



REQUEST FOR PROPOSAL 23-002 FORENSIC INTERVIEW EQUIPMENT PROJECT

PART I

GENERAL REQUIREMENTS

1. PURPOSE: The Williamson County Children's Advocacy Center, herein after "CAC", seeks to enter into an agreement with a qualified Individual, Firm or Corporation, (Respondent), to provide all labor and materials necessary to provide turnkey solutions that include installation and user training for forensic interview equipment and mobile interview equipment in various rooms at the CAC.

2. BACKGROUND: The CAC is a non-profit organization, and our mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. The CAC recently renovated the current facility and expanded additional square footage to add additional and purpose-built interview rooms. The CAC's FY24 Adopted Budget includes funds for forensic interview room equipment in six (6) interview rooms with adjoining observation rooms, plus one (1) mobile recording system. Additionally, one (1) interview system will be added to one (1) therapy room and integrated with the system. The systems must also be HIPAA compliant. The forensic interview rooms are funded by a Federal grant through the City of Leander and additional grant funds from a foundation.

Complete specifications can be viewed in Attachments D, E and F of this solicitation.

3. SOLICITATION PACKET: This solicitation packet is comprised of the following:

Part I – General Requirements	Page(s) 1-3
Part II – Insurance Requirements	Page 4
Part III – Terms and Conditions	Page(s) 5-6
Part IV – Scope of Work and Specifications	Page(s) 7-10
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4. AUTHORIZED CONTACT: For questions or clarification of specifications, you may contact:

Williamson County Children's Advocacy Center
Darlene Lewis
Chief Operating Officer
Telephone: 512-943-3657
dlewis@wilcocactx.org

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the CAC.

5. SOLICITATION SCHEDULE: It is the CAC's intention to follow the solicitation timeline below:

Solicitation released	November 1, 2023
Pre-solicitation meeting and site visit	Wednesday, November 15, 2023 @ 10:00 AM, CST

Deadline to receive questions	November 17, 2023 @ 5:00 PM, CST
CAC responses to questions, addendums, and substitutions	Approximately November 22, 2023 @ 5:00 PM, CST
Deadline for submission of proposals	December 6, 2023 @ 3:00 PM, CST
Estimated award/purchase date	January 2024 or after

6. PRE-SOLICITATION MEETING AND SITE VISIT(S): A pre-solicitation meeting will be held to fully acquaint Respondents with the unique needs of the CAC. Each project room will be visited directly after the meeting.

The pre-solicitation meeting will be conducted on:
Wednesday, November 15, 2023, at 10:00 AM CST
Williamson County Children’s Advocacy Center
Community Room entrance
1811 S.E. Inner Loop
Georgetown, Texas 78626

Subsequent visits to the project sites will not be permitted. The CAC will not consider this pre-solicitation meeting mandatory, but highly encouraged. It is the responsibility of the Respondent to be familiar with the specifications herein and to ask any relevant questions they may have concerning this solicitation.

7. SOLICITATION UPDATE: Respondents shall be responsible for monitoring the CAC’s website at <https://wilcocac.org/Solicitation> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancellations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The CAC will not be held responsible for any further communication beyond updating the website.

8. RESPONSE DUE DATE: Signed and sealed responses are due at or before **3:00 PM**, on the date noted above to the CAC. Mail or carry sealed responses to:

FedEx, UPS, Mail or Hand Deliver to:
Williamson County Children’s Advocacy Center
Attn: Darlene Lewis, COO
1811 S.E. Inner Loop
Georgetown, Texas 78626

- A. Responses received after this time and date shall not be considered.
- B. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and **“DO NOT OPEN”**.
- C. Facsimile or electronically transmitted responses are **not acceptable**.
- D. Late responses will be returned to Respondent unopened if return address is provided.
- E. Responses cannot be altered or amended after opening.
- F. No response can be withdrawn after opening without written approval from the CAC for an acceptable reason.
- G. The CAC will not be bound by any oral statement or offer made contrary to the written specifications.

10. GOODS: Respondent warrants and agrees that all materials supplied hereunder shall be NEW and manufactured and produced in compliance with the laws, regulations, codes, terms, standards, and/or requirements of Underwriter’s Laboratories Incorporated, all Federal, State, and local authorities, and all other authorities having jurisdiction, and that performance of goods shall be in accordance with the above laws, regulations, codes, terms, standards, and/or requirements, and agrees upon request, to furnish the CAC a certificate of compliance therewith in such forms as the CAC may require.

- A. In the event a question arises as the origin or validity of the products, CAC reserves the right to verify the origin with the manufacturer. In the event that the products have been acquired through unauthorized

channels CAC further reserves the right to return products for a full refund and seek damages if any have been incurred.

11. BEST VALUE EVALUATION AND CRITERIA: All solicitations received may be evaluated based on the best value for the CAC. In determining best value, the CAC may consider:

- Purchase price and terms;
- Reputation of Respondent and of Respondent's goods and services;
- Quality of the Respondent's goods and services;
- The extent to which the goods and services meet the CAC's needs;
- Respondent's past relationship with the CAC;
- The total long-term cost to the CAC to acquire the Respondent's goods or services;
- Respondent's successful record of post installation support;
- Any relevant criteria specifically listed in the solicitation.

The CAC reserves the right to reject any or all responses, or delete any portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the CAC.

12. COMMITTEE REVIEW: An evaluation committee will review each response for solicitation compliance and technical scoring in each category using the following weighted criteria. A consensus score will be assigned to each response for each project bid.

Respondents may be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the Respondent the opportunity to clarify their proposal and ensure a mutual understanding of the services to be provided and the approach to be used.

- A. Price 30 Points**
- B. Quality of the vendor's goods and services 5 points**
- C. Meets CAC's Needs 50 Points**
- D. References 15 Points**

The evaluation process may reveal additional information for consideration. The CAC reserves the right to modify, without notice, the evaluation structure and weighted criteria to accommodate these additional considerations to serve the best interest of the CAC. However, as part of the award process, The CAC Board of Directors will have the final determination to approve the contract based on a consensus and subjective judgment based on all and any criteria factors to be considered.

PART II

INSURANCE: Respondent shall obtain and keep in effect during the term of this contract insurance coverage in the below listed types and amounts. As evidence of insurance coverage, Respondent shall furnish to CAC certificate(s) of insurance before commencement of any work under this contract.

TYPE OF COVERAGE LIMITS

- A.** Worker's Compensation Statutory
- B.** Comprehensive General Liability \$1,000,000 Ea. occurrence / \$2,000,000 aggregate
- C.** Automobile Liability (owned/leased, non-owned, and hired)
 - 1.** Bodily Injury \$1,000,000 Ea. Person / \$1,000,000 Ea. Occurrence
 - 2.** Property Damage \$1,000,000 Ea. Occurrence

**PART III
TERMS AND CONDITIONS**

- 1. AGREEMENT TERM:** The term of the Agreement shall begin from date of award and shall remain in full force until all items been delivered, installed, and inspected by CAC staff. If the Respondent fails to perform its duties in a reasonable and competent manner, the CAC shall give written notice to the Respondent of the deficiencies and the successful Respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the deficiencies within thirty (30) days, the CAC may terminate the agreement by giving the Respondent written notice of termination and the reason for the termination. If the agreement is terminated, for any reason, respondent shall turn over all material, records and deliverables created to date within fifteen (15) working days after completion of duties through the termination date.
- 2. RESPONDENT REQUIREMENTS:** The opening of a solicitation shall not be construed as the CAC's acceptance of such as qualified and responsive.

 - A.** Respondents shall be firms, corporations, individuals or partnerships normally engaged in the sale and distribution of the commodity specified herein.
 - B.** Respondent shall possess state licensing if required.
 - C.** Respondent shall possess no less than five (5) years in the consulting, design, installation and training of commercial audio/video systems.
 - D.** Respondent shall possess experience working with sensitive HIPAA information.

 - 1.** Employees of successful respondent shall be subject to a criminal background check, sex offender check, and warrant search.
 - E.** Provide all labor, supplies, and materials required to satisfactorily perform the services as specified herein and own or acquire at no cost to the CAC all construction aids, appliances, and equipment Respondent deems necessary and maintain sole responsibility for the maintenance and repair of Respondent's vehicles, equipment, tools, and all associated costs. The CAC shall not be responsible for any Respondent's tools, equipment, or materials lost or damaged during the performance of the services specified herein.
 - F.** Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process.
- 3. SUBCONTRACTORS:** If Subcontractors will be used the Respondent is required to complete and submit with their bid response Attachment C: Subcontractor Information Form. The Contractor shall be fully responsible to the CAC for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractors own acts and omissions. The Contractor shall:

 - A.** Require that all deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications, and terms of the Contract.
 - B.** Require that all Subcontractors obtain and maintain, throughout the term of their agreement, primary insurance in the type and amounts specified for the Vendor, with the CAC being named as an additional insured; and
 - C.** Require that the Subcontractor indemnify and hold the CAC harmless to the same extent as the Contractor is required to indemnify the CAC.
 - D.** Awarded Contractor is required to submit a list of all subcontractors for approval by the CAC prior to use of any subcontractors throughout the term of the contract.
- 4. PRICING:** The Respondent shall determine and submit a fixed cost for the work and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges, delivery charges, costs associated with obtaining permits, insurance, bonds, and risk management. No separate line-item charges shall be permitted for either response or invoice purposes.
- 5. COSTS INCURRED:** Respondent shall acknowledge that the issuance of a solicitation shall in no way obligate the CAC to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for, and participating in oral presentations or any other similar expenses incurred by a Respondent are the sole responsibility of the Respondent and shall not be reimbursed by the CAC.

6. **PERFORMANCE REVIEW:** The CAC reserves the right to review the awarded respondent(s) performance at any time during the contract term.
7. **ACCEPTANCE/INSPECTION:** Acceptance inspection should not take more than fifteen (15) working days. The awarded respondent will be notified within the time frame if the services delivered are not in full compliance with the specifications. In the event the services or products are not to the satisfaction of the CAC; the vendor shall agree to reperform services or replace items to specification at no additional cost to the CAC. If any agreement or purchase order is cancelled for non-acceptance, the needed services may be purchased elsewhere.
8. **ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The CAC will only order the services/goods needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
9. **PERMITS:** The successful Respondent shall verify and obtain all necessary permits (no permit fees will be waived), licenses, and/or certificates required by federal, state, and local laws, ordinances, rules, or regulations for the completion of the services as specified if required for the project.
10. **AWARD:** The CAC reserves the right to enter into an Agreement or a Purchase Order with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the CAC. Respondents to the solicitation will be notified when CAC staff recommendation of award has been made. Award announcement will be posted on the CAC website at <https://wilcocac.org/Solicitations> and made upon CAC's Board of Director's approval of staff recommendation and executed agreement.
11. **POST-AWARD MEETING:** The CAC and Respondent shall have a post-award meeting to discuss, but not be limited to the following:
 - A. Provide CAC contact(s) information for implementation of agreement.
12. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The CAC will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the CAC receives a correct invoice for the supplies, materials, equipment, or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the CAC in the event:
 - A. There is a bona fide dispute between the CAC and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
 - B. The terms of a federal agreement, grant, regulation, or statute prevent the CAC from making a timely payment with Federal Funds; or
 - C. There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
 - D. The invoice is not mailed to the CAC in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.
13. **NON-APPROPRIATION:** The resulting Agreement is a commitment of the CAC's current revenues only. It is understood and agreed the CAC shall have the right to terminate the Agreement at the end of any CAC fiscal year if the Board of Directors of the CAC does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the CAC's budget for the fiscal year in question. The CAC may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

PART IV

SPECIFICATIONS / SCOPE OF WORK

The Williamson County Children's Advocacy Center seeks a forensic interview technology contractor who is qualified to design and provide a turnkey solution for forensic interview equipment (cameras, microphones, servers) as detailed in this Request for Proposal. The contractor shall provide all design, labor, materials, delivery, equipment, warranties, tools, software, test equipment, related data communication networks, licenses, and support to furnish and install as required to complete the project for all work in accordance with the scope of work and specifications provided in this RFP.

1. DELIVERY AND INSTALLATION:

A. Delivery and installation shall be performed at the following location:

**Williamson County Children's Advocacy Center
1811 S.E. Inner Loop
Georgetown, Texas 78626**

B. Delivery and installation shall occur between the hours of 8:00AM to 5:00PM Monday through Friday unless otherwise approved by the CAC's POC.

2. CONTRACTOR RESPONSIBILITIES: The Contractor shall:

- A. Notify the CAC's designated personnel to schedule delivery and installation.
- B. Check in with the Administration Office upon arrival on site.
- C. Communicate all status updates, manufacturing delays, etc. to the CAC's POC.

3. PRE-INSTALLATION INSPECTION: Successful Respondent shall conduct an advance assessment for any obstructions that would limit or alter the planned forensic interview equipment installation.

4. SYSTEM MAINTENANCE AND REPAIRS: Successful respondent shall agree to the following service levels:

- A. Provide emergency on-site service to system within four (4) hours of telephone or written notification from CAC;
- B. Provide 24-hour toll-free telephone support with a maximum 10-minute call back wait time to CAC.

5. PRICING: Pricing indicated in the bid form shall be all inclusive of all labor, equipment, freight, and fees necessary to provide and install forensic interview systems specified herein. No additional fees shall be permitted.

- A. All prices MUST be firm for the life of the contract.
- B. Tax Exemption. Do not include Federal Excise, State or City Sales Tax for which a non-profit 501 (c)(3) is exempt under State Law. The CAC shall furnish a tax exemption certificate, if required.

6. GOODS: The products furnished under said specification shall be the latest approved model in current production, as offered to commercial trade, and shall be of quality workmanship and material. The Vendor represents that all equipment offered under said specification shall be new. **USED, SHOPWORN, DEMONSTRATOR, PROTOTYPE, OR DISCONTINUED MODELS ARE NOT ACCEPTABLE.**

7. ACCEPTANCE TESTING: Successful Respondent shall provide complete acceptance testing of all forensic interview system components prior to job closeout and CAC staff training.

8. CAC STAFF TRAINING: Successful Respondent shall provide training sessions upon successful completion of installation. Training session shall:

- A. Provide instruction up to 4 CAC personnel / IT over one (1) 2-hour session;
- B. Numbering/labeling of all wiring per Williamson County Information Technology Cabling standards. The standards are available in PDF format at <https://wilcocac.org/Solicitations>.
- C. System diagrams and as-built drawings reflective of numbering/labeling.

9. O&M MANUALS: Upon award, successful respondent shall provide two (2) sets of user manuals for each type of item purchased.

10. QUANTITIES: The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum volume is made or implied. The CAC shall only order the goods needed to satisfy operating requirements within budgetary constraints, which may be more or less than indicated.

11. CAC RESPONSIBILITY: CAC shall provide a project representative for the purpose of scheduling installation and approving work upon completion. Installation shall be conducted while the project area is not in use.

12. WARRANTY: The goods and services shall be warranted against defects in material and workmanship for a period of not less than one (1) year beginning with the date of acceptance:

- A. If the manufacturer's warranty exceeds one year, manufacturer's warranty shall apply.
- B. The warranty shall cover replacement and installation of any equipment that fails during the warranty period within 15 days of written notification from CAC.

13. WARRANTY SERVICE WORK: Successful respondent shall be required to perform warranty work, at no cost to the CAC, within 48 hours of notification by a factory-trained technician. Successful respondent shall be responsible for all transportation and shipping costs.

14. NON-WARRANTY SERVICE WORK: Successful respondent shall provide on-going maintenance of the forensic interview systems if required. An hourly price for non-warranty service work shall be provided. Respondent shall maintain 24-hour per day emergency telephone access and provide on-site response to an emergency within four (4) hours of notification.

15. EMERGENCY SUPPORT: Respondent shall maintain 24-hour per day emergency telephone support in the event of system failure.

Area #1: Interview Rooms/Observation Rooms

The Interview/Observation rooms at the CAC are purpose-built for the forensic interviews. There are six (6) interview rooms, and each room has an adjoining/corresponding observation room with a one-way glass divider. Each room has a hard-lid ceiling with a drop-down acoustic panel system. Each interview room has conduit and is pre-wired for camera-mounted systems in two upper wall locations. The rooms additionally have conduit paths for microphones, room use indicators, and system activation. One mobile, portable, recording system will also be included for off-site interviews.

- Each room will need to have the ability to record, review, and export both audio and video
- Audio will need to be clear and concise in the observation room with headphones or other equipment to prevent transfer of sound
- Room in-use indicator to be added to the outside of the room to show an interview is in progress with activation switch to turn on/off
- Activation switch to be added to turn on the system recording either on the outside of the room or inside of the room
- Provide high-definition IP cameras available in options for covert, overt, and PTZ with 720p or 1080p resolution
- Must have digital microphones with covert enclosures that clearly captures whispers, low speaking voices, and shouting
- Cameras and microphones must be time-synchronized
- Prefer intuitive search functions
- Ability to export recordings in open file formats that are playable on any computer
- System must integrate with current Center systems (Vidanyx)
- Support/record up to six (6) interview rooms with simultaneous recording of multiple video and audio streams, plus the mobile recording system and additional Therapy room system.
- System has dual RAID arrays or other systems for redundancy
- Picture-in-picture display of available camera angles
- Ability to flag, create markers, and annotate key parts of interviews (in progress and recorded)
- Ability to easily search, locate, and sort stored recordings
- Prefer group management of permissions
- Encrypted hard drive storage
- Separate recording and user interface networks
- Must be able to ensure evidence integrity
- Event log to track user functions
- Password protected individual-user login
- HIPAA compliant
- Hardware warranty and support

General Requirements:

- All systems should be configured according to CAC needs, and final configurations are to be approved by CAC.
- Data drops (must be CAT6e certified cabling and comply with Williamson County Information Services Data Cabling requirements).
- Uninterrupted Power Supplies (UPS) should be included to protect critical rack-mounted systems.
- Physical Security options for proposed hardware.
- Network security.
- Electrical work must be included.
- Construction repair & painting must be included.
- Any other installation service costs.
- Installation costs for mounts, wall mounts, etc.

The CAC may request changes that would increase, decrease, or otherwise modify the Scope of Work under the resulting agreement. Such changes or additional services must be in accordance with the provisions of the RFP and resulting agreement and must be contained in a written amendment, executed by the parties.

Area #2: Therapy Room

The Therapy Room is located in the renovated section of the CAC. One (1) room will be used for recording sessions for training and credentialing requirements. The room is a hard-lid ceiling and does not have existing cameras, camera mounts, conduit, or pre-wired for camera/microphone systems.

- The room will need to have the ability to record, review, and export both audio and video
- Provide high-definition IP cameras available in options for covert, overt, and PTZ with 720p or 1080p resolution
- Must have digital microphones with covert enclosures that clearly captures whispers, low speaking voices, and shouting
- Cameras and microphones must be time-synchronized
- Prefer intuitive search functions
- Ability to export recordings in open file formats that are playable on any computer
- Picture in picture display of available camera angles
- Ability to flag, create markers and annotate key of interviews (in progress and recorded)
- Ability to easily search, locate, and sort stored recordings
- Prefer group management of permissions
- Encrypted hard drive storage
- Separate recording and user interface networks
- Must be able to ensure evidence integrity
- Event log to track user functions
- Password protected individual-user login
- HIPAA compliant
- Hardware warranty and support

General Requirements:

- All systems should be configured according to CAC needs, and final configurations are to be approved by CAC.
- Data drops (must be CAT6e certified cabling and comply with Williamson County Information Services Data Cabling requirements).
- All systems must support remote management.
- Physical Security options for proposed hardware.
- Network security.
- Electrical work must be included.
- Construction repair & painting must be included.
- Any other installation service costs.
- Installation costs for mounts, wall mounts, etc.

The CAC may request changes that would increase, decrease, or otherwise modify the Scope of Work under the resulting agreement. Such changes or additional services must be in accordance with the provisions of the RFP and resulting agreement and must be contained in a written amendment, executed by the parties.

**ATTACHMENT A
BID FORM/ COST PROPOSAL FORM**

Solicitation Number:
Due Date: December 6, 2023
Time: On or Before 3:00 PM CST

Respondent's Information:

Tax ID Number: _____

Business Name: _____

Address: _____

Address 2: _____

Contact: _____

Telephone: _____

Entity Type: _____

E-mail: _____

ITEM DESCRIPTION	UNIT OF MEASURE	TOTAL PRICE
Area #1 Forensic Interview Rooms/Observation Rooms	Turnkey Installation	\$
Area #2 Therapy Room	Turnkey Installation	\$

ITEM DESCRIPTION	UNIT OF MEASURE	TOTAL PRICE
Non-warranty work	Hourly	\$
Emergency Support	Project	\$

The non-warranty work and emergency support will not be evaluated for cost but will become part of the resulting contract.

Print Authorized Individual Name: _____

Authorized Signature: _____

Date: _____

**ATTACHMENT B
RESPONDENT'S REFERENCE SHEET**

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

1. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number: () _____

2. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number: () _____

3. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number: () _____

**ATTACHMENT C
SUBCONTRACTOR INFORMATION FORM**

SOLICITATION NUMBER: _____

RESPONDENT'S NAME: _____ **DATE:** _____

- **CIRCLE ONE - NO, I WILL NOT USE SUBCONTRACTORS ON THIS CONTRACT** **NO**
- **YES** **YES, I INTEND TO USE SUBCONTRACTORS ON THIS CONTRACT**

If yes complete the information below

1. Subcontractor Name

Name of Contact _____

E-Mail Address _____

Address _____

City, State, Zip Code _____

Telephone Number () Fax Number: ()

Describe work to be performed _____

Percentage of contract work to be performed %

2. Subcontractor Name

Name of Contact _____

Title of Contact _____

E-Mail Address _____

Address _____

City, State, Zip Code _____

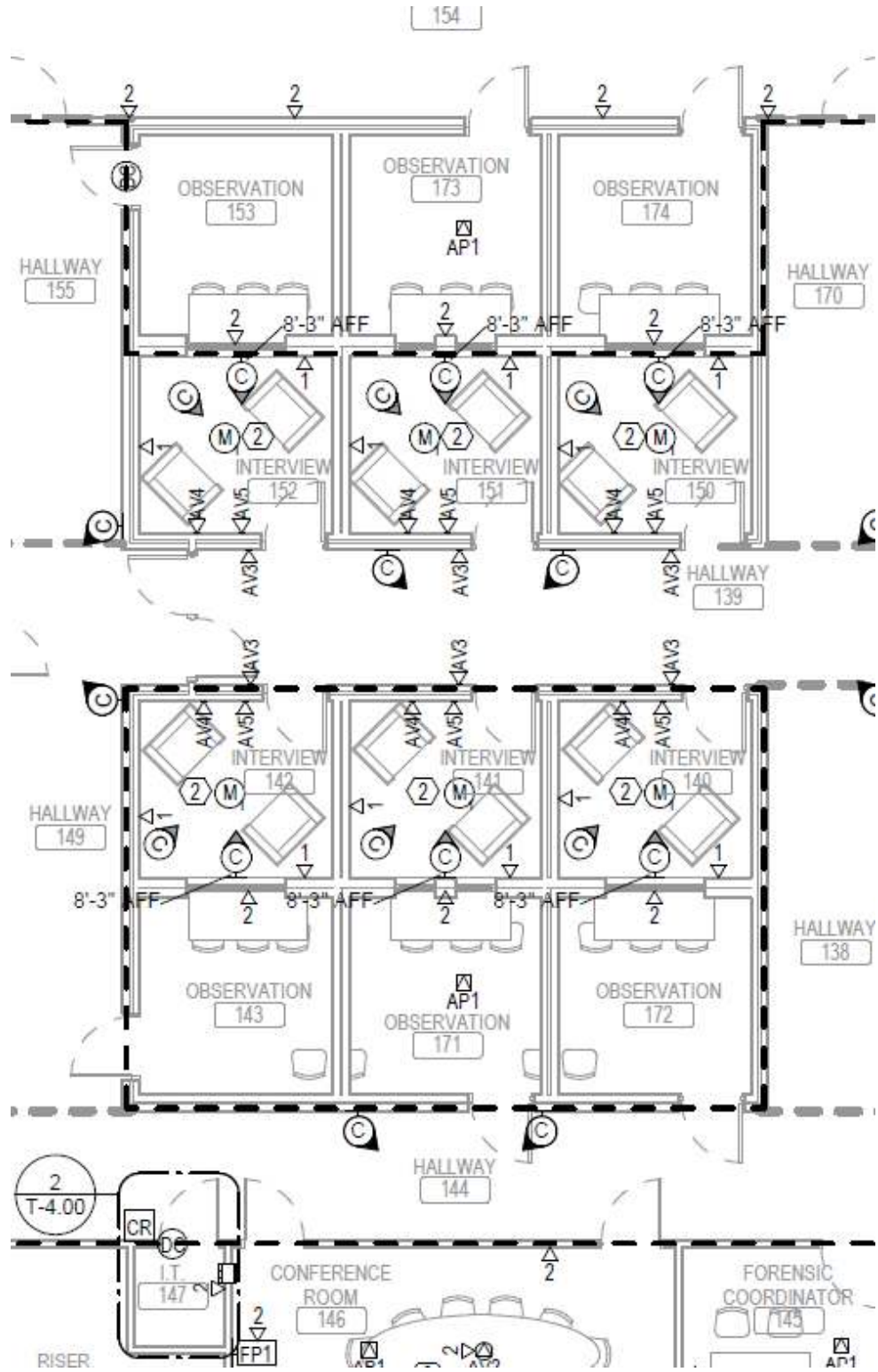
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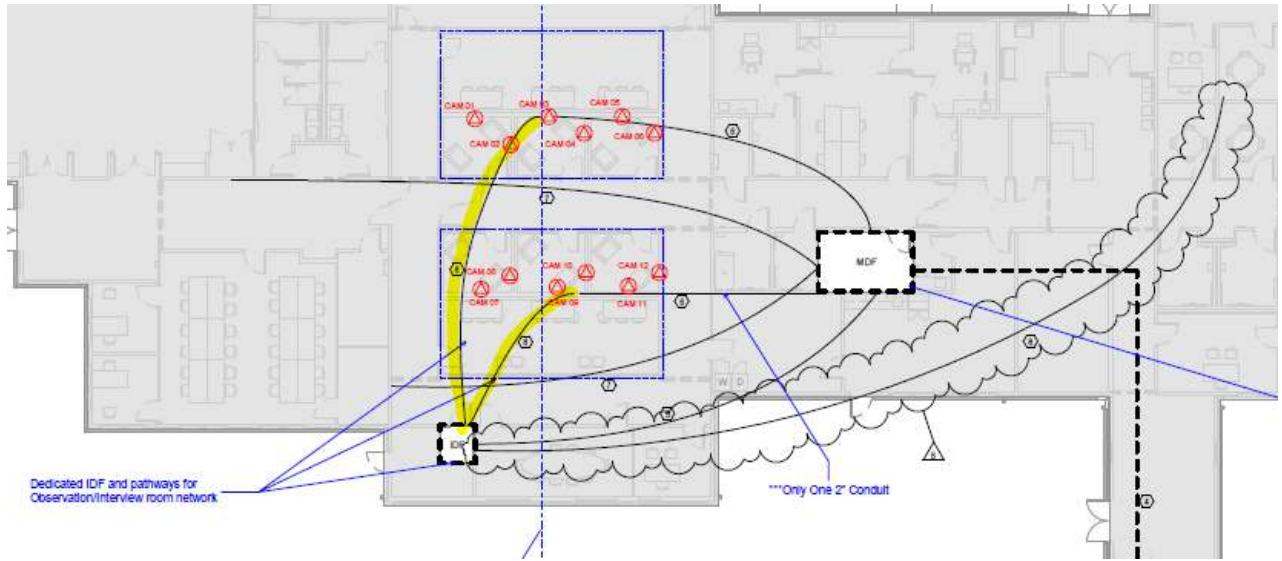
Describe work to be performed _____

Percentage of contract work to be performed %

- *Add additional pages as needed*

**ATTACHMENT D
INTERVIEW / OBSERVATION ROOM PLANS**





ATTACHMENT E
THERAPY ROOM PLANS

