



CONTRACT AMENDMENT

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Buyer: Lisa Houg

Solicitation No. Q13-07 Page 1 of 1
Description: Counseling & Evaluation Services for the Peoria Fire Department
Amendment No. Three (3) Date: 8/5/15

In accordance with the Contract Special Terms and Conditions, **Contract Extension**, the above referenced contract shall expire on 10/31/15.

The New Contract Term Is: 11/01/15 to 10/31/16

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

Richard Canfield
Signature

8/24/15
Date

Richard Canfield
Typed Name and Title

Richard Canfield, LPC
Company Name

3116 N. 41 Place
Address

Phoenix
City

AZ
State

85018
Zip Code

Attested By:

Rhonda Geriminsky
for
Rhonda Geriminsky, City Clerk

Bobby Ruiz
Chief: Bobby Ruiz, Fire Chief

Stacy Irvine
Department Rep: Stacy Irvine, Deputy Chief

CC Number

ACON57312C
Contract Number

Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed

Sept. 9, 2015 at Peoria, Arizona

Dan Zenko
Dan Zenko, Materials Manager

ACON57312C

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Official File



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 Telephone: (623) 773-7115
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 Buyer: Lisa Houg

Solicitation No. Q13-07 Page 1 of 1
 Description: Counseling & Evaluation Services for the Peoria Fire Department
 Amendment No. Two (2) Date: 8/6/14

In accordance with the Contract Special Terms and Conditions, **Contract Extension**, the above referenced contract shall expire on 10/31/14.

The New Contract Term Is: 11/01/14 to 10/31/15

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

<u>Richard Canfield</u> Signature	<u>9-1-14</u> Date	<u>Richard Canfield</u> Typed Name and Title	<u>Richard Canfield, LPC</u> Company Name
<u>3116 N. 41 Place</u> Address	<u>Phoenix</u> City	<u>AZ</u> State	<u>85018</u> Zip Code

Attested By:
Rhonda Geriminsky
 for Rhonda Geriminsky, City Clerk

~~Chief: Bobby Ruiz, Fire Chief~~
 Department Rep: Stacy Irvine, Deputy Chief



CC Number
ACON57312B
 Contract Number

Stephen M. Kemp for
 Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed
September 9, 2014, at Peoria, Arizona

Dan Zenko
 Dan Zenko, Materials Manager

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ACON57312B



CONTRACT AMENDMENT

Materials Management Procurement
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 Peoria, AZ 85345
 Telephone: (623) 773-7115
 Fax: (623) 773-7118
 Buyer: Lisa Houg

Solicitation No. Q13-07 Page 1 of 1
 Description: Counseling & Evaluation Services for the Peoria Fire Department
 Amendment No. One (1) Date: 8/20/13

In accordance with the Contract Special Terms and Conditions, **Contract Extension**, the above referenced contract shall expire on 10/31/13.

The New Contract Term Is: 11/01/13 to 10/31/14

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

<i>Richard Canfield</i>	9-22-13	Richard Canfield	Richard Canfield, LPC
Signature	Date	Typed Name and Title	Company Name
3116 N. 41 Place		Phoenix	AZ 85018
Address		City	State Zip Code

Attested By:
Rhonda Geriminsky
 Rhonda Geriminsky, City Clerk

[Signature]
 Chief: Bobby Ruiz, Fire Chief
[Signature]
 Department Rep: Stacy Irvine, Deputy Chief



CC Number
 ACON57312A
 Contract Number

Stephen M. Kemp
 Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed
 October 9, 2013, at Peoria, Arizona

[Signature]
 Dan Zenko, Materials Manager

* ORIGINAL



City of Peoria, Arizona Request for Quotation



Request for Quotation No: **Q13-07** Bid Due Date: **October 11, 2012**
 Materials and/or Services: **Counseling & Evaluation Services for the Peoria Fire Department** Time: **5:00 P.M. AZ Time**
 Contact: **Lisa Houg, CPPB**
 Location: **City of Peoria, Materials Management** Phone: **(623) 773-7115**

Mailing Address: 9875 N. 85th Ave., 2nd Floor, Peoria, AZ 85345

This is NOT a Purchase Order

The terms and conditions in this solicitation should be reviewed and understood before preparing a quotation. The quotation shall be the best available pricing. Return the quotation by the above time and date to the above address. Please reference the Buyer's name and RFQ number on the outside of the return envelope.

Delivery Location: 8351 W. Cinnabar, Peoria, AZ 85345 Buyer: Lisa Houg

Vendor Quotation

Delivery shall be made N/A Calendar days after receipt of order. Payment Terms: _____

Company Name	Address	City	State	Zip Code	Telephone
RICHARD CANFIELD, LPC	3116 N. 41 PLACE	PHOENIX	AZ	85018	602-358-3972
					Fax 602-424-5757

Richard Canfield RICHARD CANFIELD LPC 10-10-12
 Signature Typed Name Title Date

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Peoria Use Only)

Your offer is hereby accepted. The Contractor is now bound to sell the materials and/or services listed by the attached award notice based upon the solicitation, including all terms conditions, specifications, amendments, etc., and the Contractor's offer as accepted by the City. The Contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until Contractor receives an executed **Purchase Order**.

Attested by: Linda Blas
City Clerk

City of Peoria, Arizona. Eff. Date: Nov. 7, 2012

CC
ACON57312
Contract Number

Approved as to Form: Stephen M. Kemp City Attorney

Awarded on Nov. 6, 2012

Dan Zenko
Dan Zenko, Materials Management Supervisor





REQUEST FOR QUOTATION

INSTRUCTIONS FOR QUOTATION AND TERMS AND CONDITIONS

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

1. **Submission:** Quotations shall be signed and received by the due date and time, as designated on the Quotation.
2. **Opening:** A formal public opening will not be held for this quotation. However, all information may be publicly reviewed after award.
3. **Standard Provisions:** The City of Peoria's Instructions for Quotation and Terms and Conditions (Form COP2031TQ) and Standard Terms and Conditions (COP Form 202), where applicable, are a part of this document as if fully set forth herein. Copies of these documents are available from the City of Peoria, Materials Management Division.
4. **Taxes:** The City of Peoria is exempt from Federal Excise Tax, including Federal Transportation Tax. Sales Tax, if any, should be indicated as a separate item.
5. **Bid Rejection:** The City of Peoria reserves the right to reject any, or all, bids, combinations of items, or lot and to waive defects or informalities.
6. **Brand Names:** Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors, but are intended to approximate the quality design or performance which is desired. Any bid which proposes like quality, design or performance will be considered. Equivalent products will be considered, provided a complete description and product literature is provided. Unless a specific exception is made, assumption will be that the item is bid exactly as specified on the Request for Quotation.
7. **Erasures:** Erasures, interlineations or other modifications shall be initialed by the individual signing the Request for Quotation.
8. **Unit Price:** In case of error in the extension of prices, the unit shall govern. No Quotation shall be altered, amended or withdrawn after the specified date and time for receiving Quotations. Negligence by the Vendor in preparing the Quotation confers no right for the withdrawal of the Quotation after it has been opened.
9. **New:** All items shall be new, unless otherwise stated in the specifications.
10. **Payment:** The City of Peoria will make every effort to process for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any bid that requires payment in less than thirty (30) days shall not be considered.
11. **Payment Discounts:** Payment discount periods will be computed from date of receipt of materials or services or correct invoice, whichever is later, to the date payment is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the City of Peoria shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.



STANDARD TERMS AND CONDITIONS

Materials Management Procurement

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THE FOLLOWING TERMS AND CONDITIONS ARE AN EXPLICIT PART OF THE SOLICITATION AND ANY RESULTANT CONTRACT.

1. **CERTIFICATION:** By signature in the Offer section of the Offer and Contract Award page (COP Form 203), the Vendor certifies:
 - a. The submission of the offer did not involve collusion or other anti-competitive practices.
 - b. The Vendor shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.
 - c. The Vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the vendor may be debarred.
2. **GRATUITIES:** The City may, by written notice to the Contractor, cancel this contract if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the City with a view toward securing an order, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such order. In the event this contract is cancelled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity. Paying the expense of normal business meals which are generally made available to all eligible city government customers shall not be prohibited by this paragraph.
3. **APPLICABLE LAW:** In the performance of this agreement, contractors shall abide by and conform to any and all laws of the United States, State of Arizona and City of Peoria including but not limited to federal and state executive orders providing for equal employment and procurement opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to this agreement.

Contractor specifically understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986, and the Drug Free Workplace Act of 1989. In addition, if this agreement pertains to construction, Contractor must also comply with A.R.S. § 34-301, as amended (Employment of Aliens on Public Works Prohibited) and A.R.S. § 34-302, as amended (Residence Requirements for Employees).

Under the provisions of A.R.S. § 41-4401, Contractor hereby warrants to the City that Contractor and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A) (hereinafter, "Contractor Immigration Warranty").

A breach of the Contractor Immigration Warranty shall constitute a material breach of this agreement and shall subject Contractor to penalties up to and including termination of this agreement at the sole discretion of the City. The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any Subcontractors to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verifications performed.

Neither Contractor nor any Subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if Contractor or the Subcontractor establishes that it has complied with the employment verification provisions prescribed by §§ 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214(A).

The provisions of this Paragraph must be included in any contract Contractor enters into with any Subcontractors who provide services under this agreement or any subcontract. "Services" is defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

Contractor warrants, for the term of this agreement and for six months thereafter, that it has fully complied with the requirements of the Immigration Reform and Control Act of 1986 and all related or similar legal authorities.



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This contract shall be governed by the City and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise provided in this contract or in statutes pertaining specifically to the City. This contract shall be governed by the laws of the State of Arizona and suit pertaining to this contract may be brought only in courts in the State of Arizona.

This contract is subject to the provisions of ARS §38-511; the City may cancel this contract without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

4. **LEGAL REMEDIES:** All claims and controversies shall be subject to resolution according to the terms of the City of Peoria Procurement Code.
5. **CONTRACT:** The contract between the City and the Contractor shall consist of (1) the Solicitation, including instructions, all terms and conditions, specifications, scopes of work, attachments, and any amendments thereto, and (2) the offer submitted by the Vendor in response to the solicitation. In the event of a conflict in language between the Solicitation and the Offer, the provisions and requirements in the Solicitation shall govern. However, the City reserves the right to clarify, in writing, any contractual terms with the concurrence of the Contractor, and such written contract shall govern in case of conflict with the applicable requirements stated in the Solicitation or the Vendor's offer. The Solicitation shall govern in all other matters not affected by the written contract.
6. **CONTRACT AMENDMENTS:** This contract may be modified only by a written Contract Amendment (COP Form 217) signed by persons duly authorized to enter into contracts on behalf of the City and the Contractor.
7. **CONTRACT APPLICABILITY:** The Offeror shall substantially conform to the terms, conditions, specifications and other requirements found within the text of this specific Solicitation. All previous agreements, contracts, or other documents, which have been executed between the Offeror and the City are not applicable to this Solicitation or any resultant contract.
8. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the contract will forthwith be physically amended to make such insertion or correction.
9. **SEVERABILITY:** The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.
10. **RELATIONSHIP TO PARTIES:** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Contractor is advised that taxes or Social Security payments will not be withheld from any City payments issued hereunder and that the Contractor should make arrangements to directly pay such expenses, if any.
11. **INTERPRETATION-PAROL EVIDENCE:** This contract represents the entire agreement of the Parties with respect to its subject matter, and all previous agreements, whether oral or written, entered into prior to this contract are hereby revoked and superseded by this contract. No representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this contract. This contract may not be changed, modified or rescinded except as provided for herein, absent a written agreement signed by both Parties. Any attempt at oral modification of this contract shall be void and of no effect.
12. **NO DELEGATION OR ASSIGNMENT:** Contractor shall not delegate any duty under this Contract, and no right or interest in this Contract shall be assigned by Contractor to any successor entity or third party, including but not limited to an affiliated successor or purchaser of Contractor or its assets, without prior written permission of the City. The City, at its option, may cancel this Contract in the event Contractor undertakes a delegation or assignment without first obtaining the



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City's written approval. Contractor agrees and acknowledges that it would not be unreasonable for the City to decline to approve a delegation or assignment that results in a material change to the services provided under this Contract or an increased cost to the City.

13. **SUBCONTRACTS:** No subcontract shall be entered into by the contractor with any other party to furnish any of the material, service or construction specified herein without the advance written approval of the City. The prime contractor shall itemize all sub-contractors which shall be utilized on the project. Any substitution of sub-contractors by the prime contractor shall be approved by the City and any cost savings will be reduced from the prime contractor's bid amount. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract and if the Subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not Subcontractors are used.
14. **RIGHTS AND REMEDIES:** No provision in this document or in the vendor's offer shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract. The failure of the City to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the City's acceptance of and payment for materials or services, shall not release the Contractor from any responsibilities or obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of the Contract.
15. **INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

16. **OVERCHARGES BY ANTITRUST VIOLATIONS:** The City maintains that, in practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the City any and all claims for such overcharges as to the goods and services used to fulfill the Contract.
17. **FORCE MAJEURE:** Except for payment for sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force Majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; acts of terror, hate crimes affecting public order; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockouts, injunctions-intervention-acts, or failures or refusals to act by government authority; events or obstacles resulting from a governmental authority's response to the foregoing; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this Contract.

Force majeure shall not include the following occurrences:

- a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.



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- b. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this Force Majeure term and Condition.

Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure. If either party is delayed at any time in the progress of the work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed *Certified-Return Receipt* and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing. The time of completion shall be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with this contract.

18. **RIGHT TO ASSURANCE:** Whenever one party to this contract in good faith has reason to question the other party's intent to perform he may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
19. **RIGHT TO AUDIT RECORDS:** The City may, at reasonable times and places, audit the books and records of any Contractor as related to any contract held with the City. This right to audit also empowers the City to inspect the papers of any Contractor or Subcontractor employee who works on this contract to ensure that the Contractor or Subcontractor is complying with the Contractor Immigration Warranty made pursuant to Paragraph 3 above.
20. **RIGHT TO INSPECT PLANT:** The City may, at reasonable times, inspect the part of the plant or place of business of a Contractor or Subcontractor which is related to the performance of any contract as awarded or to be awarded.
21. **WARRANTIES:** Contractor warrants that all material, service or construction delivered under this contract shall conform to the specifications of this contract. Unless otherwise stated in Contractor's response, the City is responsible for selecting items, their use, and the results obtained from any other items used with the items furnished under this contract. Mere receipt of shipment of the material/service specified and any inspection incidental thereto by the City shall not alter or affect the obligations of the Contractor or the rights of the City under the foregoing warranties. Additional warranty requirements may be set forth in the solicitation.
22. **INSPECTION:** All material and/or services are subject to final inspection and acceptance by the City. Materials and/or services failing to conform to the specifications of this Contract will be held at Contractor's risk and may be returned to the Contractor. If so returned, all costs are the responsibility of the Contractor. The City may elect to do any or all:
- Waive the non-conformance.
 - Stop the work immediately.
 - Bring material into compliance.
- This shall be accomplished by a written determination for the City.
23. **TITLE AND RISK OF LOSS:** The title and risk of loss of material and/or service shall not pass to the City until the City actually receives the material or service at the point of delivery, unless otherwise provided within this Contract.
24. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach of the Contract as a whole.
25. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor shall deliver conforming materials in each installment of lot of this Contract and may not substitute nonconforming materials. Delivery of nonconforming materials or a default of any nature, at the option of the City, shall constitute a breach of the Contract as a whole.
26. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.



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27. **LIENS:** All materials, service or construction shall be free of all liens, and if the City requests, a formal release of all liens shall be delivered to the City.
28. **LICENSES:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this Contract.
29. **PATENTS AND COPYRIGHTS:** All services, information, computer program elements, reports and other deliverables, which may be patented or copyrighted and created under this contract are the property of the City and shall not be used or released by the Contractor or any other person except with the prior written permission of the City.
30. **PREPARATION OF SPECIFICATIONS BY PERSONS OTHER THAN CITY PERSONNEL:** All specifications shall seek to promote overall economy for the purposes intended and encourage competition and not be unduly restrictive in satisfying the City's needs. No person preparing specifications shall receive any direct or indirect benefit from the utilization of specifications, other than fees paid for the preparation of specifications.
31. **COST OF BID/PROPOSAL PREPARATION:** The City shall not reimburse the cost of developing presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.
32. **PUBLIC RECORD:** All offers submitted in response to this solicitation shall become the property of the City and shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code. However, subsequent to the award of the contract, any information and documents obtained by the City during the course of an audit conducted in accordance with Paragraph 19 above for the purpose of determining compliance by Contractor or a Subcontractor with the Contractor Immigration Warranty mandated by Paragraph 3 above shall remain confidential and shall not be made available for public review or produced in response to a public records request, unless the City is ordered or otherwise directed to do so by a court of competent jurisdiction.
33. **ADVERTISING:** Contractor shall not advertise or publish information concerning this Contract, without prior written consent of the City.
34. **DELIVERY ORDERS:** The City shall issue a Purchase Order for the material and/or services covered by this contract. All such documents shall reference the contract number as indicated on the Offer and Contract Award (COP Form 203).
35. **FUNDING:** Any contract entered into by the City of Peoria is subject to funding availability. Fiscal years for the City of Peoria are July 1 to June 30. The City Council approves all budget requests. If a specific funding request is not approved, the contract shall be terminated.
36. **PAYMENT:** A separate invoice shall be issued for each shipment of material or service performed, and no payment will be issued prior to receipt of material and/or services and correct invoice.
37. **PROHIBITED LOBBYING ACTIVITIES:** The Offeror, his/her agent or representative shall not contact, orally or in any written form any City elected official or any City employee other than the Materials Management Division, the procuring department, City Manager, Deputy City Manager or City Attorney's office (for legal issues only) regarding the contents of this solicitation or the solicitation process commencing from receipt of a copy of this request for proposals and ending upon submission of a staff report for placement on a City Council agenda. The Materials Manager shall disqualify an Offeror's proposal for violation of this provision. This provision shall not prohibit an Offeror from petitioning an elected official after submission of a staff report for placement on a City Council agenda or engaging in any other protected first amendment activity after submission of a staff report for placement on a City Council agenda.
38. **PROHIBITED POLITICAL CONTRIBUTIONS:** Consultant during the term of this Agreement shall not make a contribution reportable under Title 16, Chapter 6, Article 1, Arizona Revised Statutes to a candidate or candidate committee for any city elective office during the term of this Agreement. The City reserves the right to terminate the Agreement without penalty for any violation of this provision.



SPECIAL TERMS AND CONDITIONS

Solicitation Number: Q13-07

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1. **Purpose:** Pursuant to provisions of the City Procurement Code, the City of Peoria, Materials Management Division intends to establish a contract for **Counseling and Evaluation Services for the Peoria Fire Department**.
2. **Authority:** This Solicitation as well as any resultant contract is issued under the authority of the City Materials Manager. No alteration of any resultant contract may be made without the express written approval of the City Materials Manager in the form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract and the City Procurement Code. Any such action is subject to the legal and contractual remedies available to the
3. **Offer Acceptance Period:** In order to allow for an adequate evaluation, the City requires an offer in response to this Solicitation to be valid and irrevocable for ninety (90) days after the opening time and date.
4. **Cooperative Purchasing:** Any contract resulting from this solicitation shall be for the use of the City of Peoria. In addition, specific eligible political subdivisions and nonprofit educational or public health institutions may also participate at their discretion. In order to participate in any resultant contract, a political subdivision or nonprofit educational or public health institution must have been invited to participate in this specific solicitation and the contractor must be in agreement with the cooperative transaction. In addition to cooperative purchasing, any eligible agency may elect to participate (piggyback) on any resultant contract; the specific eligible political subdivision, nonprofit educational or public health institution and the contractor must be in agreement.

Any orders placed to the successful contractor will be placed by the specific agencies participating in this purchase. Payment for purchases made under this agreement will be the sole responsibility of each participating agency. The City shall not be responsible for any disputes arising out of transactions made by others.
5. **Contract Type:** Fixed Price
6. **Term of Contract:** The term of any resultant contract shall commence on the first day of the month following the date of award and shall continue for a period of one (1) year thereafter, unless terminated, cancelled or extended as otherwise provided herein.
7. **Contract Extension:** By mutual written contract amendment, any resultant contract may be extended for supplemental periods of up to a maximum of forty-eight (48) months.
8. **Affirmative Action:** It is the policy of the City of Peoria that suppliers of goods or services to the City adhere to a policy of equal employment opportunity and demonstrate an affirmative effort to recruit, hire, and promote regardless of race, color, religion, gender, national origin, age or disability. The City of Peoria encourages diverse suppliers to respond to solicitations for products or services.
9. **Proposal Format:** Proposals shall be submitted in one (1) original and three (3) copies on the forms and in the format as contained in the Request for Proposal. Proposals shall be on 8 1/2" & 11" paper with the text on one side only. All submittal information must contain data for only the local office(s) which will be performing the work.
10. **Evaluation:** In accordance with the City of Peoria Procurement Code, awards shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City, based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance.
 - a. Qualifications and Experience.
 - b. Method of Approach.
 - c. Cost Considerations.
 - d. Conformance to RFQ.

The City reserves the right to consider historic information and facts, whether gained from the Vendor's proposal, questions and answer conferences, references, or other source and the views of the evaluator(s) with prior Contract or service delivery experience with any of the Vendors, while conducting the proposal evaluations.
11. **Interview Guidelines:** During the interview, which will be scheduled in the future, be prepared to discuss your firm's proposal, staff assignments, project approach and other pertinent information.



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12. **Proposal Opening:** Proposals shall be submitted at the time and place designated in the request for proposals. All information contained in the proposals shall be deemed as exempt from public disclosure based on the City's need to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. The proposals shall not be open for public inspection until after contract award. PRICES SHALL NOT BE READ. After contract award, the successful proposal and the evaluation documentation shall be open for public inspection.
13. **Price Adjustment:** The City of Peoria Purchasing Office will review fully documented requests for price increases after any contract has been in effect for one (1) year. Any price increase adjustment will only be made at the time of contract extension and will be a factor in the extension review process. The City of Peoria Materials Management Division will determine whether the requested price increase or an alternate option, is in the best interest of the City. Any price adjustment will be effective upon the effective date of the contract extension.
14. **Price Reduction:** A price reduction adjustment may be offered at any time during the term of a contract and shall become effective upon notice.
15. **Discussions:** In accordance with the City of Peoria Procurement Code, after the initial receipt of proposals, discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award.
16. **Insurance Requirements:** The Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of A-, or approved unlicensed in the State of Arizona with policies and forms satisfactory to the City.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted; failure to do so may, at the sole discretion of the City, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the City, and any insurance or self-insurance maintained by the City shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the City.

The insurance policies, except Workers' Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the City, its agents, representatives, directors, officers, and employees for any claims arising out of the Contractor's acts, errors, mistakes, omissions, work or service.

The insurance policies may provide coverage which contain deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the City under such policies. The Contractor shall be solely responsible for the deductible and/or self-insured retention and the City, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a Surety Bond or an irrevocable and unconditional letter of credit.

The City reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and endorsements. The City shall not be obligated, however, to review same or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the City's right to insist on, strict fulfillment of Contractor's obligations under this Contract.

The insurance policies, except Workers' Compensation and Professional Liability, required by this Contract, shall name the City, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

17. **Required Insurance Coverage:**

a. **Commercial General Liability**

Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and



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completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011207 or any replacements thereof. The coverage shall not exclude X, C, U.

Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form B, CG 20370704, and shall include coverage for Contractor's operations and products and completed operations.

Any Contractor subletting any part of the work, services or operations awarded to the Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

b. **Automobile Liability**

Contractor shall maintain Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's any owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work. Coverage will be at least as broad as coverage code 1, "any auto", (Insurance Service Office, Inc. Policy Form CA 00010306, or any replacements thereof). Such insurance shall include coverage for loading and off loading hazards. If hazardous substances, materials or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

c. **Workers' Compensation**

The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

In case any work is subcontracted, the Contractor will require the Subcontractor to provide Workers' Compensation and Employer's Liability to at least the same extent as required of the Contractor.

18. **Certificates of Insurance:** Prior to commencing work or services under this Contract, Contractor shall furnish the City with Certificates of Insurance, and formal endorsements as required by the Contract, issued by Contractor's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect.

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the City fifteen (15) days prior to the expiration date.

All Certificates of Insurance shall be identified with bid serial number and title. A \$25.00 administrative fee will be assessed for all certificates received without the appropriate bid serial number and title.

19. **Cancellation and Expiration Notice:** Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the City.



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20. Independent Contractor:

a. General

- i. The Contractor acknowledges that all services provided under this Agreement are being provided by him as an independent contractor, not as an employee or agent of the City Manager or the City of Peoria.
- ii. Both parties agree that this Agreement is nonexclusive and that Contractor is not prohibited from entering into other contracts nor prohibited from practicing his profession elsewhere.

b. Liability

- i. The City of Peoria shall not be liable for any acts of Contractor outside the scope of authority granted under this Agreement or as the result of Contractor's acts, errors, misconduct, negligence, omissions and intentional acts.
- ii. To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

c. Other Benefits

The Contractor is an independent contractor, therefore, the City Manager will not provide the Contractor with health insurance, life insurance, workmen's compensation, sick leave, vacation leave, or any other fringe benefits. Further, Contractor acknowledges that he is exempt from coverage of the Comprehensive Benefit and Retirement Act (COBRA). Any such fringe benefits shall be the sole responsibility of Contractor.

21. Key Personnel: It is essential that the Contractor provide adequate experienced personnel, capable of an devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

- a. The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the City.
- b. If key personnel are not available for work under this contract for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.

22. Licenses: Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor.

23. Usage Report: It is an express condition of any award that the successful vendor(s) shall provide the City of Peoria, Materials Management Division with a quarterly report delineating the services provided. Format for the usage report will be issued to the successful bidder(s).

24. Confidential Information:

- a. If a person believes that a bid, proposal, offer, specification, or protest contains information that should be withheld, a



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- statement advising the Materials Supervisor of this fact shall accompany the submission and the information shall be identified.
- b. The information identified by the person as confidential shall not be disclosed until the Materials Supervisor makes a written determination.
 - c. The Materials Supervisor shall review the statement and information and shall determine in writing whether the information shall be withheld.
 - d. If the Materials Supervisor determines to disclose the information, the Materials Supervisor shall inform the bidder in writing of such determination.
25. **Identity Theft Prevention:** The Contractor shall establish and maintain Identity Theft policies, procedures and controls for the purpose of assuring that "personal identifying information," as defined by A.R.S. § 13-2001(10), as amended, contained in its records or obtained from the City or from others in carrying out its responsibilities under the Contract, is protected at all times and shall not be used by or disclosed to unauthorized persons. Persons requesting such information should be referred to the City. Contractor also agrees that any "personal identifying information" shall not be disclosed other than to employees or officers of Contractor as needed for the performance of duties under the Contract. Contractor agrees to maintain reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft. Contractor is required under this contract to review the City of Peoria's Identity Theft Program and to report to the Program Administrator any Red Flags as defined within that program. At a minimum, the contractor will have the following Identity Theft procedures in place:
- a. Solicit and retain only the "personal identifying information" minimally necessary for business purposes related to performance of the Contract.
 - b. Ensure that any website used in the performance of the contract is secure. If a website that is not secure is to be used, the City shall be notified in advance before any information is posted. The City reserves the right to restrict the use of any non-secure websites under this contract.
 - c. Ensure complete and secure destruction of any and all paper documents and computer files at the end of the contracts retention requirements.
 - d. Ensure that office computers are password protected and that computer screens lock after a set period of time.
 - e. Ensure that offices and workspaces containing customer information are secure.
 - f. Ensure that computer virus protection is up to date.
26. **Confidentiality of Records:** The contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of assuring that information contained in its records or obtained from the City or from others in carrying out its functions under the contract shall not be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information should be referred to the City. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of contractor as needed for the performance of duties under the contract.
27. **Contract Termination:** Any contract entered into as a result of this Solicitation is for the convenience of the City and as such, may be terminated without default by the City by providing a written thirty (30) day notice of termination.
28. **Cancellation:** The City reserves the right to cancel the whole or any part of this contract due to failure by the contractor to carry out any obligation, term or condition of the contract. The City will issue written notice to the contractor for acting or failing to act as in any of the following:
- a. The contractor provides material that does not meet the specifications of the contract;
 - b. The contractor fails to adequately perform the services set forth in the specifications of the contract;
 - c. The contractor fails to complete the work required or to furnish the materials required within the time stipulated in the contract;



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- d. The contractor fails to make progress in the performance of the contract and/or gives the City reason to believe that the contractor will not or cannot perform to the requirements of the contract.

Upon receipt of the written notice of concern, the contractor shall have ten (10) days to provide a satisfactory response to the City. Failure on the part of the contractor to adequately address all issues of concern may result in the City resorting to any single or combination of the following remedies:

- a. Cancel any contract;
- b. Reserve all rights or claims to damage for breach of any covenants of the contract;
- c. Perform any test or analysis on materials for compliance with the specifications of the contract. If the results of any test or analysis find a material non-compliance with the specifications, the actual expense of testing shall be borne by the contractor;
- d. In case of default, the City reserves the right to purchase materials, or to complete the required work in accordance with the City Procurement Code. The City may recover any actual excess costs from the contractor by:
 - i. Deduction from an unpaid balance;
 - ii. Any combination of the above or any other remedies as provided by law.

29. **Contract Default:** The City, by written notice of default to the contractor, may terminate the whole or any part of this contract in any one of the following circumstances:

- a. If the contractor fails to make delivery of the supplies or to perform the services within the time specified; or
- b. If the contractor fails to perform any of the other provisions of this contract; and fails to remedy the situation within a period of ten (10) days after receipt of notice.

In the event the City terminates this contract in whole or part, the City may procure supplies or services similar to those terminated, and the contractor shall be liable to the City for any excess costs for such similar supplies or services.



SCOPE OF WORK

Materials Management Procurement

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I. Introduction

The City of Peoria, Arizona is soliciting proposals from a qualified independent practitioner or a behavioral health agency to provide short term counseling and evaluation services for the City of Peoria Fire Department employees and their dependents. The Fire Department is seeking services from an individual or agency that has expertise in working specifically with Firefighters.

The City of Peoria Fire Department employs approximately 160 employees. The City offers two resources for mental health services. Employees and dependents enrolled in the City's medical plan through Blue Cross/Blue Shield are eligible to receive mental health benefits for in-patient or out-patient care through Biodyne. Currently, all employees and their dependents are eligible to receive 12 visits per year at no cost through the City's Employee Assistance Program (EAP). Services include a full range of counseling and referral services for individual, family and marital concerns, stress and job-related issues, child and domestic abuse, and chemical dependency assessment.

II. General Requirements

- A. Master's in Social Work (MSW) and/or Certified Independent Social Worker (CISW) must be licensed by the Board of Behavioral Health Examiners. A licensed MSW or CISW may be an independent practitioner, or may be affiliated with a behavioral health agency licensed to perform these services.
- B. Contractor shall provide acknowledgement of credentials, including proof of licensing, and certifications.
- C. Contractor must remain current on testing and medical standards for all services to be performed as a result of this contract.
- D. Contractor shall be required to provide all necessary qualified personnel, equipment, facilities, supplies and services to perform all requested counseling and evaluation services.
- E. Contractor shall provide a listing of key personnel who will be assigned to the City.
- F. Contractor shall have experience managing the counseling needs of firefighters or equivalent.
- G. Contractor shall have an understanding of the duties and responsibilities as well as the physical and mental stresses (culture) associated with the fire service.
- H. Contractor shall administer the services in compliance with HIPPA, EDI, and Privacy and Security regulations.



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III. Work Requirements for Counseling and Evaluation Services

- A. Contractor shall provide thorough confidential evaluation and counseling services for the Peoria Fire Department employees and their dependents.
- B. Contractor shall offer aftercare and follow-up for employees who are referred out for specialized or long-term therapy.
- C. Contractor shall provide a process for management/mandatory referrals that will include written documentation on the employee's evaluation and progress. The City requires that any mandatory referrals be coordinated through the City's Human Resources designee.
- D. Contractor shall perform threat/violence assessments on employees, as requested by the City.
- E. Contractor shall provide consulting and general intervention services regarding evaluations, treatment, and/or monitoring as determined by the City.
- F. Contractor will be required to make written recommendations to the City as to the ability of the employee to perform the duties required of the position, and assess current mental status relative to possible future problems. The report shall be submitted to the City within ten (10) business days of the completion of examination/testing.
- G. Contractor shall schedule appointments for employees or applicants within ten (10) business days of the referral.
- H. Contractor will use reasonable efforts to respond to inquiries within one (1) business day.
- I. Contractor shall offer education on substance abuse and stress impact on areas of employment, addiction, social and psychological effects.
- J. When applicable, the Contractor shall work with the City's EAP provider in an effort to coordinate a wellness plan and treatment recommendations.
- K. Contractor shall provide approximately 20 hours of training/education sessions per year.
- L. Contractor shall be available to participate in individual staffings, discussions with City representative, conduct record reviews, prepare written reports on the finds which may be submitted to court, provide court testimony (e.g. as expert witness) in relation to employees and testify on an as needed basis.
- M. Contractor shall have ability to provide services that are geographically convenient to the City employees.



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- N. Contractor shall provide unlimited critical incident debriefing as requested by the City.
- O. Contractor shall provide quarterly utilization statistics to include the following data on the services provided (these reports shall be in generic format and no employee or dependent shall be identified). The reports must be submitted with the quarterly invoice.
1. Total number of contacts for the quarter
 2. Number of contacts by type (e.g. walk-in, phone call, etc.)
 3. Number of contacts by enrollee status (e.g. employee or dependent)
 4. Source of contact (e.g. self, supervisor, doctor, family member, etc.)
 5. Number of contacts by primary presenting problem (e.g. depression, alcohol, suicidal, marital, etc.)
 6. Contact type (first contact with Contractor, previous contact)
 7. Total number of referrals
 8. Number and type of referral (e.g. answered questions only, refer for self-help, refer to EAP counseling, refer to HMO/PPO provider, refer to inpatient confinement, etc.)
 9. Average number of visits per patient
 10. Number of visits by counseling type (e.g. depression, marital discord, alcohol, etc.)

IV. Proposal Content

The following areas shall be addressed in the proposal:

A. Qualifications and Experience

- Provide response to indicate compliance with Section II, General Requirements. At a minimum, respond specifically to each section listed in A through H to ensure compliance in each area.
- Provide resume of individual(s) that will be providing services under this contract.

B. Method of Approach

- Provide a plan and method of approach to accomplish the Scope of Work as indicated in Section III, Work Requirements. At a minimum, respond specifically to each section listed in A through O to ensure compliance in each area.
- Provide response to Questionnaire.

C. Cost Considerations

Provide fee schedule for providing services to the Fire Department employees and dependents, as per the Scope of Work.

Prior utilization of services over the past 3 years have been an average of 10 intakes per year and approximately 5 sessions per intake.



SCOPE OF WORK

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D. Proposal Submittal and Contact Information

Proposals will be submitted in one (1) original and three (3) copies and shall be delivered to:

City of Peoria, Materials Management
9875 N. 85th Avenue, 2nd Floor
Peoria, AZ 85345

The proposal is due no later than 5:00 p.m. on October 11, 2012.

All questions regarding the proposal should be directed to Lisa Houg at
Lisa.Houg@peoriaaz.gov



QUESTIONNAIRE

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PROVIDE A RESPONSE TO EACH QUESTION INDICATED BELOW:

1. Indicate what factors determine whether you or your agency will proceed with Counseling versus referral to EAP or another provider agency?

2. What are the common types of cases that necessitate referral outside your agency?

3. Describe the treatment modalities and methods used by you and/or your staff in counseling.

4. List any behavioral health (mental or substance abuse) diagnoses which you or your agency would not handle.

5. Have you or your agency ever sustained a lawsuit? If yes, please describe the situation(s).

6. Indicate your ability to provide a contract with a hold-harmless provision that relieves the City of any liability resulting from action by you and/or your staff.

7. How would you propose to integrate any of the client's existing services with your program?

8. Indicate any services for which you or your agency subcontracts.

Questionnaire

City of Peoria RFP

Solicitation Number Q13-07

Richard Canfield Proposal

1. Indicate what factors determine whether you or your agency will proceed with counseling versus referral to EAP or another provider agency?

Provider will assume clinical responsibility for resolution of problem(s) that are identified during initial evaluation. Client will be referred to EAP or mental health benefit if client requires a higher level of care or if provider is not qualified to provide the necessary treatment.

2. What are the common types of cases that necessitate referral outside your agency?

Cases that necessitate referral include detox, inpatient psychiatric or substance abuse treatment, intensive psychiatric or substance abuse treatment.

3. Describe the treatment modalities and methods use by you and/or your staff in counseling?

Provider practices 1-1 outpatient individual, family and couples counseling. Provider uses primarily a cognitive-behavioral approach.

4. List behavioral health (mental or substance abuse) diagnoses which you or your agency would not handle.

Provider is a mental health generalist. Provider does not treat clients for personality disorders.

5. Have you or your agency ever substained a lawsuit?

No

6. Indicate you ability to provide a contract with a hold-harmless provision that relieves the City of any liability resulting from action by you and your staff.

Yes, contractor is able to do this.

7. How would you propose to integrate any of the client's existing services with your Program.

Contractor will discuss integration issues with previous provider.

8. Indicate any services for which you or your agency subcontracts.

Contractor subcontracts for "threat/violence" evaluations.

Please list a minimum of three (3) professional references from services whom the Materials Management Division may contact:

1. Company: _____
Contact: RON TAPSCOTT
Address: 1914 E. CAROLINE LN
TEMPE, AZ 85284
Phone: 480-263-0688
Email: RTSCOTT493@HOTMAIL.COM
Type of Work: LICENSED CLINICAL SOCIAL WORKER

2. Company: APS HEALTHCARE
Contact: PAUL DAVIS PH.D.
Address: 7125 COLUMBIA GATEWAY DR. STE 250
COLUMBIA MD 21046
Phone: 800-713-6251 X 3158
Email: PDAVIS@APSEALTHCARE.COM
Type of Work: SENIOR CASE MANAGER

3. Company: _____
Contact: MR. HAL NEVITT, LCSW
Address: 13835 N. TATUM BLVD # 9-178
PHOENIX, AZ 85032
Phone: 602-885-4533
Email: HALSOFFICE@COX.NET
Type of Work: PRIVATE PRACTICE - EAP & BEHAVIORAL HEALTH



QUESTIONNAIRE

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Has your firm been certified by any jurisdiction in Arizona as a minority or woman owned business enterprise? Yes _____, No X.

If yes, please provide details and documentation of the certification.

Please clearly identify any Exceptions that your firm may have with the City's Terms and Conditions or Project Scope. If no Exceptions, indicate by stating NO EXCEPTIONS below.

No Exceptions. *JA*

FEE SCHEDULE

October 9, 2012

To: City of Peoria
Re: RFP # Q13-07

From: Richard Canfield

The cost for services outlined in the RFP are:

\$800.00 per month.

This cost covers all services except Section III, number D, (performance of threat/violence assessment) which will be charged at a rate of \$900.00 per occurrence.

Thank you for your consideration of my proposal. Please contact me directly with any questions.

Sincerely,

Richard Canfield
(602-358-3972) tele:
(602-424-5757) fax

Response to II. General Requirements

Contractor (Richard Canfield) is a licensed professional counselor (LPC) and certified employee assistance professional (CEAP). Copies of license and certification enclosed.

Contractor will remain current on all continuing education required by Arizona Board of Behavioral Health Examiners and Employee Assistance Professionals Association.

Contractor will provide all services himself with the exception of Section III, D (threat/Violence assessments) which will be subcontracted to Phillip Lett PhD (resume enclosed).

Contractor will provide all necessary supplies, office, and materials necessary to provide services for this contract.

Contractor has over 22 years of experience providing clinical services to firefighter and their dependents. Since 1990, writer while working as clinician and clinical supervisor at St. Luke's EAP and with APS Healthcare as regional clinical supervisor, along with past five years in private practice, has worked with firefighters and dependents from numerous valley fire departments (see resume). Contractor has recently been hired as Director of Phoenix Fire/Union Member Assistance Program.

Contractor is knowledgeable of and will comply will all HIPPA, EDI and Privacy and Security regulations.

Solicitation Number Q13-07

Response to Section III. Work Requirement for Counseling and Evaluation Services

Contractor (Richard Canfield) agrees to provide thorough confidential evaluation and counseling services for the Peoria Fire Department employees and their dependents (A)

and shall offer aftercare and follow-up for employees who are referred out for specialized or long-term therapy (B)

and shall coordinate with the City's Human Resource designee in designing a process for management/mandatory referrals which will provide written documentation of employee's evaluation and process (C)

and shall perform threat/violence assessments on employees, as requested by the City (this service to be subcontracted to Phillip Lett PhD) (D)

and shall provide consulting and general intervention services regarding evaluation, treatment, and/or monitoring as determined by the City (E)

and will make written recommendations to the City as to the ability of the employee to perform the duties required of the position and assess current mental status relative to possible future problems. These reports shall be submitted to the City within ten (10) business days of the completion of evaluation/testing (F)

and shall schedule appointments for employees or applicants within ten (10) business days of the referral (G)

and shall use reasonable efforts to respond to inquiries within one (1) business day (H)

and shall offer education on substance abuse, stress impact on areas of employment, addiction social and psychological effects (I)

and when applicable shall work with the City's EAP provider in an effort to coordinate a wellness plan and treatment recommendations (J)

and shall provide approximately 20 hours of training/education services per year (K)

and shall be available to participate in individual , discussions with City representative, conduct record reviews, prepare written reports on the findings which may be submitted to court, provide court testimony (e.g. as expert witness) in relation to employees and testify on an as needed basis (L)

and shall have the ability to provide services that are geographically convenient to the City

employees (M)

and shall provide unlimited critical incident debriefings as requested by the City (N)

and shall provide quarterly utilization statistics as outlined in section III number 0.

RICHARD B. CANFIELD, MC, CEAP

3116 N.41st Place
Phoenix, AZ 85018
Tel: 602-358-3972
Fax: 602-424-5757
rcanfield1@cox.net

SUMMARY

Over thirty years of diversified clinical and management experience in behavioral health and employee assistance programs.

EDUCATION

BA, Bethany College, Bethany, WV

Master in Counseling, Arizona State University, Tempe, AZ

LICENSURE AND CERTIFICATION

Licensed Professional Counselor (LPC-0074, AZ)

Certified Employee Assistance Professional (CEAP # 022944)

PROFESSIONAL EXPERIENCE

Director, Phoenix Fire Union Member Assistance Program 09-11-12 to present

PRIVATE PRACTICE (Individual, Couples and Families) 11-2007 to Present

REGIONAL CLINICAL MANAGER, APS Healthcare 06-2001 to 11-2007

- Manage regional clinical operation of national EAP
- Supervise and coordinate multi-state affiliate network
- Provide clinical services
- Provide client company training, CI and marketing

CLINICAL SUPERVISOR, St. Luke's Employee Assistance Program 09-1993 to 06-2001

- Manage daily operations of EAP with approximately 40 client companies
- Supervision of clinical staff
- Account management and marketing
- CI and client company training

EMPLOYEE ASSISTANCE PROFESSIONAL, St. Luke's EAP

01-1990 to 09-1993

- Provide assessment, brief therapy and referral services to clients
- Basic and advanced CI services and training to client companies

FAMILY THERAPIST, St. Luke's Behavioral Health Center

05-86 to 01-1990

- Provide family therapy to families in inpatient hospital setting
- Provide clinical supervision to treatment staff

CLINICAL COORDINATOR, St. Luke's Behavioral Health Center

09-83 to 05-86

- Provide individual and group therapy to hospitalized adolescents in inpatient psychiatric setting
- Develop individualized treatment plans for adolescents in inpatient psychiatric unit
- Provide clinical supervision to clinical staff

STAFF COUNSELOR, St. Luke's Behavioral Health Center

06-1976 to 09-1983

- Individual and group counseling of adolescents in inpatient setting
- Development and implementation of individualized treatment plans

MEMBERSHIPS

EMPLOYEE ASSISTANCE PROFESSIONALS ASSOCIATION, CENTRAL ARIZONA CHAPTER

CURRENT MEMBER

VICE-PRESIDENT 1996-1998

PRESIDENT 1998-2000

BOARD MEMBER 2000-2002

State of Arizona
Board of Behavioral Health Examiners

Be It Known That

Richard B. Canfield

Having exhibited to the Board of Behavioral Health Examiners satisfactory evidence of having met requirements to practice as prescribed by law, is hereby licensed as a

Licensed Professional Counselor

The Arizona Board of Behavioral Health Examiners hereby grants this

License Number LPC-0074

Under its seal and signatures,

Louisa de Blank
Board Chair

Issue Date: July 1, 2004

Expiration Date: September 30, 2013



THE EMPLOYEE ASSISTANCE CERTIFICATION COMMISSION
Established for the Certification of Employee Assistance Professionals
Declares that

Richard B. Canfield

CEAP No. 022944

Has Satisfied All Requirements and Is Hereby Designated a

CERTIFIED EMPLOYEE ASSISTANCE PROFESSIONAL

*and Is Authorized to Use the Designation CEAP®
as of these Dates and Recertification Extensions per EACC Seal*

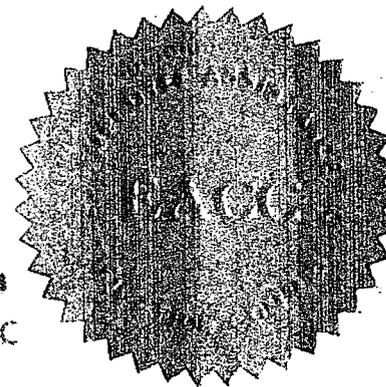
JANUARY 1, 2012 - DECEMBER 31, 2014

Chair, EACC

Patricia Zolner



CEAP® Certification has been provided since 1986 under the auspices of the
EMPLOYEE ASSISTANCE PROFESSIONALS ASSOCIATION, INC





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/04/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Van Wagner Group A Division of Sterling & Sterling, Inc. P.O. Box 9017 Woodbury, New York 11797	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS:		
PRODUCER CUSTOMER ID #:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Richard Canfield 3116 N. 41st. Place Phoenix, AZ 85018	INSURER A: ACE American Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			AHM157657	10/15/2012	10/15/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 2,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab.			AHM157657	10/15/2012	10/15/2013	Each Incident \$ 1,000,000 Aggregate \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certified Employee Assistance Professional

CERTIFICATE HOLDER**CANCELLATION**

FOR RECORD PURPOSES ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Phillip D. Lett, Ph.D.
4222 E. Camelback Rd., Ste. 230H
Phoenix, Arizona 85018
V 602-852-0911
F 602-852-0632
ppapc-clc@hotmail.com

Curriculum Vitae

Professional Experience

6/12 to present: Consulting Psychologist. Student Counseling Services, Athlete Division, Arizona State University Tempe, Arizona. Conduct substance use disorder screening, assessment and treatment and conduct psychological and neuropsychological assessment.

12/11 to present: Consulting Psychologist. Members Assistance Program (MAP), State Bar of Arizona. Conduct psychological assessment and fitness for duty evaluations for potential behavioral or substance use issues.

09/09 to present: Consulting Psychologist. Human Intervention and Motivation Study (HIMS). Conduct psychological and neuropsychological evaluations with aviators for the purpose of preparing a request for Special Issuance Medical Certificate from the Federal Aviation Administration (FAA).

09/09 to present: Clinical Adjunct Training Faculty at Midwestern University /Phoenix. Clinical supervision and training regarding assessment and treatment of behavioral and substance use disorders and psychological/neuropsychological assessment.

04/07 to 12/09: Treating Clinician in the National Football League Program for Substances of Abuse. Phoenix. Program Administrator William Brigham. Scotts Valley, CA.

10/05: Emergency response team member with SAMSHA Katrina Assistance Project Louisiana. Team Leader Barbara Melton. Conduct trauma debriefings and provide other mental health and substance abuse emergency response services to survivors and first responders after Hurricane Katrina in New Orleans.

9/05 to present: Consultant in Psychology/Neuropsychology, State of Arizona Board of Osteopathic Examiners in Medicine and Surgery. Phoenix. Offer independent psychological/ neuropsychological and substance abuse evaluations regarding work safety.

1/05 to present: Consultant in Psychology/Neuropsychology, City of Phoenix. Phoenix. Perform independent psychological/ neuropsychological, threat and violence assessment, and substance abuse evaluations and work fitness evaluations.

1/04 to present: Consultant in Psychology/Neuropsychology, Arizona State Board of Dental Examiners. Phoenix. Perform independent psychological/ neuropsychological and substance abuse evaluations and consultations regarding work safety.

2/04 to present: Consultant in Psychology/Neuropsychology, Arizona State Board of Chiropractic Examiners. Phoenix. Perform independent psychological/ neuropsychological and substance abuse evaluations.

8/04 to present: Clinical Adjunct Training Faculty at Argosy University/Phoenix. Clinical supervision and training regarding assessment and treatment of behavioral and substance use disorders and psychological/neuropsychological assessment.

9/90-8/92: Consulting Psychologist, U.S.A. Healthnet, 7301 North 16th St., Suite 201, Phoenix, Arizona 85020. Charlotte Schmidt. Director of clinical services for managed behavioral healthcare.

2/90-5/91: Consulting Psychologist, Arizona Baptist Children's Services, 400 E. Camelback Rd., Phoenix, Arizona 85015. Ron Wilcoxon, PhD Supervising Psychologist. Provided supervision to master level counselors and comprehensive psychological services to children and adolescents.

8/89-8/93: Secondary Supervising Psychologist, Psychology Internship Program, Contact, Inc., 1400 E. Southern, Suite 410, Tempe, Arizona 85282. Glen Tanita, DMH, Director. Training and supervision of psychology interns in providing substance use and psychological/neuropsychological evaluation.

8/89-2/91: Consulting Psychologist, Special Education Services, Inc., 900 Jorie Blvd., Suite 59, Oak Brook, Illinois 60521. Tom Trautman, Ed.D. Provided psychological services to school staff and special education students.

8/89-2/91: Consulting Psychologist, Center for Family Services, Inc., 4530 N. 40th St., Phoenix, Arizona 85018. Tom Trautman, Ed.D. Provide consultation to professional staff of therapeutic group home and general psychological services.

8/88-8/89: Psychology Postdoctoral Training. Supervising Psychologist-Sharon Bowden, Ph.D., ABPP, IBS-West, 4530 N. 40th St., Phoenix, Arizona 85018. Focus areas included neuropsychology, addictions, attention deficit hyperactivity disorder and learning disability.

9/87-8/88: Internship-Professional Psychology, Supervising Psychologists-Larry Frazier, Ph.D., ABPP and Glen Tanita, DMH, Contact, Inc., 1400 E. Southern, Suite 410, Tempe, Arizona 85282. Provided professional psychology services and EAP services.

9/87-5/88: Pre-doctoral Informal Placement, Supervisor-Fred Wechsler, Psy.D., Ph.D., HOPE Southwest Center for Head Injury, 2630 N. 16th St., Phoenix, Arizona 85016. Review of neuroanatomy, neuropathology and neuropsychological test administration and interpretation.

9/86-4/87: Employee Assistance Program Placement, Supervisor-Robert Kaufman, MSW, HEI, Inc., Skokie, Illinois. Provided EAP services to adults and families.

9/85-8/87: Teaching and Research Assistant, Department of Psychology, Supervisor-Chow Lam, Ph.D., Illinois Institute of Technology, IIT Center, Chicago, Illinois. Taught masters level classes, provided counseling supervision, and participated in faculty research projects.

8/83-8/84: Internship-Child, adolescent, adult and geriatric rotation, Florida Mental Health Institute; Supervisors - Jack Zusman, M.D. and Mike Moran, Ph.D., University of South Florida, Tampa, Florida. Involved with administration and provision of clinical behavioral health program services.

11/80-6/85: Psychiatric Rehabilitation Programs Supervisor, State of Florida, District 8, Health and Rehabilitative Services, G.P. Wood Memorial Hospital, P.O. Box 169, Arcadia, Florida. Harold Wooten. Provided behavioral and rehabilitative program services to adults with psychiatric disability.

2/78-9/80: House Parent-Youthful Offenders, State of Alabama, Department of Youth Services, Roebuck Campus, Birmingham, Alabama 35206. Provided supervision, counseling and guidance for youthful offender's age 16-18 years old.

Education

- 1988 Ph.D.—Psychology
Illinois Institute of Technology
Chicago, IL
- 1984 M.A.—Rehabilitation
University of South Florida
Tampa, FL
- 1976 B.A.—Psychology
Jacksonville State University
Jacksonville, AL

Licensure/Certification

State of Arizona Licensed Psychologist #1627
National Register of Health Service Providers in Psychology #40899
American Psychological Association (APA) Certificate of Proficiency in the Diagnosis and Treatment of Psychoactive Substance Use Disorders (CPP) # AD001329
Certified Rehabilitation Counselor (CRC) #18103
Certified Disability Management Specialist (CDMS) #009241
NAADAC Certification for DOT Requirements: Substance Abuse Professional (SAP) #10903

Affiliations

Member American Psychological Association (APA)
Member APA Division 40 - Clinical Neuropsychology
Member APA Division 50 - Addictive Behaviors
Member - National Academy of Neuropsychology (NAN)

Honors and Awards

- 2005 Certificate of Appreciation, State of Louisiana, for providing mental health and substance abuse services to survivors in the Florida Parishes after Hurricane Katrina.
- 2001 Certificate of Service Appreciation: Arizona Board of Medical Examiners
- 1985-87 Psychology Teaching and Research Assistantship, Illinois Institute of Technology. Chicago.
- 1984 Phi Kappa Phi Honor Society. University of South Florida Chapter. Tampa.

Publications and Lectures

- Brigham, B., Shiple, M., & Lett, P. (September, 2008). Substance Abuse. Arizona Cardinals, Player Development Program, Tempe, Arizona.
- Burstein, A. & Lett, P. (1993). Treating substance abuse in a domicillary setting. VA Hospital, Prescott, Arizona.
- Burstein, A. & Lett, P. (March, 1993). Dual Diagnosis. Presentation at Sixth Annual Arizona Conference on Addictions. Tucson, Arizona
- Budziack, T., Burstein, A., Lett, P. and Sparks, L. (Feb., 1993). Multidimensional assessment of chemical dependency. Symposia. Phoenix.
- Lett, P. (April, 2005). Learning Disabilities and learning differences: A neuropsychological framework. Desert View Learning Center Teacher In-service Training. Paradise Valley, Arizona.
- Lett, P. (May, 2003). Assessment and treatment of comorbidity: PTSD and substance abuse disorder. Fielding Institute Psychology Doctoral Students. Phoenix.

- Lett, P. (May, 1999). Anger management for post-traumatic stress disorder clients. Presentation to Center for Lifestyle Change professional staff. Phoenix
- Lett, P. (Dec., 1998). Substance abuse treatment with adult offenders. Maricopa County Adult Probation. Phoenix.
- Lett, P. (Feb., 1998). Learned optimism. Workshop, Quarles & Brady Law Firm. Phoenix.
- Lett, P. (Feb., 1997). Assessment of learning disabilities: A neuropsychological model. Youth Firesetter Program, Phoenix Fire Department. Conference at St. Luke's Behavioral Health Center. Phoenix.
- Lett, P. (June, 1997). Wellness and perceptual accuracy: Reducing stress during organizational change. Workshop, Gila River Casino, Chandler, Arizona.
- Lett, P. (Aug., 1997). Teaching children with learning disabilities: A multiple intelligence approach. Life Enrichment Center Charter School, Mesa, Arizona.
- Lett, P. (Nov., 1992). Assessment of adolescent chemical dependency. Presented at Contact, Inc. Tempe, Arizona.
- Lett, P. (Oct., 1992). Children of alcoholics in the classroom. Presentation at Washington School District Teachers Annual Inservice. Phoenix.
- Lett, P. (Oct., 1992). Treating children with severe behavior problems. Mesa School District Inservice. Mesa, Arizona.
- Lett, P. (Feb., 1992). ADHD: Do all children have it? Contact Inc., Tempe, Arizona.
- Lett, P. (Feb., 1992). Assessing and treating addictive behavior. Contact, Inc. Tempe, Arizona.
- Lett, P. (Sept., 1991). Treating extremely disruptive behavior disorders in children. Phoenix Adolescent Treatment Center (PARC), Phoenix.
- Lett, P. (June, 1991). Psychometric and behavioral assessment of physicians impaired from substance use. John C. Lincoln Continuing Medical Education Retreat. Sedona, Arizona.
- Lett, P. (April, 1991). Identification, intervention and treatment referral with substance abusing adolescents. Phoenix Christian High School, Phoenix.
- Lett, P. (Nov., 1990). Outpatient detoxification and treatment for alcohol and other drugs: Alternative strategies. Contact, Inc., Tempe, Arizona.
- Lett, P. (May, 1990). Working with children with attention-deficit hyperactivity disorder and learning disorders. A systems perspective. Presentation to Mesa Public School teachers. Mesa, Arizona.
- Lett, P. (April, 1990). A team approach to treatment: Using a problem-solving goal-oriented approach with adolescents. Arizona Department of Corrections (DOC), Juvenile Services Division, Phoenix.
- Lett, P. (1989). Neuropsychological consequences of cocaine abuse. Paper presented at The Employee Assistance Resources Association of Arizona State Conference. Phoenix.
- Lett, P. (1988). Multivariate prediction of client compliance to alcohol treatment referral: An ecological focus; client, counselor, and environment factors. Paper presented to The Employee Assistance Resources of Arizona. Phoenix.
- Lett, P. (1988). Treatment compliance with employee assistance program clients. Doctoral Dissertation, Illinois Institute of Technology. Chicago.
- Lett, P. (1988). Double Trouble: Psychiatric disorder and substance abuse. Invited Presentation Southwest Behavioral Health Studies Annual Conference. Tucson, Arizona.
- Lett, P. (1988). Dual Diagnosis: Psychiatric disorder and substance abuse. Journal of Applied Rehabilitation Counseling, 19 (2), 16-20.
- Lett, P. (1988). Predictors of alcohol treatment referral compliance. Paper presented at The National ALMACA Conference. Los Angeles.
- Lett, P. (Sept., 1986). Psychiatric disorder and substance abuse: Dual diagnoses. Presentation at North American Congress on Alcohol and Drug Problems. Boston.
- Lett, P. (1986). Developing corporate drug and alcohol policy: Drug testing considerations. Paper presented to the Board of Directors, Midwest Chapter of the American Red Cross. Chicago.
- Lett, P. (1986). Transition from school to work: A systems perspective. Paper presented at the Illinois Job Partnership Training conference. Hillside, Illinois.
- Lett, P. (1984). Psychiatric Rehabilitation. Health and Rehabilitation Services, Arcadia, Florida.

Lett, P. Burstein, A. & Leibman, M. (1994). Developing Behavioral Group Practices. Presented at the National Association of Marriage and Family Therapists-Arizona. Phoenix.

Lett CV
Page 6

Lett, P. & Cox, J. (1994). Behavioral health outcome measures. Symposia sponsored by St. Luke's Behavioral Health, Phoenix.

Lett, P. & Frazier, L. (1989). Compliance with alcohol treatment referral. Paper presented at The Western Regional ALMACA Conference. Monterey, California.

Lett, P. & Healey, S. (1993). Relapse prevention: A cognitive-behavioral approach. Presented at the National Association of Social Workers Arizona Chapter. Tucson, Arizona.

Lett, P. & Lewis, J. (1985). Employee assistance programs: Yesterday, today, and tomorrow. Symposia conducted at Illinois Institute of Technology, Chicago.

Lett, P. Neubeck, R., & Trautman, T. (1989). Dealing with attention deficit hyperactivity disordered children. Presented to Phoenix Catholic Social Services. Phoenix.

Lett, P. and Rohde, M. (July 2001). Adolescent Substance Abuse Assessment and Treatment. Southwest School Behavioral Studies, Tucson, Arizona.

Neubeck, R., Trautman, T. & Lett, P. (Feb., 1990). Treating children with learning problems: A systems approach. IBS West Community Service Symposia, Phoenix.

Shiple, M. & Lett, P. (October, 2008). Domestic Violence and Anger Management. Arizona Cardinals Player Development Program, Tempe, Arizona.

Shiple, M. & Lett, P. (October, 2009). Domestic Violence and Anger Management. Arizona Cardinals Player Development Program, Tempe, Arizona.

Shiple, M. & Lett, P. (October, 2010). Domestic Violence and Anger Management. Arizona Cardinals Player Development Program, Tempe, Arizona.

Shiple, M. & Lett, P. (October, 2011). Domestic Violence, Anger Management, and Risky Sexual Behavior. Arizona Cardinals Player Development Program, Tempe, Arizona.

References and/or Continuing Education Training will be provided upon request.