Total	\$99,700

**Per youth/per month cost based on 25 youth case load: \$332.33**

Note: the per youth/per month fee structure is based on the calculation of an ongoing maximum caseload. If the County cannot guarantee a full caseload, the per youth/per month cost would be higher so as to guarantee the capacity to serve youth as referred to JSOT by the courts and/or CCJD.

## **5.5. References**

Oregon Health Authority (OHA)

Name: Angel Sully, Housing Development Analyst, OHA Behavioral Health Investment Team

Email: [angel.sully@oha.oregon.gov](mailto:angel.sully@oha.oregon.gov)

Phone: 503-689-2426

Oregon Youth Authority (OYA)

Name: Monica Moran, Manager of Community Resources

Email: [Monica.Moran@oya.oregon.gov](mailto:Monica.Moran@oya.oregon.gov)

Phone: 503-931-9561

Oregon Department of Human Services

Name: Sara Fox, Treatment Services Program Manager, Office of Child Welfare

Email: [sara.b.fox@odhs.oregon.gov](mailto:sara.b.fox@odhs.oregon.gov)

Phone: 503-400-5575

## **5.6. Completed Proposal Certification (see following page)**

**PROPOSAL CERTIFICATION**

**RFP #2026-10**

Submitted by: Parrott Creek Child + Family Services, Oregon  
(Must be entity's full legal name, and State of Formation)

Each Proposer must read, complete and submit a copy of this Proposal Certification with their Proposal. Failure to do so may result in rejection of the Proposal. By signature on this Proposal Certification, the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury, the undersigned will comply with the following:

**SECTION I. OREGON TAX LAWS:** As required in ORS 279B.110(2)(e), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Proposer is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Proposer to 24% backup withholding.

**SECTION II. NON-DISCRIMINATION:** That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

**SECTION III. CONFLICT OF INTEREST:** The undersigned hereby certifies that no elected official, officer, agent or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFP, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its elected officials, officers, agents, or employees had induced Proposer to submit this Proposal. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a proposal for the same material, and is in all respects fair and without collusion or fraud.

**SECTION IV. COMPLIANCE WITH SOLICITATION:** The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFP (including any attachments); and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFP and Proposal; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFP.

Name: Simon Fulford Date: 3/30/2026  
Signature: [Signature] Title: Executive Director  
Email: sfulford@pcreek.org Telephone: 503-722-4110  
Oregon Business Registry Number: 9363318 OR CCB # (if applicable): \_\_\_\_\_

Business Designation (check one):

Corporation  Partnership  Sole Proprietorship  Non-Profit  Limited Liability Company

Resident Quoter, as defined in ORS 279A.120

Non-Resident Quote. Resident State: \_\_\_\_\_