

STATE OF TEXAS           §  
  §  
COUNTY OF FORT BEND   §

**PROFESSIONAL SERVICES AGREEMENT FOR INTELLIGENCE ANALYSTS  
BETWEEN FORT BEND COUNTY AND MEADOR STAFFING SERVICES INC**

THIS AGREEMENT is made and entered into by and between Fort Bend County, (hereinafter "County"), a body corporate and politic under the laws of the State of Texas, and Meador Staffing Services Inc (hereinafter "Contractor"), a company authorized to conduct business in the State of Texas.

WITNESSETH

WHEREAS, the following agencies comprise the Executive Board of Houston High Intensity Drug Trafficking Areas Program (hereinafter "HIDTA"): Federal Bureau of Investigation, Drug Enforcement Administration; Alcohol Tobacco and Firearms, Immigration & Naturalization Service; Internal Revenue Service; United States Attorney's Office; Immigration and Customs Enforcement; United States Marshals Service; Fort Bend County Sheriff's Office; Harris County Sheriff's Office; Harris County District Attorney's Office; Jefferson County Sheriff's Department; Victoria County Sheriff's Office; Texas Department of Public Safety; Corpus Christi Police Department; Houston Police Department; and Pasadena Police Department;

WHEREAS, County desires that Contractor provide Personnel Services to staff Intelligence Analyst Services to the Sheriff's Office under the HIDTA (hereinafter "Services");

WHEREAS, County has determined that this Agreement is for personal or professional services and therefore exempt from competitive bidding under Chapter 262 of the Texas Local Government Code; and

WHEREAS, Contractor represents that it is qualified and desires to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

**AGREEMENT**

**Article One: Scope of Services**

- 1.1 Contractor shall provide County with up to six (6) Intelligence Analysts, who will each perform forty (40) hours of service per week for County. Contractor shall not provide County with less than one (1) Intelligence Analysts, who will perform forty (40) hours of service per week for County.
- 1.2 The primary responsibilities of the Intelligence Analysts shall be to:
  - A. Perform research using law enforcement and commercial databases;
  - B. Organize and summarize data;
  - C. Prepare written reports, biographical data sheets, and subpoenas;
  - D. Organize and disseminate subscriber and toll information;

- E. Conduct telephone analysis;
- F. Prepare graphs, charts, Powerpoint presentations and other visual aids and
- G. Perform data input regarding subjects, vehicles and telephone subscriber information into criminal databases and investigative software.
- H. Performs other related duties as assigned by County.

**Article Two: Personnel**

- 2.1 Contractor represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the Scope of Services required under this Agreement and that Contractor shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of County, to perform the Scope of Services when and as required and without delays.
- 2.2 All employees of Contractor shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Contractor who, in the opinion of County, is incompetent or by his conduct becomes detrimental to the project shall, upon request of County, immediately be removed from association with the project.

**Article Three: Compensation and Payment**

- 3.1 In no case shall the amount paid under this Agreement exceed the Maximum Compensation without an approved change order.
  - A. If Contractor provides six (6) Intelligence Analysts, the Maximum Compensation for the performance of Services within the Scope of Services will be Four Hundred, Eighty Thousand Dollars and 00/100 (\$480,000).
  - B. If Contractor provides less than six (6) Intelligence Analysts, Contractor's Maximum Compensation will be reduced by \$70,000.00 for each vacancy that is not filled.
- 3.2 All performance of the Scope of Services by Contractor including any changes in the Scope of Services and revision of work satisfactorily performed will be performed only when approved in advance and authorized by County. County will pay Contractor in accordance with those payment procedures set forth in Section 3.3 below.
- 3.3 Contractor shall provide a monthly invoice to County in accordance with County's payment for services guidelines. Payments will be due within thirty (30) days of receipt of invoice.
- 3.4 County hereby states that all of the payments referred to in this Section have been and will be duly authorized and paid when due out of the funds then on hand from the HIDTA grant and legally available for such purposes.
- 3.5 Contractor agrees not to accept additional fees of any kind from any source unless approved by Commissioners Court.

**Article Four: Limit of Appropriation**

- 4.1 Prior to execution of this Agreement, County advised Contractor, and Contractor clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available the total maximum sum of Four Hundred, Eighty Thousand Dollars and 00/100 (\$480,000).
- 4.2 Contractor does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum compensation that Contractor may become entitled to and the total maximum sum that County may become liable to pay to Contractor shall not under any conditions, circumstances, or interpretations thereof exceed Four Hundred, Eighty Thousand Dollars and 00/100 (\$480,000).

**Article Five: Modifications**

Any modifications to this Agreement must be in writing and must be signed by both parties.

**Article Six: Termination**

- 6.1 This agreement is effective May 3, 2015 and shall terminate on May 2, 2016, unless terminated sooner. This Agreement may be renewed so long as HIDTA funding is available. Any renewal shall be executed by written instrument and approved by both Parties.
  - A. Termination for Convenience
    - 1. County or Contractor may terminate this Agreement at any time upon thirty (30) days written notice.
  - B. Termination for Default
    - 1. County may terminate the whole or any part of this Agreement for cause in the following circumstances:
      - a. If Contractor fails to perform services within the time specified in the Scope of Services or any extension thereof granted by the County in writing;
      - b. If Contractor materially breaches any of the covenants or terms and conditions set forth in this Agreement or fails to perform any of the other provisions of this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in any of these circumstances does not cure such breach or failure to County's reasonable satisfaction within a period of ten (10) calendar days after receipt of notice from County specifying such breach or failure.

- c. If, after termination, it is determined for any reason whatsoever that Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the County in accordance with Section 7.1 above.
- 6.2 Upon termination of this Agreement, County shall compensate Contractor in accordance with Section 3, above, for those services which were provided under this Agreement prior to its termination and which have not been previously invoiced to County. Contractor's final invoice for said services will be presented to and paid by County in the same manner set forth in Section 3 above.
- 6.3 If County terminates this Agreement as provided in this Section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to Contractor.

**Article Six: Ownership and Reuse of Documents**

All documents, data, reports, research, graphic presentation materials, etc., developed by Contractor as a part of its work under this Agreement, shall become the property of County upon completion of this Agreement, or in the event of termination or cancellation thereof, at the time of payment under Section 3 for work performed. Contractor shall promptly furnish all such data and material to County on request.

**Article Seven: Inspection of Books and Records**

Contractor will permit County, or any duly authorized agent of County, to inspect and examine the books and records of Contractor for the purpose of verifying the amount of work performed under the Scope of Services. County's right to inspect survives the termination of this Agreement for a period of four years.

**Article Eight: Insurance**

- 8.1 Prior to commencement of the Services, Contractor shall furnish County with properly executed certificates of insurance which shall evidence all insurance required and provide that such insurance shall not be canceled, except on 30 days' prior written notice to County. Contractor shall provide certified copies of insurance endorsements and/or policies if requested by County. Contractor shall maintain such insurance coverage from the time Services commence until Services are completed and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Contractor shall obtain such insurance written on an Occurrence form from such companies having Bests rating of A/VII or better, licensed or approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:
- A. Workers' Compensation insurance in accordance with the laws of the State of Texas. Substitutes to genuine Workers' Compensation Insurance will not be allowed. Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and \$1,000,000 per bodily injury by disease.

- B. Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.
  - C. Business Automobile Liability insurance with a combined Bodily Injury/Property Damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.
  - D. Professional Liability insurance with limits not less than \$1,000,000.
- 8.2 County and the members of Commissioners Court shall be named as additional insured to all required coverage except for Workers' Compensation and Professional Liability. All Liability policies including Workers' Compensation and excluding Professional Liability written on behalf of Contractor shall contain a waiver of subrogation in favor of County and members of Commissioners Court.
- 8.3 If required coverage is written on a claims-made basis, Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time that work under the Agreement is completed.

**Article Nine: Indemnity**

**CONTRACTOR SHALL INDEMNIFY AND DEFEND COUNTY AGAINST ALL LOSSES, LIABILITIES, CLAIMS, CAUSES OF ACTION, AND OTHER EXPENSES, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF CONTRACTOR, ITS AGENTS, SERVANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF CONTRACTOR OR ANY OF CONTRACTOR'S AGENTS, SERVANTS OR EMPLOYEES.**

**Article Ten: Confidential and Proprietary Information**

- 10.1 Contractor acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to County. Any and all information of any form obtained by Contractor or its employees or agents in the performance of this Agreement shall be deemed to be confidential information of County ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Contractor shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Contractor) publicly known or is contained in a publicly available document; (b) is furnished by County to others without restrictions similar to those imposed by this Agreement; (c) is rightfully in Contractor's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (d) is independently developed by employees or agents of Contractor who can be shown to have had no access to the Confidential Information.

- 10.2 Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to County hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Contractor shall use its best efforts to assist County in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, Contractor shall advise County immediately in the event Contractor learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Contractor will at its expense cooperate with County in seeking injunctive or other equitable relief in the name of County or Contractor against any such person. Contractor agrees that, except as directed by County, Contractor will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement or at County's request, Contractor will turn over to County all documents, papers, and other matter in Contractor's possession which embody Confidential Information.
- 10.3 Contractor acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to County that is inadequately compensable in damages. Accordingly, County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Contractor acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of County and are reasonable in scope and content.
- 10.4 Contractor in providing all services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.
- 10.5 Contractor expressly acknowledges that County is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 et seq., as amended, and notwithstanding any provision in the Agreement to the contrary, County will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to County by Consultant shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed.

#### **Article Eleven Independent Contractor**

- 11.1 In the performance of work or services hereunder, Contractor shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of contractor or, where permitted, of its subcontractors.

- 11.2 Contractor and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of County and shall not be entitled to any of the privileges or benefits of County employment.

**Article Twelve: Contract Administration**

- 12.1 All written notices, demands, and other papers or documents to be delivered to County under this Agreement shall be delivered to the Fort Bend County Sheriff, or at such other place or places as it may from time to time designate by written notice delivered to Contractor. For purposes of notice under this Agreement, a copy of any notice or communication hereunder shall also be forwarded to the following address: Fort Bend County, 301 Jackson Street, Suite 719, Richmond, Texas 77469, Attention: County Judge.
- 12.2 All written notices, demands, and other papers or documents to be delivered to Contractor under this Agreement shall be delivered to Meador Staffing Services Inc, 722A Fairmont Parkway, Pasadena, Texas 77504 or such other place or places as Contractor may designate by written notice delivered to County.

**Article Thirteen: Compliance with Laws**

Contractor shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required, Contractor shall furnish County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

**Article Fourteen: Performance Warranty**

- 14.1 Contractor warrants to County that Contractor has the skill and knowledge ordinarily possessed by well-informed members of its trade or profession practicing in the greater Houston metropolitan area and Contractor will apply that skill and knowledge with care and diligence to ensure that the Services provided hereunder will be performed and delivered in accordance with the highest professional standards.
- 14.2 Contractor warrants to County that the Services will be free from material errors and will materially conform to all requirements and specifications contained in Article One, Scope of Services.

**Article Fifteen. Assignment and Delegation**

- 15.1 Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party. That party shall not unreasonably withhold its consent. All assignments of rights are prohibited under this subsection, whether they are voluntarily or involuntarily, by merger, consolidation, dissolution, operation of law, or any other manner.
- 15.2 Neither party may delegate any performance under this Agreement.

15.3 Any purported assignment of rights or delegation of performance in violation of this Section is void.

**Article Sixteen: Applicable Law**

The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the County's sovereign immunity.

**Article Seventeen: Successors and Assigns**

County and Contractor bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants of this Agreement.

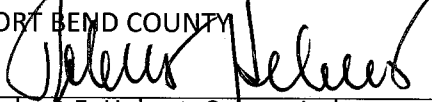
**Article Eighteen: Third Party Beneficiaries**


This Agreement does not confer any enforceable rights or remedies upon any person other than the parties.

**Article Nineteen: Publicity**

Contact with citizens of Fort Bend County, media outlets, or governmental agencies shall be the sole responsibility of County. Under no circumstances whatsoever, shall Contractor release any material or information developed or received in the performance of the Services hereunder without the express written permission of County, except where required to do so by law.

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the 28 day of April, 2015.

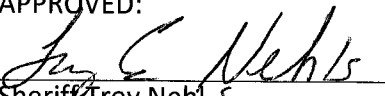
FORT BEND COUNTY  
  
Robert E. Hebert, County Judge

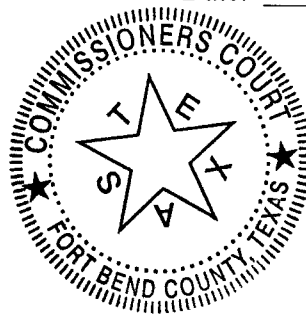
MEADOR STAFFING SERVICES INC.,  
  
Melinda Torrison, President/COO

Date: 4-28-2015

Date: 4.9.15

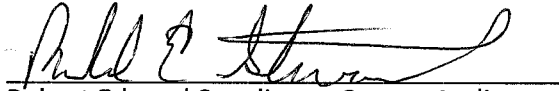
ATTEST:  
  
Laura Richard, County Clerk

APPROVED:  
  
Sheriff Troy Nehls



**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$ 480,000.<sup>00</sup> to accomplish and pay the obligation of Fort Bend County under this contract.

  
\_\_\_\_\_  
Robert Edward Sturdivant, County Auditor