



**Office of State Courts Administrator
P.O. Box 104480
2112 Industrial Drive
Jefferson City, Missouri 65110- 4480**

AMENDMENT 001

RFP NO. OSCA 14-042

**TITLE: Specialized Treatment Provider
for Treatment Court**

ISSUE DATE: March 5, 2014

CONTACT: Russell Rottmann

PHONE NO.: (573)522-6766

E-MAIL: osca.contracts@courts.mo.gov

RETURN PROPOSALS NO LATER THAN: MARCH 17, 2014

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
Attn: Contract Unit or
PO Box 104480
Jefferson City Mo 65110 - 4480**

(Courier Service)

**Office of State Courts Administrator
Attn: Contract Unit
2112 Industrial Dr
Jefferson City Mo 65109**

CONTRACT PERIOD: DATE OF AWARD THROUGH JUNE 30, 2015

DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:

VARIOUS LOCATIONS 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 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>Jennifer Wilson</i>		DATE March 13, 2014
PRINTED NAME Jennifer Wilson		TITLE Executive Director
COMPANY NAME Hannibal Council on Alcohol & Drug Abuse		
MAILING ADDRESS 146 Communications Drive		
CITY, STATE, ZIP Hannibal, Missouri 63401		
E-MAIL ADDRESS jwilson@hcada.org		FEDERAL EMPLOYER ID NO. 23-7133503
PHONE NO. 573-248-1196	FAX NO. 573-248-1259	

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>AS SUBMITTED</i>		
CONTRACT NO. <i>OSCA 14-042-17</i>	CONTRACT PERIOD <i>July 1, 2014 through June 30, 2015</i>	
CONTRACTS COORDINATOR <i>Yderbert G. Conner</i>	DATE <i>4-22-2014</i>	DEPUTY STATE COURTS ADMINISTRATOR <i>Earl K. ...</i>

RFP OSCA 14-042



Hannibal Council on Alcohol & Drug Abuse

146 Communications Drive

Hannibal, Missouri 63401

(573) 248-1196



Hannibal Council on Alcohol and Drug Abuse

www.hcada.org

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Transmittal Page

RFP OSCA 14-042

10th Judicial Circuit, Marion County
12th Judicial Circuit, Audrain County
2nd Judicial Circuit, Lewis County
45th Judicial Circuit, Pike County

Hannibal Council on Alcohol & Drug Abuse with offices located in Hannibal, Mexico, Bowling Green, and Canton proposes to provide the full array of CSTAR services as certified through the Missouri Department of Behavioral Health. Drug Court participants will be offered services based on a thorough assessment of their needs. This assessment will be conducted by a Qualified Substance Abuse Professional or the equivalent thereof, and will include, at a minimum, the requirements outlined by the Missouri Department of Behavioral Health.

The programming required for a Drug Court participant is very similar to the programming provided for a majority of the other Consumers that we serve. Each participant will have an open episode of care with Department of Behavioral Health in their CIMOR system. This will also allow for Hannibal Council to access Department of Behavioral Health funding sources once Drug Court Funding has been exhausted.

Drug Court participants will have one specific counselor that will work individually with each participant. This counselor will report all treatment planning, issues, concerns or success to the Drug Court Treatment Liaison. This liaison will report to the court on a weekly basis and function as an active member of the Drug Court Team.



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COMPANY NAME Hannibal Council on Alcohol & Drug Abuse		
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CONTRACTS COORDINATOR	DATE	DEPUTY STATE COURTS ADMINISTRATOR

PRICING PAGE

The vendor must provide firm, fixed prices for the services identified below. Should a contract award be made based upon the vendor’s proposal, the prices stated herein shall be legally binding for the entire contract period.

Service Description	Vendor Firm, Fixed Unit Price	Unit of Service
Assessment	200.00	Per assessment
Assessment option (Multi-axial)	250.00	Per assessment
Assessment update	75.00	Per assessment
Case Management/Community Support	12.00	Per ¼ hour
Communicable Disease Assessment/Education/Testing	13.00	Per ¼ hour
Day Treatment	78.48	Per day
Detoxification (Social Setting)	91.85	Per day
Detoxification (Modified Medical)	N/A	Per day
Early Intervention (Intake)	13.33	Per ¼ hour
Early Intervention (Group Education)	2.58	Per ¼ hour
Early Intervention (Motivational Interviewing-Individual)	13.33	Per ¼ hour
Extended Day Treatment	25.00	Per day
Family Conference	13.33	Per ¼ hour
Family Therapy	17.25	Per ¼ hour
Group Counseling (Associate SA Counselor)	3.01	Per ¼ hour
Group Counseling (QSAP)	5.00	Per ¼ hour
Group Counseling (Collateral relationship)	3.01	Per ¼ hour
Group Education	2.58	Per ¼ hour
Group Education (Trauma Related)	3.01	Per ¼ hour
Individual Counseling	13.33	Per ¼ hour
Individual Counseling (Collateral Relationship)	16.36	Per ¼ hour
Individual Counseling (Co-Occurring Disorder)	20.55	Per ¼ hour
Individual Counseling (Trauma Related)	17.25	Per ¼ hour
Medication Services	50.00	Per ¼ hour
Medication: [Medication Assisted Treatment (MAT)]	N/A	Per prescription

OSCA 14-042 Treatment Court Specialized Service Providers

Missouri Recovery Support Specialist (MRSS)	N/A	Per ¼ hour
Missouri Recovery Support Specialist Peer (MRSS-P)	N/A	Per ¼ hour
Relapse Prevention Counseling	13.33	Per ¼ hour
Residential Support	25.00	Per day
Treatment Court Day	11.09	Per ¼ hour
Virtual Counseling (Group)	N/A	Per ¼ hour
Virtual Counseling (Individual)	N/A	Per ¼ hour
Drug/Alcohol Testing: Sample Collection Only (Lab conf. only)	2.00	Per test
Sample Collection with 1-panel on-site provided by vendor	N/A	Per test
Sample Collection with 2-panel on-site provided by vendor	N/A	Per test
Sample Collection with 3-panel on-site provided by vendor	N/A	Per test
Sample Collection with 4-panel on-site provided by vendor	N/A	Per test
Sample Collection with 5-panel on-site provided by vendor	N/A	Per test
Sample Collection with 6-panel on-site provided by vendor	N/A	Per test
Sample Collection with 7-panel on-site provided by vendor	N/A	Per test
Sample Collection with 8-panel on-site provided by vendor	N/A	Per test
Sample Collection with 9-panel on-site provided by vendor	15.00	Per test
Drug Testing: Sample Collection and On-Site Test (Kit provided by Treatment Court)	2.00	Per test
Drug Testing: Breathalyzer (Equipment provided by vendor)	5.00	Per test
Drug Testing: Breathalyzer (Equipment provided by Treatment Court)	2.00	Per test

Evidence Based Program and Practice curriculum being utilized:

Motivational Interviewing, Matrix Model, Rational Emotive Therapy

Which Cognitive Behavioral intervention staff is qualified to deliver:

Moral Recognition Therapy, Seeking Safety, Relapse Prevention Therapy

Please indicate if Medication Assisted Treatment (MAT) is provided. If you do not provide MAT, how and with whom MAT services are arranged and how all services are coordinated.

Yes, MAT services are provided through the Tele-psychiatry program at HCADA.

OSCA 14-042 Treatment Court Specialized Service Providers

Below is a list of the Judicial Circuits and Counties in the State of Missouri. Check either the applicable counties or the entire Judicial Circuit(s) that your agency shall provide services. Check the appropriate level of service and the applicable gender that shall be provided: DWI, Adult, Veterans, Family and Juvenile.

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
1	Clark							
1	Schuyler							
1	Scotland							
2	Adair							
2	Knox							
2	Lewis		X					
3	Grundy							
3	Harrison							
3	Mercer							
3	Putnam							
4	Atchison							
4	Gentry							
4	Holt							
4	Nodaway							
4	Worth							
5	Andrew							
5	Buchanan							
6	Platte							
7	Clay							
8	Carroll							
8	Ray							
9	Chariton							
9	Linn							
9	Sullivan							
10	Marion		X					
10	Monroe							
10	Ralls							
11	St. Charles							
12	Audrain	X	X					
12	Montgomery							
12	Warren							

OSCA 14-042 Treatment Court Specialized Service Providers

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
13	Boone							
13	Callaway							
14	Howard							
14	Randolph							
15	Lafayette							
15	Saline							
16	Jackson							
17	Cass							
17	Johnson							
18	Cooper							
18	Pettis							
19	Cole							
20	Franklin							
20	Gasconade							
20	Osage							
21	St. Louis							
22	St. Louis City							
23	Jefferson							
24	Madison							
24	St. Francois							
24	Ste. Genevieve							
24	Washington							
25	Maries							
25	Phelps							
25	Pulaski							
25	Texas							
26	Camden							
26	Laclede							
26	Miller							

OSCA 14-042 Treatment Court Specialized Service Providers

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
26	Moniteau							
26	Morgan							
27	Bates							
27	Henry							
27	St. Clair							
28	Barton							
28	Cedar							
28	Dade							
28	Vernon							
29	Jasper							
30	Benton							
30	Dallas							
30	Hickory							
30	Polk							
30	Webster							
31	Greene							
32	Bollinger							
32	Cape Girardeau							
32	Perry							
33	Mississippi							
33	Scott							
34	New Madrid							
34	Pemiscot							
35	Dunklin							
35	Stoddard							
36	Butler							
36	Ripley							
37	Carter							
37	Howell							
37	Oregon							
37	Shannon							

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
38	Taney							
38	Christian							
39	Barry							
39	Lawrence							
39	Stone							
40	McDonald							
40	Newton							
41	Macon							
41	Shelby							
42	Crawford							
42	Dent							
42	Iron							
42	Reynolds							
42	Wayne							
43	Caldwell							
43	Clinton							
43	Daviess							
43	DeKalb							
43	Livingston							
44	Douglas							
44	Ozark							
44	Wright							
45	Lincoln							
45	Pike		X					

EXHIBIT A

PRIOR EXPERIENCE

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror		Name		or		Subcontractor		Name:	
						<u>Hannibal Council on Alcohol and Drug Abuse</u>			
Reference Information (Prior Services Performed For:)									
Name of Reference Company:		<u>Missouri Department of Corrections Probation and Parole</u>							
Address of Reference Company:		<u>202 Warren Barrett Drive</u>							
✓ Street Address		<u>Hannibal, Mo 63401</u>							
✓ City, State, Zip									
Reference Contact Person Information:		<u>Jill Perry, District Administrator</u>							
✓ Name		<u>573-248-2450</u>							
✓ Phone #		<u>Jill.perry@doc.mo.gov</u>							
✓ E-mail Address									
Dates of Prior Services:		<u>1993 till present</u>							
Dollar Value of Prior Services:									
Description of Prior Services Performed:		<u>Substance abuse, residential and outpatient, co-occurring, trauma, family therapy services for DOC clients that are in need for any of these services.</u>							

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:



 Signature of Reference Contact Person

3-12-14

 Date of Signature

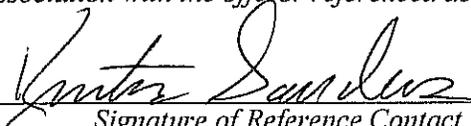
EXHIBIT A

PRIOR EXPERIENCE

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Offeror Name or Subcontractor Name: <u>Hannibal Council on Alcohol And Drug Abuse</u>	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Supervised Probation Services
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	113 South 7 th Street Hannibal, Mo 63401
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Kurtis Sanders 573-248-3200 Kurtis@supervisedprobationservices.com
Dates of Prior Services:	1998 till present
Dollar Value of Prior Services:	
Description of Prior Services Performed:	Substance abuse, residential and outpatient, co-occurring, trauma, and family therapy for individuals under supervision by this agency and in need of therapeutic interventions.

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:


Signature of Reference Contact Person

3-12-14
Date of Signature

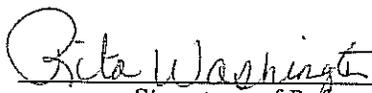
EXHIBIT A

PRIOR EXPERIENCE

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Offeror Name or Subcontractor Name: Hannibal Council on Alcohol and Drug Abuse	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Faith Walk Community Development Corporation
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	Po Box 119 Paris, Mo 65275
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Rita Washington or Jo Lighte 660-327-5752
Dates of Prior Services:	2011 till present
Dollar Value of Prior Services:	
Description of Prior Services Performed:	Substance abuse, trauma co-occurring and family therapy services for persons receiving faith based community support services through Faith Walk

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:


Signature of Reference Contact Person

3/13/14
Date of Signature

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel	Background and Expertise of Personnel and Planned Duties
1. <u>Jennifer Wilson</u> <u>Executive Director</u> <u>Treatment Liaison</u>	Please see attached resume.
2. <u>Lisa Horner</u> <u>Program Director</u> <u>Treatment Liaison</u>	Please see attached resume.
3. <u>Catie Franklin</u> <u>Program Director</u> <u>Drug Court Counselor</u>	Please see attached resume.
4. <u>David Higgins</u> <u>Certified Counselor</u> <u>Drug Court Counselor</u>	Please see attached resume.
5. <u>Heather Higgins</u> <u>SATOP Administrator</u> <u>Drug Court Counselor</u>	Please see attached resume.
6. <u>Jill Stains</u> <u>Certified Counselor</u> <u>Drug Court Counselor</u>	Please see attached resume.

JENNIFER WILSON

OBJECTIVE

To work for an agency that promotes wellness within the community by working directly with individuals, families, children and other organizations.

EXPERIENCE

11/2010 – Present HCADA

Executive Director

- Assure the agency meets all ADA standards on an ongoing basis
- Directs the fiscal and administrative functions of the agency
- Develops annual budget
- Evaluate the training needs for agency staff
- Inform and update the Board of Directors on a regular basis
- Supervise and assure effective working relationship between staff

3/2009- 11/2010 HCADA

Maintenance Supervisor

- Supervise all programs to ensure maintenance certification standards are being followed.
- Supervise three more employees (two maintenance workers and the transporter/file clerk)
- Manage cost and revenue of maintenance for HCADA.
- Set up bids as needed for maintaining the integrity of the building and grounds.

12/2004 – 11/2010 HCADA

SATOP Administrator (Substance Abuse Traffic Offenders Program)

- Supervise the program to ensure certification standards are being followed.
- Conduct SATOP screenings and classes; schedule and monitor classes
- Supervise employees
- Manage cost and revenue of the SATOP Program.

12/2004- present HCADA

Marion County Drug Court Treatment Coordinator

- Coordinate all drug court activities.
- Screen potential drug court clients for appropriate level of treatment, assessments, individual and group counseling
- Attend regular court dates to report on clients progress
- Track client's compliance with drug court requirements such as living environment and curfews.
- Submit and process monthly billings for all counties served by HCADA.

7/2003- 12/2004 HCADA

Primary Program Supervisor

- Supervised residential counselors.
- Conducted assessments to identify individual client needs for services.
- Monitored client participation and behavior while engaged with agency, individual and group counseling.
- Maintained program schedule.

9/2002- 7/2003 HCADA

Community Support Worker Supervisor

- Supervised staff.
- Conducted client assessments upon intake into the agency.
- Developed service plans for each individual clients needs.
- Provided case management and updated referral sources on client's progress.

9/2000- 9/2002 HCADA

Outpatient Counselor I

- Completed intakes on clients
- Provided individual, group counseling, case management and assessments
- Assisted with referrals to other agencies as needed for each client.

9/1998- 9/2001 HCADA-Step-By-Step Daycare

Daycare Director

- Supervised 6-10 full time and part time staff.
- Supervised the program to ensure certification standards were being followed on a daily basis.
- Developed schedules and activities for staff and children.
- Maintained contact with HCADA staff regarding children's progress and any problems.
- Provided crisis intervention when needed.

10/1993- 9/1998 HCADA

Daycare worker

- Provided supervision to infants and children up to age 13.
- Developed and implemented activities.
- Maintained an organized environment.

3/1996- 9/1997 Missouri Division of Youth Services

Tracker

- Helped with youth getting released from youth homes get jobs or enroll in school.
- Monitored and reported behavior.

EDUCATION

8/1997- 5/2001 Hannibal-LaGrange College

- Bachelor of Science Degree in Administration of Justice

9/1996 - 5/1997 Western Illinois University

1993- graduated from Hannibal High School

INTERESTS

- Marion County Drug Court team member.
- I am a member of the National and the Missouri Drug Court Professionals Associations.
- I currently hold the following certifications with the Missouri Substance Abuse professional Credentialing Board, Registered Substance Abuse Professional (RSAP) and Certified Criminal Justice Addictions Professional (CCJP).
- I received a Friend of Parents as Teachers Award in 2000, with the Hannibal Public School System.
- I am currently CPR and First Aid certified and have an updated Caregiver Background Screening.

LISA HORNER

WORK EXPERIENCE

Sept 2010 - Present Hannibal Council on Alcohol & Drug Abuse
Program Director

- Supervision of employees and department managers
- Verification of paperwork completion
- Member of Audrain County Drug Court Team
- Coordination of building maintenance
- Clinical supervision of RASACI and RASACII level counselors
- Maintenance of budget.

April 2005 – Sept 2010 Hannibal Council on Alcohol & Drug Abuse
Outpatient Counselor

- Facilitate group therapy and group education sessions
- Conduct individual counseling sessions
- Documentation of all provided services
- Billing of all provided services
- Coordination of building maintenance

April 2005 - Present Hannibal Council on Alcohol & Drug Abuse
SATOP Counselor

- Completion of SATOP evaluations
- Facilitate Offender Education Program classes
- Facilitate Weekend Intervention Program classes

Sept 2004 – April 2005 Affiliated Court Services
SATOP Counselor

- Completion of SATOP evaluations
- Facilitate Offender Education Program classes
- Facilitate Weekend Intervention Program classes

Jan 2000 – Aug 2003 Phoenix Programs
Counselor

- Conduct individual counseling sessions
- Facilitate group therapy and education sessions
- Documentation of all provided services

EDUCATION

Oct 1995 – Dec 1999

Columbia College

Bachelor's in Social Work, Minor in Psychology

- Graduated Summa Cum Laude
- Member of Social Work Honor Society
- Member of Psychology Honor Society

Jan 2001 – Aug 2003

University of Missouri, Columbia

Master's in Social Work

REFERENCES

Available upon request

Catie Franklin

Experience

July 17, 2010 – Present Marion County Drug Court Hannibal, MO
Marion County Drug Court Group Facilitator

- Facilitate weekly group sessions
- Maintain contact with Drug Court Supervisors about consumer's progress

March 13, 2010-Present HCADA Hannibal, MO
Certified Alcohol and Drug Counselor (CADC)

- Facilitate individual sessions with outpatient C-STAR consumers.
- Facilitate substance abuse education and therapy group sessions.
- Maintain contact with consumer referral source.
- Complete clinical documentation and record keeping.
- Assist in organizing and managing daily operations of Program.
- Facilitate weekly Marion Drug Court Group sessions.
- Facilitate Crisis Intervention Programs.

Ha

July 6, 2008-March 13, 2010 HCADA Hannibal, MO
Recognized Associate Substance Abuse Counselor II (RASAC II)

- Obtained CADC certification.
- Facilitated individual sessions with outpatient C-STAR consumers.
- Facilitated substance abuse education and therapy group sessions.
- Maintained contact with consumer referral source.
- Completed clinical documentation and record keeping.

March 24, 2008-July 6, 2008 HCADA Hannibal, MO
Community Support Worker

- Completed residential and outpatient consumer intakes.
- Facilitated education groups on employment, assertiveness and parenting.
- Facilitated individual sessions with consumers to resolve external conflicts.
- Maintained contact with consumer referral source.

September 9, 2007-March 24, 2008 HCADA Hannibal, MO
Activity Aide Supervisor

- Supervised daily Activity Aide operations
- Completed weekly scheduling

Education

2002-2007 Culver-Stockton College Canton, MO

- B.S., Psychology

David Higgins

Position applying for: Counselor in Training

Experience

: I have worked in the counselor's field for one year in a therapeutic community. This company also employed me in 2001 as a detox aide and the detox manager. I have also worked with those who have other physical disabilities.

Job experience:

West Central Illinois Center for Independent Living
113 South Fourth
Quincy, Illinois 62301

Independent Living Specialist,

Job Duties: Carrying a caseload of approximately 50 clients. Would see clients on a weekly basis and advocate for them in areas where their rights were being infringed on. Go and do home visits, make contacts with government agencies to see in what areas they could help. Doing weekly progress notes, filing and traveling to the main office for in-services when the Executive Director could not attend.

WERDCC/Gateway
Vandalia, Mo. 63382

Counselor I

Job Duties: Facilitate Therapy groups, facilitate education groups and give lectures. Carry a caseload of 20 clients and see them twice a month. Do weekly progress notes and weekly treatment plans. Also was required to attend monthly in-services and staff with supervisor once a week.

Hannibal Council on Alcohol and Drug Abuse
146 Communications Drive
Hannibal, Mo. 63401

Detox Manager

Job Duties: Make weekly schedule, supervise about 7 to 10 employees, and be in charge of hiring and dismissal of employees. Check employee's work to make corrections, facilitate education groups, facilitate in-services and train new employees.

CIP/ OP Counselor

Job Duties: Enrolling clients into the CIP program, facilitate there 1:1 sessions, facilitate Therapy groups on Sundays, complete discharges and billing closeouts, I also take care of our CIP program in our satellite office in Mexico, Mo. I also am in charge of doing two out-patient groups on Monday and Wednesday I also am seeing out-patients on a limited basis

References

Steve Evans

Penny Dudley

Randy Beach

Heather M. Higgins, BS, RSAP

Objective

To work a full time position in a field related to my experience and expertise, which allows me to use my skills to help others, increase productivity for the agency and promote personal growth.

Education

Graduated from Southeast Missouri State University in Cape Girardeau, MO, with a Bachelor's of Science in Social Work along with a minor in Psychology in December of 2000.

Employment

Hannibal Council on Alcohol and Drug Abuse
Hannibal, MO
SATOP Administrator 1/2011-present
Contact: Jennifer Wilson, Executive Dir.
Description: Supervise the SATOP program to insure that Certification Standards and agency policies and procedures are being followed. Monitor consumer participation in SATOP programs. Conduct SATOP assessments and schedule SATOP classes for Hannibal and satellite facilities. Manage costs and revenues to insure agency profits. Supervise SATOP and agency administrative assistants. Complete intake and assessments for programs that are short-handed.

Hannibal Council on Alcohol and Drug Abuse
Hannibal, MO
CIP Counselor 4/2006-present
Contact: Jennifer Wilson, Executive Dir.
Description: Facilitate group therapy and group education related to alcohol abuse for DWI offenders. Provide individual counseling for these offenders as well as Marion County Drug Court participants. Provide individual counseling for DWI offenders in Audrain and Marion County. Complete assessments for the Department of Mental Health and OMU Screenings for the Substance Abuse Traffic Offender Program (SATOP). From 2006-2007, facilitated group for Marion County Drug Court participants.

Hannibal Council on Alcohol and Drug Abuse
Hannibal, MO
Counselor 2/2005 to 4/2006
Contact: Virginia Frese, Program Director
Description: Facilitated therapy and education groups. Provided individual counseling to women in an outpatient as well as a residential setting. Completed necessary paperwork per the Department of Mental Health. Monitored client behaviors and participated in treatment planning as well as handling any crisis that arose.

Hannibal Council on Alcohol and Drug Abuse
Hannibal, MO
CSW Supervisor 1/2003 to 2/2005
Contact: Virginia Frese, Program Director
Description: Supervised the Community Support Workers to ensure that they as well as myself advocated on behalf of the client. Provided lifeskills training in the form of education groups as well as individual sessions. Provided information to the client, as well as the referral source. Maintained relationships with outside agencies such as probation and parole, DFS and mental health agencies. Was required to monitor service delivery in regards to billing to the state. Completed necessary paperwork. Assisted clients and their children in getting necessary counseling through the child therapist as well as Parents as Teachers on a weekly basis.

Hannibal Council on Alcohol and Drug Abuse
Hannibal, MO
Community Support Worker 11/2001 to 1/2003
Contact: Virginia Frese, Program Director
Description: Advocated on behalf of the client in finding and setting up resources. Regular contact with outside referral sources. Handled client crisis and participated in treatment planning. Completed necessary paperwork. Facilitated lifeskills education groups as well as individual life skills training.

Family Counseling Center, Inc.
Cape Girardeau, MO

Community Support Worker 3/2001 to 11/2001

Contact: Michelle Sanges

Description: Facilitated education groups and provided individual lifeskills training on an individual basis. Maintained contact with referral sources. Participated in treatment planning as well as assisting in any crisis.

Family Counseling Center, Inc.
Cape Girardeau, MO

Treatment Technician 5/1999 to 3/2001

Contact: Shelby McBride

Description: Monitored client behavior and medication while clinical staff was not working. Reported any problems to clinical staff after intervening in the crisis. Facilitated education groups.

Qualifications/Certifications

Registered Substance Abuse Professional (previously Qualified Substance Abuse Professional)
Recognized Associate Substance Abuse Counselor I
Numerous training in the field of substance abuse, social work, ethics and criminal behaviors.
Have obtained the 60 hours of training every two years needed to satisfy RSAP and SATOP
renewal process.

Other

Facilitated a weekly therapy group for clients of the Marion County Drug Court. Contact:
Jennifer Wilson through Hannibal Council on Alcohol and Drug Abuse 573-248-1196

Transcriptionist for Psychiatric Nurse Practitioner through Preferred Family Healthcare. Contact
Michelle Brinkman 573-248-3811.

Jill Stains

Objective:

To pursue a career helping others based on my education, experience, insight, creativity, and intuition.

Education:

B.A. in Art and Design- Iowa State University 1991

M.S. in Rehabilitation Counseling- Emporia State University- 1994

Certifications/ License:

Provisionally Licensed Professional Counselor (PLPC)

Work History:

Family Counseling Center

Children's and Adult Therapist

March 2007- June 2008

Duties include: Intake assessments and screening of adults and children, formulation of treatment plans, case management, peer review of charts, individual and family counseling (adults and children), parenting education, individual therapy with Drug Court & Re Entry Court Clients ASI assessments, weekly reports to Drug & Re-Entry Courts, art therapy, group therapy, and weekly staffing.

Family Guidance Center

Therapist

April 2006- November 2006

Duties include: Intake assessment and screening, formulation of treatment plans, quarterly review of treatment plans and progress, individual counseling (children and adults), case management, parenting education, networking with local resources, and staffing with case managers.

North Central Missouri Mental Health Center

Children and Youth Team Leader and Therapist

January 2005- April 2006

Duties include: Intake assessment and screening, formulation of treatment plans, individual counseling (children and adults), case management, networking and regular communication with referral sources, Utilization Review Committee, member of multiple community partnership teams, networking with local schools, supervision of 7 case managers, training of new employees, quarterly and yearly program reviews.

Preferred Family Healthcare

Case Manager/Associate Counselor

September 2002- November 2004

Duties included: Treatment assessments (ASI), Initial/discharge treatment planning, individual and group counseling, weekly progress reports, Drug Court counselor, adolescent counselor, case management, art therapy & communication with referral sources.

St Joseph Adult Education & Literacy

AEL Teacher

January 2001- May 2002

Western Regional Diagnostic & Correctional Center & Missouri Career Center

Duties included: Intake, Assessment and student curriculum development, instructed adults on multiple educational levels and used multiple teaching strategies to improve educational levels. Record keeping and reporting of student information.

Special Skills:

*Computer knowledge
Communication
Networking
Problem Solving*

*Multi Tasking
Organization
Resource Knowledge
Decision Making*

References:

*Yvette McNellis, Evaluator
Missouri First Steps/Ability Network
2406 N. Linda Lane
Columbia, MO 65203
(C)573-864-1970*

*Lisa Harvey, Site Supervisor
Family Guidance Center
4110 Elledge Dr
Roeland Pk, KS 66205
(C) 913-636-3791*

*Kristin Brown, Therapist
Counseling Connections
206 B Main St
Festus, MO 63028
(W) 636-931-0300*

*Jill Herring, Juvenile Officer
Sullivan County Juvenile Office
109 N. Main
Milan, MO 63556
(W) 660-265-4808*

EXHIBIT C

AFFIDAVIT OF WORK AUTHORIZATION

Comes now Jennifer Wilson as Executive Director first being duly sworn on my oath affirm
(NAME) (OFFICE HELD)
Hannibal Council on Alcohol & Drug Abuse is enrolled and will continue to participate in a federal work
(COMPANY NAME)
authorization program in respect to employees that will work in connections with the contracted services
related to OSCA 14-042 for the duration of the contact, if awarded, in accordance with
(RFP NUMBER)
RSMo Chapter 285.530(2). I also affirm that Hannibal Council on Alcohol & Drug Abuse does not and
(COMPANY NAME)
will not knowingly employ a person who is an unauthorized alien in connection with the contracted
services related to OSCA 14-042 for the duration of the contract, if awarded.
(RFP NUMBER)

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 285.530, RSMo).

Jennifer Wilson
Signature (person with Authority)

Jennifer Wilson
Printed Name

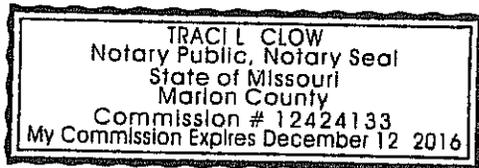
Executive Director
Title

3-13-14
Date

Subscribed and sworn to before me this 13th of March, 2014. I am
(DAY) (MONTH, YEAR)
Commissioned as a notary public within the County of Marion, State of Missouri,
(COUNTY) (STATE)
and my commission expires on December 12, 2016.
(DATE)

Traci Clow
Signature of Notary

03/13/2014
Date



Company ID Number: 198926

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and **Hannibal Council on Alcohol and Drug Abuse** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 198926

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Hannibal Council on Alcohol and Drug Abuse

Michael F Adams

Name (Please Type or Print)

Title

Electronically Signed

Signature

03/18/2009

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

Signature

03/18/2009

Date



Company ID Number: 198926

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: Hannibal Council on Alcohol and Drug Abuse

Company Facility Address: 146 Communications Drive

Hannibal, MO 63401

Company Alternate Address:

County or Parish: MARION

Employer Identification

Number: 237133503

North American Industry Classification Systems

Code: 624

Parent Company:

Number of Employees: 20 to 99

Number of Sites Verified

for: 1

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

- MISSOURI 1 site(s)

Company ID Number: 198926

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name:	Michael F Adams	Fax Number:	(573) 248 - 1259
Telephone Number:	(573) 248 - 1196		
E-mail Address:	madams@hcada.org		

EXHIBIT D

MISCELLANEOUS INFORMATION

Outside United States

If any products and/or services bid are being manufactured or performed at sites outside the continental United States, the bidder MUST disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the continental United States?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Describe and provide details:		

EXHIBIT E

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Jennifer Wilson
Name and Title of Authorized Representative

Jennifer Wilson
Signature

3-13-14
Date