



**OFFICE OF STATE COURTS ADMINISTRATOR**  
**P.O. Box 104480**  
**2112 Industrial Drive**  
**Jefferson City, MO 65110-4480**

Original

**RFP NO. OSCA 11-029-00**  
**TITLE: Drug/Alcohol Testing**  
**Equipment & Services**  
**ISSUE DATE: July 5, 2011**

**CONTACT: Russell Rottmann**  
**PHONE NO.: (573) 522-6766**  
**E-MAIL: osca.contracts@courts.mo.gov**

**RETURN PROPOSAL NO LATER THAN: July 21, 2011 AT 5:00 PM**

**MAILING INSTRUCTIONS:** Print or type **RFP Number** and **Return Due Date** on the lower left hand corner of the envelope or package.

**RETURN PROPOSAL TO:**

(U.S. Mail)  
 Office of State Courts Administrator  
 Contracts Unit  
 PO Box 104480  
 Jefferson City Mo 65110 - 4480

or

(Courier Service)  
 Office of State Courts Administrator  
 Contracts Unit  
 2112 Industrial Dr  
 Jefferson City Mo 65109

**CONTRACT PERIOD: DATE OF AWARD THROUGH JUNE 30, 2012**

**DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:**

**MISSOURI TREATMENT COURTS THROUGHOUT THE STATE OF MISSOURI**

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal. The vendor further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order from the Office of State Courts Administrator or when this RFP is countersigned by an authorized official of the Office of State Courts Administrator, a binding contract shall exist between the vendor and the Office of State Courts Administrator.

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE <i>Charles T. Maguire</i>		DATE <i>March 9, 2012</i>
PRINTED NAME <i>Charles T. Maguire</i>		TITLE <i>President</i>
COMPANY NAME <i>OCCS Inc</i>		
MAILING ADDRESS <i>687 W Elm</i>		
CITY, STATE, ZIP <i>Lebanon MO 65536</i>		
VENDOR NO. (IF KNOWN)		FEDERAL EMPLOYER ID NO. <i>43-1750656</i>
PHONE NO. <i>417-533-3221</i>	FAX NO. <i>417-533-7766</i>	E-MAIL ADDRESS <i>OCCSINC@HOTMAIL.COM</i>

**NOTICE OF AWARD (OSCA USE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>AS SUBMITTED</i>		
CONTRACT NO. <i>OSCA 11-029-17</i>	CONTRACT PERIOD <i>April 12, 2012 through June 30, 2013</i>	
CONTACTS COORDINATOR <i>Yubert G. Conner Jr.</i>	DATE <i>4-13-2012</i>	STATE COURTS ADMINISTRATOR <i>Darryl Rottmann</i>

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EXHIBIT A

VENDOR INFORMATION

- A. Provide a brief company history, including the founding date and number of years in business as currently constituted.

Outreach Consulting and Counseling Services (OCCS, Inc), was founded in 1995 as a provider of private probation services, alcohol and drug testing, pre-sentence investigations, bond supervision, house arrest, and Missouri SATOP provider. The company began in Lebanon, Missouri in 1995 and since then has added three other locations: Camdenton, Missouri, St. Robert Missouri and Rolla Missouri. Each location has contracts with the County Courts to provide these services. OCCS has 13 full time employees and has provided these services for 17 years.

- B. Describe the nature of the vendor's business, type of services performed, etc.

OCCS Inc. provides misdemeanor probation services for the following counties; Laclede, Camden, Pulaski and Phelps. Courts determine appropriate referrals for a two-year supervision. Defendants pay for the cost of supervision at \$35.00 dollars per month. In addition to private probation services, OCCS Inc. was one of the first in the State of Missouri to provide intensive bond supervision on pending alcohol and drug felony cases. This involved alcohol monitoring through SCRAM or drug testing of the defendant up to three times per week. OCCS Inc. also provides pre-sentence investigation for the courts when ordered. Finally OCCS Inc. provides SATOP services in the Lebanon and St. Roberts location as an Offender Management Unit and provider of the level one Offender Education Program. OCCS Inc. also conducts other programs for the courts such as Financial Management classes, Children First program, Alive at 25 programs.

- C. Provide a list of and short summary of information regarding the vendor's current contracts/clients. List, identify, and provide reasons for each contract/client gained and lost in the past two years.

OCCS Inc. has had a contract with the Laclede County Associate Courts to provide private probation services for 17 years and is perpetual, that is the contract is in force until one of the parties gives notice of termination. The contract for Pulaski County originated in 2001 and has been renewed twice. The contract in Phelps County originated in 2003 and is currently in force. Camden County location works without a contract at this time. OCCS Inc. combined counties serves approximately 1900 clients. OCCS Inc. has not added or lost any contracts in the past two years.

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EXHIBIT A  
VENDOR INFORMATION

- D. Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, any parent/subsidiary affiliations with other firms, etc.

The founder and President of OCCS Inc. is Charles T. Maguire, CRADC. He is also the Treasurer and Secretary. Shellie Davis-Ruble, MA is the Vice President and part owner of the company and has been with the company for 16 years. Charles and Shellie are the only two Board Members of the company. Jenni Capps is the Operational Manager for the company she has been employed by OCCS for 10 years. Charles is certified by the Missouri Substance Abuse Professional Credentialing Board as a Certified Reciprocal Alcohol Drug Counselor since 1988. Shellie and Jenni are both certified as Criminal Justice Addiction Professional, Shellie since 2008 and Jenni since 2009.

- E. Provide a list summarizing pending litigation, any civil or criminal judgments, any bankruptcy proceedings, etc., that could affect the vendor's ability to perform. Failure to list such litigation may result in rejection of the proposal or in termination of any subsequent contract.

OCCS Inc. has no pending criminal or civil judgments or bankruptcy proceedings. Nor have there ever been any type of civil or criminal judgments against the company.

- F. Document the vendor's financial solvency in a manner that is acceptable for public review. Audited financial statements for the last year will provide such documentation; however, the statement will become public information. If the vendor is a subsidiary, also provide the documentation for the parent company.

OCCS Inc. gross revenue for the year 2010 was \$911,154.00 and for the year 2011 gross revenue was \$893,337.00

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EXHIBIT B

PRIOR EXPERIENCE

**Vender Name:** OCCS, Inc.

**Reference Information (Prior Service Performed For:)**

**Name of Reference:** Laclede County Associate Courts

**Address:** 250 N Adams  
Lebanon, MO 65536

**Contact Person:** Honorable Larry Winfrey  
417-532-7454  
email: [Larry.Winfrey@courts.mo.gov](mailto:Larry.Winfrey@courts.mo.gov)

Honorable Steve Jackson  
417-532-3289  
email: [Steve.Jackson@courts.mo.gov](mailto:Steve.Jackson@courts.mo.gov)

**Dates of Prior Service:** June 1995 through present

**Dollar Value:** \$42,000.00 per year

**Description of Prior Service Performed:** Defendants who are placed on Bond Supervision are tested three times per week through a witness urine collection of a six or twelve panel test kit. Positive results are sent to the Lab for confirmation. A report is generated to the Courts for their records.

  
signature of reference contact person

3-5-12  
date

  
signature of reference contact person

03-05-12  
date

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EXHIBIT B

PRIOR EXPERIENCE

**Vendor:** OCCS, Inc.

**Name of Reference:** Lebanon City Court

**Address:** P. O. Box 111  
Lebanon, MO 65536

**Contact Person:** Honorable Mark Rector  
417-533-5400  
email: [mrector@allen-rector.com](mailto:mrector@allen-rector.com)

**Dates of Prior Service:** June 1997 to present

**Dollar Value or Services:** \$8, 000.00 per year

**Description of Services:** Defendant are tested in Court or while under Probation from the Court. A witnessed urine sample is collected and tested with a six or twelve panel drug kit. Positive results are confirm with a Lab. A report is given to the court.

  
\_\_\_\_\_  
signature of reference contact person

3-5-12  
\_\_\_\_\_  
date

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EXHIBIT B

PRIOR EXPERIENCE

**Vendor Name:** OCCS, Inc

**Name of Reference:** Phelps County Associate Court

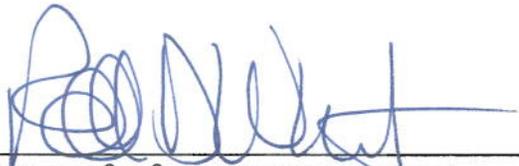
**Address:** 200 N. Main  
Suite 201  
Rolla, MO 65401

**Contact Person:** Honorable Ronald White  
573-458-6245  
[ron.white@courts.mo.gov](mailto:ron.white@courts.mo.gov)

**Dates of Prior Service:** June 2001 to present

**Dollar Value of Prior Services** \$25,000.00 per year

**Description of Prior Services Performed** Defendants who are placed on Bond supervision will be tested three times per week through a witnessed urine collection and the sample tested with either a six or twelve panel test kit. Positive results are sent to a Lab for confirmation and a report is delivered to the courts. Also random testing is performed for defendants who are involved in the Phelps County Drug Court.



signature of reference contact person

3/5/12  
date

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EXHIBIT C

PERSONNEL EXPERTISE SUMMARY

**Lebanon Location:**

**1.) Shellie Davis-Ruble  
Probation Officer**

**Shellie possesses a Master Degree from Drury College in Criminal Justice. She is also certified by the State of Missouri as a Criminal Justice Addiction Professional. She has been employed by OCCS Inc. for 16 years. She has attended training for SCRAM; PHARM-CHEM drug patches, and Redwood Toxicology Testing.**

**2.) Jenni Capps  
Probation Officer**

**Jenni has a Bachelors Degree in Criminal Justice from Drury College and is also certified by the State of Missouri as a Criminal Justice Addictions Professional. She has been employed at OCCS Inc. for 10 years. She is the primary person for SCRAM. She also has attended training from PHARM-CHEM drug patches and Redwood Toxicology Testing.**

**3.) Erin Ragland  
Probation Officer**

**Erin is in her last semester for a Bachelors Degree in Criminal Justice from Drury College. She has been employed by OCCS Inc. for 6 years. She has undergone training with SCRAM; PHARM-TECH drug patches and Redwood Toxicology Testing.**

**4.) Geoff Crisp  
Probation Officer**

**Geoff has a Bachelors Degree in Criminal Justice from Drury University and has been employed by OCCS Inc. 6 years. He as undergone training with SCRAM; PHARM-TECH drug patches and Redwood Toxicology Testing.**

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EXHIBIT C

PERSONNEL EXPERTISE SUMMARY

**Rolla Location**

**1.) Chris Karr**

**Probation Officer**

**Chris has a Bachelors degree in Criminal Justice from University of Central Missouri and has worked for OCCS Inc for 2 years. He is currently working on his Masters in Criminal Justice from Central Missouri. He has undergone training with SCRAM, PHARM-CHEM for drug patch testing and Redwood Toxicology Testing.**

**2.) Johnny Blair**

**Probation Officer**

**Johnny was employed with Missouri State Probation and Parole for 22 year before coming to work with OCCS, Inc. He has a Bachelors degree in Criminal Justice from Tarkio College St. Louis. He has undergone training with SCRAM, PHARM-CHEM for drug patch testing and Redwood Toxicology Testing.**

**3.) Kim Shannahan**

**Administrative Assistant**

**Kim is a recent addition to OCCS Inc. however possess significant experience health care field. She worked as an LPN at Phelps County Regional Hospital and St. John's. She has obtained training and education in Probation and Parole, Evidence and Proof, Criminal Investigations and Psychology. She also has received training with Redwood Toxicology Testing.**

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EXHIBIT C

PERSONNEL EXPERIENCE SUMMARY

**St. Robert Location**

**1.) Helena Rauls  
Probation Officer**

**Helena is a former Marine and is currently finishing her studies in a Bachelors Degree in Criminal Justice at Columbia College. Helena has been employed by OCCS Inc for 18 months. She has undergone training with Redwood Toxicology Testing and PHARM-CHEM drug patch and SCRAM.**

**2.) Raya Sherrer  
Administrative Assistant**

**Raya has been with OCCS for six months. She has prior experience with St. John's Hospital with extensive work history in Emergency Room and Internal Medicine. She has undergone training with Redwood Toxicology Testing and PHARM-CHEM and SCRAM.**

**Camdenton Location**

**1.) Lori Robinson  
Probation Officer**

**Lori is a former Detective with the Lebanon Police Department. Her duties as Detective included conducting criminal investigations of homicide, robbery, sexual assaults, child abuse, and fraud. She has extensive experience in conducting interview and suspect interrogations in addition to processing evidence to and from the crime labs. She has been employed by OCCS Inc for two years and has undergone training with Redwood Toxicology Testing, PHARM-CHEM and SCRAM.**

**2.) Vickie Shelton  
Administrative Assistant**

**Vickie has worked for OCCS Inc for three years. She has been trained Redwood Toxicology Testing, PHARM-CHEM and SCRAM.**

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EXHIBIT D

METHOD OF PERFORMANCE

- 1.) Describe what is provided with which to collect each sample ( cups, chain of custody forms, mailing packets).

One sealed cup with label indicating the date, time and name of client.  
Each sample collection cup has a temperature strip on it.  
Twelve panel: COC/mAMP/THC/MDMA/OPI/OXY/PPX/PCP/BAR/BZO  
Designer Stimulant  
EtG  
Synthetic Cannabis  
MDPV, Mephedrone  
All test kits are provided by Redwood Toxicology and meet the RFP requirements.  
Gloves for employee  
Memo to appropriate agency indicating results of testing.  
For positive test and confirmation the follow is needed: Chain of Custody Sticker, Security Seal Sticker, small white transport bag with Redwood Toxicology on it, one larger clear bag, Fed Ex box, and a shipping label.

- 2.) Describe the instruction or training provided to treatment court staff pertaining to properly collecting a sample and completing the necessary documentation.

OCCS Inc. will be doing the collection. All staff has received training through Redwood Toxicology and PHARM-CHEM.

- 3.) Describe how the sample is transported to the testing laboratory.

If a collection sample is sent off for confirmation to Redwood Toxicology the follow steps are taken:

The cup containing the sample is sealed with a Security sticker across the lid and cup with the donor initialing the seal. The urine specimen is then placed in a plastic baggie with absorbent material and the baggie is then sealed. The secured baggie is then placed in a large Ziploc bag and the bag in placed into a FedEx clinical box. The chain of custody/test request form is also placed in the clinical box. A pre-printed FedEx Express is attached to box for overnight shipping and shipped to Redwood Toxicology.

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**EXHIBIT D**  
**METHOD OF PERFORMANCE**

**4.) Describe methods of testing which are employed.**

**The Multi-drug screen test panel is a one step test for simultaneous qualitative detection of multiple drugs and drug metabolites in human urine. The test card is a lateral flow chromatographic immunoassay for the qualitative detection of multiple drugs and drug metabolites in urine.**

**Confirmation testing is done by LC/MS/MS or GS/MS.**

**5.) Provide testing cutoff levels which are available.**

**All test panels meet the cut off levels established by the Substance Abuse and Mental Health Services Administration (SAMHSA, USA).**

**6.) Describe the turnaround time for results.**

**Results are given by either fax, mail, or Web Result reporting. Typical turnaround time is approximately 7 days.**

**7.) Describe how test reports will be reported.**

**OCCS Inc. will receive either a fax, mail or Web Result report and in turn this information will be sent to the courts in memo form delivered by OCCS Inc. personnel.**

**8.) Organizational Chart: See attached chart.**

**9.) How services of the contract will be managed, controlled, and supervised in order to ensure satisfactory contract performance.**

**Each location will be audited to performance standards every six months.**

**10.) No products or services are be performed outside the United States.**

**ORGINIZATIONAL CHART  
OCCS, Inc.**

**Charlie Maguire  
Shellie Davis – Ruble**

**Lebanon  
Jenni Capps**

**Geoff Crisp  
Erin Ragland  
Emmelea Lawson**

**Rolla  
Chris Karr**

**Johnny Blair  
Kim Shannahan**

**Camdenton  
Lori Robinson**

**Vickie Shelton**

**St Robert  
Helena Rauls**

**Raya Sherrers**

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PRICING PAGE

<b>Product name</b>	<b>Firm, fixed price per each unit</b>
<b>Multi-drug screen (6) panel test</b>	<b>\$9.00</b>
<b>Multi-drug screen (12) panel test</b>	<b>\$11.00</b>
<b>PHARM-CHEM Drug Patch</b>	<b>\$50.00</b>
<b>ETG urine testing</b>	<b>\$30.00</b>
<b>Confirmation for 6 &amp; 12 panel test</b>	<b>\$20.00</b>

**Electric Alcohol Monitoring**

**Pricing per participant**

**Per day: \$9.40**

**Per week: \$65.80**

**Per month: \$282.00**

**Seven (7) day minimum.**

**Fifty-dollar enrollment fee in addition to rates.**

**System requirements:**

**Analog phone line and power source. If no phone line client can download at office location twice per week. No swimming or baths, shower is okay. Bracelet is not to be submerged in water.**

**Counties where services will be provided: Laclede, Camden, Dallas, Dent, Pulaski, Phelps, Webster, Wright, and Texas.**