



COMMISSIONERS COURT  
COMMUNICATION

COURT ORDER NUMBER \_\_\_\_\_

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DATE: 11/5/2024

**SUBJECT: CONSIDERATION OF FISCAL YEAR 2025 CONTRACT RENEWAL BETWEEN TARRANT COUNTY AND BEHAVIOR MANAGEMENT SYSTEMS, INC. FOR PROVISION OF HANDLE WITH CARE PROGRAM LICENSING AND TRAINING**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider Fiscal Year 2025 contract renewal between Tarrant County and Behavior Management Systems, Inc. for the provision of Handle with Care Program licensing and training.

**BACKGROUND**

The Handle with Care Program is the physical intervention and restraint program adopted for use by certified detention and probation officers. The program is approved by the Texas Juvenile Justice Department. Annual licensing and training are required for certified detention and probation officers.

On September 5, 2023, the Commissioners Court, through Court Order #141628, approved FY 2024 contract renewal with Behavior Management Systems, Inc. in the amount of \$8,025.00 for the purchase of Handle with Care licensing and training.

With approval, Behavior Management System, Inc. will continue to provide Handle with Care training to certified detention and probation officers for a not to exceed the amount of \$5,000.00

The term of the contract is from October 1, 2024 through September 30, 2025.

This contract has been reviewed as to form by the Criminal District Attorney's Office and approved by the Tarrant County Juvenile Board at the September 18, 2024, board meeting.

**FISCAL IMPACT**

Funding in the amount of \$5,000.00 is available in account 10000-2025 General Fund / 2610110000 Juvenile Services / 588261 Education.

SUBMITTED BY	Juvenile Services	PREPARED BY:	Christina Mayo
		APPROVED BY:	Bennie Medlin

**HANDLE WITH CARE**  
*Behavior Management System, Inc.*

**Bruce Chapman**  
President

**Hilary Adler**  
Vice President

August 6, 2024

Tarrant County Juvenile Services  
2701 Kimbo Road  
Fort Worth, TX 76111

**HANDLE WITH CARE CONTRACT**

Below is a contract for licensing and training in Handle With Care's Program.

**DAY 1 INSTRUCTOR CERTIFICATION TRAINING**

Number of Participants	Up to 11* Instructor-capable staff
Length of Training:	Up to 8 Hours
Cost	\$3,500.00 plus expenses

\*Any Participants over the allotted amount of 11 (not to exceed 14) will be charged an extra \$320.00 per Instructor. Over 14 becomes a 2 day training at a cost of \$3,200.00 per day plus expenses.

**Total Certification Program:           \$3,500.00 (excluding expenses)**

**Expenses**

- Meals for No-Overnight are \$64.00
- Meals for Overnight stay are \$85.00
- Lodging for Overnight is \$167.00
- Auto travel: Mileage billed at the County rate, currently .67 per mile.
- Additional expenses: Airfare, car rental, parking and tolls (billed at actual) (Estimated at: \$700)
- Expenses not to exceed \$1500.00

**AGENCY IS GIVEN COPYRIGHT AUTHORIZATION FOR ONE YEAR.**  
**You may copy the materials for your staff at no additional cost as per license.**

## **SITE & EQUIPMENT REQUIREMENTS (please read carefully)**

### **Verbal Training**

- Sign in table.
- Tables/desks and chairs for the number of participants
- Desk/Table and chair for Instructor
- Flip chart or white board and a projector on instructor request
- Space to accommodate the class size and/or any social distancing requirements for the number of persons attending

### **Physical Training**

- Sign in table outside the event room.
- Flip chart, whiteboard or blackboard
- Chairs for participants stacked or around perimeter
- Space to accommodate the number of persons attending
- Flat training area appropriate for the number of participants.
- Any relevant equipment normally used by Entity
- SOFT kneepads (soft e.g. volleyball) for each participant provided by the Entity
- Participants are advised to bring a change of clothing for after training
- Entity is responsible for the reproduction of HWC Materials per Contractual Terms

Participants should be advised to wear loose comfortable clothing e.g. sweats, t-shirts and sneakers.

Note: Participants who cannot move down to or up from the floor comfortably may not be able to complete parts of this program. Instructor candidates must be able to complete the entire program, and should be comfortable going down to and up from the floor.

## **RECERTIFICATION/RETRAINING**

Annual training is required to ensure the quality of training and to update Participants/Instructors on any refinements or changes in the technology. Annual training is required for the entity to maintain its license to use and copy Handle With Care's program and materials. Entities that are not current in their certification, and that do not have a training and licensing extension, will be responsible for discontinuing the use (and training) of HWC's program and materials.

Entities or instructors whose license term expired or requesting extensions over 30 days will be charged a pro rated licensing fee beginning after the 30 day grace period.

## **HWC CONTRACTUAL TERMS**

In consideration of participating, attending or receiving access, certification or license to view, evaluate, use, teach or copy HWC's training or materials, Tarrant County Juvenile Services agree as follows:

**Assumption of Risk.** Tarrant County Juvenile Services represents and acknowledges that it is aware that there are inherent risks associated with physical training in behavior management, self-defense & physical restraint and understands that participation in this program entails risks which may result in physical injury, as well as complications arising therefrom, including death. Tarrant County Juvenile Services has had the opportunity to be informed of the content of the training provided by HWC and hereby voluntarily agrees to accept the inherent risks involved.

For purposes of this Contract, 'Handle With Care Behavior Management System, Inc.' includes its

owners, directors, officers, independent contractors, and employees (hereinafter collectively referred to herein as 'HWC').

This is a one-year limited use non-exclusive, not-for-resale license and services agreement, not a contract of sale.

#### ENTITY OF RECORD.

Tarrant County Juvenile Services (hereinafter "Entity" or "Entity of Record") is the entity contracting for HWC's Program.

The Entity may only use, teach or copy HWC's Programming or Materials to Entity employees pursuant to the terms of this contract unless otherwise authorized in writing by HWC.

If Entity contracts with independent contractors to provide employee-type services only on a contractor or casual basis, the Entity may consider those independent contractors as Entity Employees (hereinafter collectively 'Entity Employees') provided such staff are subject to these contractual terms and have insurance coverage comparable to that provided by Entity for Entity's employees. Entity and all Participants agree that Entity's Worker's Compensation coverage shall be primary and that Entity and Participants waive their right to sue HWC for any training or program related injury or cause of action. The Entity contracting for an on-site training may not invite outside entities i.e. agencies, facilities, partnerships, businesses, organizations, persons or schools without HWC's prior consent.

#### OWNERSHIP OF PROGRAM AND TRAINING.

Entity agrees that all intellectual and property rights (including, but not limited to, the written manual, video, and performance of the verbal and physical components, techniques, team strategies, teaching methods, presentation methods and exercises, demonstrations, performances, workshops and seminars) in the manual and training program provided to Entity by HWC are owned by HWC and are protected by United States Contract, Copyright, Trademark and Patent laws (International Rights Reserved), other applicable property laws, state and common laws and international treaty provisions. HWC retains all rights not expressly granted to Entity. Nothing in this agreement shall grant to Entity or Employee any rights, title or ownership interests in or to the Program, Training, Performance or Materials. Entity and Participant(s) agree that they will not remove, alter or otherwise obstruct any notice of Copyright, Trademark, Patent or other proprietary right.

Entity agrees to ensure that any and all copies permitted under this Agreement shall contain the same copyright and other proprietary notices.

#### OWNERSHIP OF DERIVATIVE WORKS.

The creation of derivative works is not permitted except with prior written approval by HWC. Derivative works include but are not limited to video, including cell phone, and audio taping of any training session. If a derivative work is made, then to the extent Entity or its Employee/s created such derivative work(s) of HWC Materials, Program or training, it is agreed that such derivative work(s) shall be the sole and exclusive property of HWC and agree that such derivative work(s) shall be denoted with appropriate HWC Copyright and Trademark notices. Entity further agrees to notify HWC of the existence, discovery

or creation of any such derivative work, as soon as practicable, and further agrees to provide a copy of said work immediately upon HWC's request.

## LICENSING AND CERTIFICATION

**HWC- Verbal Training.** HWC authorizes the Entity Employee(s) to use and teach HWC's Verbal program at Entity. HWC hereby grants Entity permission to use and reprint (copy) the Verbal Manual for each Employee receiving Verbal Training. If Entity is ONLY contracting for HWC's Verbal Program, there is no re-/certification requirement; however there is an annual licensing fee.

**Basic Training.** Basic Training licensing and certification authorizes the Entity Employee to use HWC's Verbal or Physical program. Entity Employee must be retrained in the Basic Physical at least annually either by HWC or by one of the Entity's in-house certified Instructors. Verbal refresher training can be provided as needed or as required by law or Entity policy.

**Instructor Training.** Instructor Training licensing and certification authorizes the Entity Employee to use or teach HWC's Verbal or Physical program. Entity Employee must be re-certified as an instructor annually. This re-certification may be accomplished by either sending the Instructor to a seminar conducted by HWC at various locations around the country or the Entity may contract for a qualified HWC Master Trainer to provide on-site (in-house) recertification. Instructor Certification expires one year from date of training, unless extension is granted in advance by Handle With Care in anticipation of a scheduled recertification program.

A 30-day extension is automatically granted. Entities and/or Employees requesting extensions over 30 days will be charged a pro-rated licensing fee beginning after the 30-day grace period.

## MATERIALS

HWC's Materials may only be distributed to Entity Employees receiving HWC training pursuant to this Agreement. All HWC materials, including manuals, video, and training must contain a Notice of Copyright and Trademark. HWC materials must be kept and maintained separate and distinct from all other materials. Entity agrees that it will ensure that HWC materials, and program will only be used and/or taught by Entity Employees and further agrees that it will take all reasonable steps to ensure that said materials will not be shared with, or disclosed to person's outside Entity, except as permitted pursuant to this Agreement.

Entity agrees to keep up with HWC's currency requirements for In-house Basic and Instructor certifications and, as applicable, recertifications, and updates. If Entity fails to maintain its contractual requirements, HWC retains the right, upon written notice, to revoke any licenses, certification, authorities, rights or permissions granted by HWC.

## PROTECTION OF PROPRIETARY RIGHTS.

Entity and/or Entity Employee acknowledge that HWC training and materials are proprietary and confidential and contain trade secrets. Entity is responsible for ensuring that all Entity Employees receiving HWC training or materials, comply with the terms and conditions of this Agreement. Entity agrees to take all reasonable steps to prevent all parties under its control or contract from using, copying, altering, incorporating, modifying, marketing, capitalizing, defaming, re-selling, lending, leasing, renting, assigning or distributing the HWC Program, goodwill and/or training other than as expressly authorized by this agreement (including but not limited to reverse engineering, taking components of the program and marketing them under a different name or title, or aiding or abetting anyone else in doing so). Entity and Entity Employee further agree that they will not aid or assist any other person or entity in the use, teaching or reproduction of said training and materials except as authorized under this agreement. Entity

or Entity Employee shall promptly notify HWC of any unauthorized use discovered and agree to cooperate with HWC in any action taken by HWC or request by HWC to Entity to terminate any such unlawful or illegal conduct or actions.

#### INFORMATION AND MATERIAL REQUESTS.

Requests for HWC training or program information or copies of HWC Materials by outside entities (including attorneys), governmental organizations, non-profits or press, shall be referred to HWC.

#### TEXAS PUBLIC INFORMATION ACT.

Entity advises HWC that Entity is a governmental body under Chapter 552 of the Texas Government Code and that certain information that is collected, assembled, or maintained in connection with the transaction of official business by a governmental body is considered public information potentially subject to disclosure pursuant to a valid Texas Public Information Act ("TPIA") request. HWC's trade secrets, certain financial information, and proprietary information may be subject to an exception to disclosure under Chapter 552 of the Texas Government Code, Subchapter C. If a TPIA request is made on Entity to disclose HWC information that may be subject to an exception from disclosure, Entity will (i) promptly notify HWC of such request for disclosure, and (ii) decline to release such information and file a written request with the Texas Attorney General's office seeking a determination as to whether such information may be withheld.

#### POLICY AND COMPLIANCE.

Entity of Record and Entity Employees are responsible for knowing and complying with all applicable federal, state and local laws and regulations (hereinafter "Law") including those regarding the use (and reporting) of physical restraint. In the event there are variances between HWC and the Law, the Entity of Record and/or Employee shall follow the Law.

#### PROGRAM ADHERENCE.

In no instance shall HWC's techniques or holding methods be used unlawfully or for punishment. Entity agrees to take all steps reasonably necessary to ensure that any Entity staff who restrains another person using HWC's program fully understands and will abide by all of the safety precautions, safety protocols, advisories and warnings in HWC's Training Program and Materials.

#### INDEMNITY.

HWC and/or their directors, officers, volunteers, representatives, independent contractors and employees are NOT responsible for the errors, omissions, acts, negligence or failure to act of any party, participant or entity using or conducting HWC training on behalf of themselves or the Entity. To the extent permitted by the Texas Constitution, laws, and rules, and without waiving any immunities or defenses available to the Entity as a governmental entity, the Entity shall hold HWC harmless from and against damages, liabilities, losses, judgments, costs, and expenses caused by the negligent acts, gross negligence, culpable acts, errors or omissions of Entity and/or Entity Employees. The Entity shall reimburse HWC for its reasonable attorney fees if HWC is the prevailing party in a formal administrative or judicial action against Entity to collect an invoice payment or interest that is due.

#### CHOICE OF LAW.

This contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Tarrant County, Texas.

#### DISCLOSURE OF INTERESTED PARTIES.

"Handle With Care Behavior Management Systems, Inc. acknowledges and agrees that it has fully, accurately, and completely disclosed all interested parties in Form 1295, and has acknowledged the completeness of this disclosure by filing the Form 1295, certified to as shown in Attachment "A", with the Texas Ethics Commission as required by law".

## ADDITIONAL REQUIREMENTS.

Handle With Care Behavior Management System, Inc. verifies that it does not boycott Israel and will not boycott Israel during the term of this contract.

## CANCELLATION POLICY.

**GENERAL.** Entity and/or Employee are required to give HWC 30-days advance notice if they need to reschedule or cancel scheduled dates, unless otherwise agreed to in writing. If HWC has booked travel arrangements, i.e, airline, hotel, car rental, etc. in reliance on a contract or scheduled training dates and the Entity cancels the training, Entity is responsible for unrefunded travel fees.

**WEATHER OR UNFORESEEABLE CIRCUMSTANCE.** Scheduled trainings sometimes need to be cancelled due to weather conditions. If inclement weather will likely prohibit the registrants and/or the trainers from attending, HWC shall have the right to reschedule. HWC will make reasonable efforts to phone or email all registrants to inform of the cancellation. Once the training is underway, it is most likely that it will continue to completion as scheduled. HWC will allow registrants to attend an alternate training if s/he cannot attend due to inclement weather or other good cause. HWC shall not be responsible for travel expenses of the Entity of Record, registrants or Employees, for any reason.

HWC reserves the right to cancel or reschedule trainings at any time. If HWC cancels or reschedules the training for any reason, including, but not limited to weather, injury or illness of HWC's staff, or other circumstances, HWC will credit or refund the full amount of training. HWC is not responsible for non-HWC travel arrangements, travel fees, or any expenses incurred by the Entity or Employees.

## TERMINATION.

In the event Entity or Entity Employees do not maintain their license or certification(s) according to the provisions in this Agreement, then this Agreement terminates and Entity and/or Entity Employee shall discontinue all use of HWC's Program or Materials.

In the event ENTITY is overdue on any fees, charges, disbursements or expenses as set forth in this agreement, and fails to cure within 15 days of written notice, HWC shall have the right to terminate this agreement, at its sole discretion.

In the event one party materially breaches the terms of this agreement, the other party may terminate this agreement after giving a written notice to the breaching party informing them of the breach; breaching party shall be entitled to cure the breach within 30 days of receipt of notification.

HWC retains the right to immediately terminate this agreement if Entity engages in an act or acts which bring HWC or its principles into public disrepute, contempt, scandal or ridicule, or fails to comply with quality assurance and training requirements or uses excessive or unlawful force.

In the event of termination, all copies of HWC's Materials must be destroyed or immediately returned to HWC, at HWC's option.

The rights and obligations under the section entitled "Protection of Proprietary Rights" shall survive any termination and continue to bind the parties to the agreements contained therein.

## PAYMENT.

The Entity agrees to supply any information, documents and/or purchase orders needed to process payment. If a purchase order or other documentation is required, Entity is responsible to supply said documentation. in a form acceptable to HWC. If documents or purchase orders are required but not provided, the Entity hereby agrees to pay for services received (and/or costs incurred by HWC) according to HWC's terms then in effect. The Entity agrees to supply any information needed to process payment in

a timely manner.

Payment is late if not received 30 days from the time training is delivered. Late fees at the statutory interest rate set forth in Texas Government Code Sec. 2251.025 shall be imposed after 30 days; Entity agrees to pay any costs or expenses incurred by HWC in collecting same, including reasonable attorney's fees and expenses.

#### RIGHTS AND REMEDIES

The rights and remedies provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.


#### SERVERABILITY

In the event that one or more of any portion of the provisions contained in this agreement shall be invalid or unenforceable for any reason, the legality and enforceability of the remaining provisions shall not be affected thereby.

#### NO REPRESENTATIONS

This Agreement constitutes the entire Agreement and supersedes all prior agreements between the HWC and Entity in respect to the subject matter herein. HWC has made no representations or promises in respect to the Training which is the subject of this agreement except those contained herein, and those, if any, contained in some written communication to Entity, signed by an officer of HWC.

Respectfully submitted;





Bruce Chapman  
President  
BC:ha

EXECUTED IN TRIPLICATE, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL:

APPROVED on this the \_\_\_\_\_ day of \_\_\_\_\_, 2024, by Commissioners Court Order Number \_\_\_\_

TARRANT COUNTY  
STATE OF TEXAS

X  9/17/24  
Date  
Bennie Medlin  
Director of Juvenile Services  
2701 Kimbo Road, Fort Worth, TX 76111

X  9/18/2024  
Date  
Alex Kim  
Juvenile Board Interim Chairman  
2701 Kimbo Road, Fort Worth, TX 76111

COUNTY OF TARRANT

\*CERTIFICATION OF AVAILABLE FUNDS IN THE AMOUNT OF \$5,000:

STATE OF TEXAS

10000-2025/2610110000/588261

\_\_\_\_\_  
Tim O'Hare Date  
County Judge

APPROVED AS TO FORM:

CERTIFICATION OF AVAILABLE FUNDS: \$ \_\_\_\_\_

James Marwin Nichols  
Criminal District Attorney's Office\*

\_\_\_\_\_  
Tarrant County Auditor

\*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.