

CONSULTING AGREEMENT

THIS AGREEMENT entered into this 11 day of July, 2012, by and between Jackson County, Missouri, hereinafter referred to as "County," and **CYPRESS RESEARCH ASSOCIATES**, 5527 Oak Street, Kansas City, Missouri, 64113, hereinafter referred to as "Organization".

WHEREAS, in cooperation the Prosecuting Attorney's Office and the COMBAT Administration, the County has determined that an evaluation of the County's Parole Re-entry Pilot Program should be performed to help measure progress toward stated objectives; and,

WHEREAS, Organization has presented a proposal in response to Request for Proposals No. 51-12, to provide an evaluation of the process and measured outcomes of the Parole Re-entry Pilot Program, a copy of which attached hereto as Exhibit A and incorporated herein by reference.

NOW THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, the County and the Organization respectively promise, covenant and agree with each other as follows:

1. **Services**. The Organization agrees to provide evaluation services as set forth in the proposal submitted by Organization and attached hereto as Exhibit A. Organization shall submit yearly progress reports with a final report of findings and recommendations due at the end of the evaluation process.

2. **Independent Contractor**. Organization shall work as an independent contractor and not as an employee of the County. Based upon its expertise and

FILED
JUL 26 2012
MARY JO SPINO
COUNTY CLERK

knowledge, Organization shall be subject to the direction of the County only as to the type of services to be rendered and not as to the means and methods for accomplishing the result. Organization shall report all earnings received hereunder as gross income and be responsible for his own Federal, State and Local withholding taxes and all other taxes, and operate his business independent of the business of the County, except as required by this Agreement, and may continue to conduct research and consulting work for other clients without prior consent of the County subject to the restriction on the receipt of County funds from more than one source.

3. **Payment**. The County shall pay Organization a fee in the amount \$23,000.00. Payment of twenty-five percent, or \$5,750.00, shall be made upon the execution of this Agreement. The remaining fee shall be payable in equal monthly payments of \$1,014.70 each, commencing on August 1, 2012, upon receipt of organization's invoice.

4. **Expenses**. Organization shall be responsible for all the expenses of its work under this Agreement.

5. **Terms**. This Agreement shall be effective as of May 1, 2012, and terminate December 31, 2013.

6. **Compliance**. Organization agrees that it will at all times comply with all conditions of this Agreement and will utilize County's funds solely in connection with this Agreement and Exhibit A. No payment shall be made if Organization is out of compliance on any other County contract or County ordinance.

7. **Audit**. Organization agrees that all funds and expenses invoiced under this Agreement shall be subject to audit by the County.

8. **Assignability.** Organization shall not assign the performance of any services to be provided under this Agreement without the written consent of the County.

9. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers or employees and Organization shall indemnify, defend and hold County harmless from any and all claims, liabilities, damages, and costs, including reasonable attorney's fees directly related thereto, and including but not limited to violation of civil rights and/or bodily injury to or death of any person and for damage to or destruction of property if and to the extent caused by the negligence, willful misconduct or omissions of Organization during the performance of this Agreement.

10. **Default and Termination.** If Organization shall default in the performance or observation of any term, or condition of this Agreement, the County shall give Organization written notice setting forth the default. If said default shall continue by Organization for 10 days after receipt of the notice, the County may at its election terminate the contract and withhold any payments not yet made to Organization. Said election shall not in any way limit the County's rights to seek other legal redress and this Agreement may be terminated by the County upon thirty (30) days written notice.

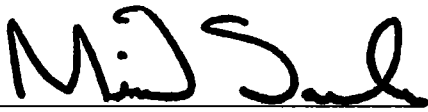
11. **Conflict of Interest.** The Organization expressly warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits and emoluments of this Agreement with the knowledge of the Organization.

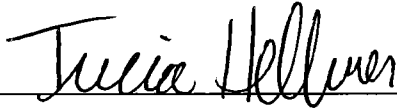
12. **Incorporation.** This Agreement and the attached Exhibit A incorporate the

entire understanding and agreement of the parties, provided that should there be a conflict between a provision of the Agreement and a provision of Exhibit A, the provision of this Agreement shall govern.

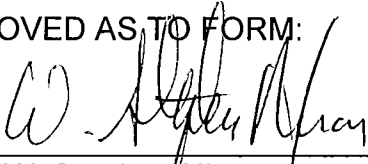
JACKSON COUNTY, MISSOURI

CYPRESS RESEARCH ASSOCIATES

By: 
Mike D. Sanders
County Executive

By: 
Title: CEO
Federal I.D. No. 02-0676433

APPROVED AS TO FORM:

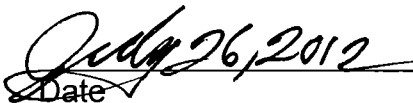
By: 
W. Stephen Nixon
County Counselor

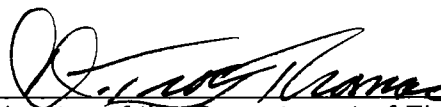
ATTEST:

By: 
Mary Jo Spino
Clerk of the County Legislature

REVENUE CERTIFICATE

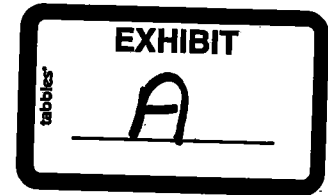
I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasure to the credit of the fund from which payment is to be made, each sufficient to meet the obligation of \$23,000.00 which is hereby authorized.


Date


Director of the Department of Finance
Account No. 008-4401-56080 -\$20,000.00
008-4156-56080- \$ 3,000.00
44012012007



CYPRESS RESEARCH
A S S O C I A T E S



Date: *March 1, 2012*

Submitted by: Tricia Hellmer, M.A. & Marjorie Troxel Hellmer, M.A.
5527 Oak Street
Kansas City, MO 64113
816.361.6596
thellmer@cypressresearch.com

Subject: *Jackson County Parole Reentry Pilot Program Evaluation Plan*

A. EXECUTIVE SUMMARY

A1. Firm Experience

Cypress Research Associates, LLC serves the research and evaluation needs of nonprofits, government agencies, and businesses in Kansas and Missouri. With over 40 years of combined experience in program evaluation, market research, and social services research, our staff helps answer questions regarding clients' programs, services, or client populations with methods ranging from mail and web-based surveys to focus groups.

Following is a list of similar program evaluations that Cypress Research Associates has conducted during the past 5 years:

**Jackson County Drug Court
Mental Toughness Program Evaluation**

Contact: Angela Castle
816.881.3113
agravino@jacksongov.org

Cypress Research Associates conducted an evaluation of the Jackson County Drug Court's Mental Toughness Group. An evaluation was conducted which included process and outcome measures of the Mental Toughness Group. The evaluation included the following components:

1) Participant Interviews: Interviews were conducted with the individuals currently participating in the Mental Toughness Group.

2) Attendance, Drug Use Data: Jackson County Drug Court staff provided Cypress Research Associates with data on attendance and drug use, which were summarized for each participant. Data from 6 months before the program were compared with data collected during the program and after the program.

**Jackson County COMBAT
MyArts Evaluation**

Contact: Angela Castle
816.881.3113
agravino@jacksongov.org

A comprehensive evaluation of the MyArts program is being conducted to measure progress toward stated objectives and outcomes. The following methods were used:

Method	Variables Assessed
Program attendance tracking	Unexcused absences, tardies, discipline incidents
Youth survey	Relationships with adults, attitudes about work, attitudes about the future, drug use
Staff evaluation of young artists	Work skills, job performance
School attendance/GPA	Unexcused absences, tardies, GPA by semester
Delinquent referrals	Family Court referrals before the MyARTS program and during the program

Veteran of Foreign Wars (VFW), National Headquarters Evaluation

Contact: Matt Claussen
 Director, Membership
 816.968.2786
 mclaussen@vfw.org

Since 2008, Cypress Research Associates has conducted market research studies focused on new member recruitment and retention of current VFW members through various marketing vehicles (e.g. brochures, websites). For example, one study involved conducting 14 nationwide focus groups in San Antonio, San Diego and Jacksonville with young, active-duty members of the military and recent vets (combination of current VFW members and non-members/prospects). The purpose of the research was to test brochure messaging and imagery and to test the content and imagery of various VFW member recruitment websites. Another study involved conducting 6 nationwide focus groups exclusively with women to determine whether a new brochure concept and website appealed to current and potential female VFW members (all young, active duty military personnel).

A2. Names/Qualifications of Staff who will be Involved

Tricia Hellmer, M.A., CEO, co-founder of Cypress Research Associates, LLC
 Marjorie Troxel Hellmer, M.A., President, co-founder of Cypress Research Associates, LLC

Both company co-founders hold Master of Arts degrees in psychology with specialization in applied research from the University of Missouri-Kansas City and have 40 years of combined experience in research. Both will be responsible for data collection, analysis and report writing on the proposed project. Both have been the principal investigators on numerous prior court-related program evaluations.

Tricia Hellmer, CEO of Cypress Research Associates, LLC, holds a Master of Arts degree in community psychology and research methods from the University of Missouri-Kansas City and 20 years of experience in research and program evaluation. Before co-founding Cypress Research Associates, LLC, Ms. Hellmer was a Senior Research Associate with the Ewing Marion Kauffman Foundation in Kansas City for seven years, where she headed research efforts for the Youth Development division. She consulted with program officers in the areas of K-12 education, entrepreneurship education and community development, and worked with numerous local and national grantee organizations, including Heart of America Family Services, Kansas City Neighborhood Alliance, and the Boys and Girls Club. She has expertise in leading clients through a wide range of research needs, including logic modeling, focus group facilitation, advanced statistics and qualitative analysis. Ms. Hellmer applies her expertise to a wide range of initiatives for youth, adults and communities.

Marjorie Troxel Hellmer is President of Cypress Research Associates LLC. She has 20 years of experience in applied research through her work with local and national organizations, including foundations, government agencies, and corporations in the publishing, marketing and communications and food industry. Ms. Troxel Hellmer has expertise in a full range of qualitative and quantitative methods including in-depth interviews, focus group facilitation, mail and telephone surveys, and web-based research. She conducts studies on a variety of business-to-business issues, including brand awareness, brand equity and positioning, and industry market trends. She has presented research findings at numerous business and professional conferences and is well published in business trade journals. Ms. Troxel Hellmer holds a Master of Arts degree in psychology with a specialization in applied research methodologies.

A3. Ability to Perform – EVALUATION PLAN

Program Background

The Jackson County Parole Reentry Pilot Program is a collaboration among three entities: The 16th Judicial Circuit Court, The Jackson County Prosecutor's Office and the Missouri Department of Corrections. The ultimate goal of the program is to reduce violent crimes and re-offenses among parolees of the Missouri Department of Corrections by linking participants with existing services and eliminating possible reasons for re-incarceration (e.g., unemployment, substance abuse, homelessness).

A total of 25 parolees will be selected to participate in the pilot program who meet the following criteria:

- Offenders must have a minimum of 2 years remaining under supervision with the Department.
- Offenders must be under supervision for a Class A/B felony.
- Offenders must have substance abuse issues or a history of assaultive/aggressive behaviors.
- Offenders shall not be convicted of any sex offense.
- Offenders shall complete an approved Mandatory Anger Management Program as a condition of the Parole Reentry project funded through the Prosecutor's Office.
- Offenders shall be approved by the Jackson County Prosecutor prior to release.

The Jackson County Parole Reentry Project will consist of 4 phases:

- **Pre-Release:** Offenders will be identified by the Department, reviewed and selected by the Jackson County Prosecutor's office. The Parole Reentry team will review offender information and created a preliminary action plan on each participating offender.
- **Release:** Each participating offender will have a special condition issued by the Parole Board to participate in the program.
- **Reentry Project:** During an 18 month period, the participant is expected to complete all components of their action plan. During this component, parolees will be linked with existing community services to prevent them from re-offending (e.g., substance abuse, housing, mental health).
- **Discharge**

Evaluation Purpose and Methods

Cypress Research Associates, LLC proposes to conduct a program evaluation of the Jackson County Parole Reentry Pilot Program. The evaluation will involve two primary components:

- 1) **Process evaluation** – A process evaluation will be conducted to document the program activities and the relationships among the three primary stakeholders (The 16th Judicial Circuit Court, The Jackson County Prosecutor's Office and the Missouri Department of Corrections) and their ability to effectively collaborate in achieving the goals and objectives of the program; document activities of the program; and determine the key program strengths and areas for improvement.
- 2) **Outcome evaluation** – An outcome evaluation will be conducted to measure progress toward short-term, intermediate and long-term goals of the program.

Process Evaluation Description

An evaluation of the program process will be conducted which will focus on:

- Documenting the relationships among the three primary stakeholders (The 16th Judicial Circuit Court, The Jackson County Prosecutor's Office and the Missouri Department of Corrections) and their ability to effectively collaborate in achieving the goals and objectives of the program
- Documenting the activities of the program
- Determining key program strengths and areas for improvement

The process evaluation may involve interviews and/or surveys with key program staff and program participants.

Outcome Evaluation Description

An evaluation will be conducted to determine progress toward short-term, intermediate, and long-term outcomes of the program. Elements of the outcome evaluation will be further refined after the development of the program outcome model. The majority of the evaluation data will be collected by program staff and submitted to Cypress Research Associates, LLC for analysis and report writing. Following is a brief description of outcome evaluation methods and examples of variables to be assessed with each method:

Measurement area	Method	Examples of Variables Assessed
1. Program attendance/participation tracking	Program records [collected/maintained by program staff]	Number of parolees in program; date of enrollment, etc. Attendance at anger management program Participation in community services/supports (e.g., substance abuse assistance, mental health services, housing assistance)
2. Anger management	Survey of parolees immediately before, immediately after, and 6 month following participation in anger management program	Will identify tool to assess anger management, coping skills, etc.
3. Family re-integration	Participant tracking sheet [collected/maintained by program staff]	Payment of child support Visitation with children
4. Education goals/employment	Participant tracking sheet [collected/maintained by program staff]	Number of parolees enrolled in education program (GED, trade college, etc). Number of parolees employed
5. Substance use	Drug testing records conducted by Jackson County Prosecutor's Office [data collected/maintained by program staff]	Use of illegal drugs
6. Arrests/convictions	Court/police records [data collected/maintained by program staff]	Arrests/convictions during program and up to 12 months after program

Evaluation Timing

By the end of 2012, it is presumed that all 25 participants will have been identified for inclusion in the program AND will have begun the Reentry program. Parolees will be involved in the Reentry program for a maximum of 18 months. It is proposed that parolees be followed for 12 months after participation in the program in order to assess the continued effects of the program. Therefore, each participant will be tracked for a total of 3 years (18 months in the program, up to 18 months post-program). It is proposed that the evaluation continue through June of 2015 in order to adequately track all 25 participants.

The first evaluation step will be to develop a program outcome model (Beginning of 2012/year 1), which will list all program inputs and activities, and link them with short-term, intermediate and long-term outcomes. This program outcome model will provide an outline that will assist with specifying measurements for the entire evaluation. The program outcome model will be developed by Cypress Research Associates, LLC based on input from key program staff. The program outcome model will be further refined through the findings of the process evaluation.

Cypress Research Associates will oversee data collection and will prepare a written report of findings annually which summarizes progress toward program outcomes and which summarized findings from the process evaluation.

B. PROPOSED MINORITY-OWNED/WOMEN-OWNED BUSINESS ENTERPRISE PARTICIPATION

Cypress Research Associates, LLC is a women-owned business (Owners: Marjorie Troxel Hellmer and Tricia Hellmer). The two owners are the sole employees of the business. No outside contractors will be used to conduct the evaluation.

C. PRICING

Cypress Research Associates, LLC proposes a budget of \$23,000 for the Jackson County Parole Reentry Pilot Program evaluation.