



**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>Alison Malinowski Sunday</i>		DATE 3-11-14
PRINTED NAME Alison Malinowski Sunday		TITLE Executive Director
COMPANY NAME Family Self Help Center dba Lafayette House		
MAILING ADDRESS PO Box 1765		
CITY, STATE, ZIP Joplin, MO 64802		
E-MAIL ADDRESS amalinowski@yahoo.com		FEDERAL EMPLOYER ID NO. 43-1170015
PHONE NO. 417-782-1772	FAX NO. 417-782-3832	

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>AS SUBMITTED</i>		
CONTRACT NO. <i>OSCA 14-042-19</i>	CONTRACT PERIOD <i>July 1, 2014 through June 30, 2015</i>	
CONTRACTS COORDINATOR <i>Hebert & Connor</i>	DATE <i>4-22-2014</i>	DEPUTY STATE COURTS ADMINISTRATOR <i>Paul Rottmann</i>



Post Office Box 1765
Joplin, MO 64802-1765
417-782-1772
800-416-1772
www.lafayettehouse.org

March 12, 2014

Alison Malinowski Sunday
EXECUTIVE DIRECTOR

Office of State Courts Administrator
Attn: Contract Unit
2112 Industrial Drive
Jefferson City, MO 65109

Services Include:

- Domestic Violence Shelter
- Substance Abuse Treatment
- Sexual Assault Intervention

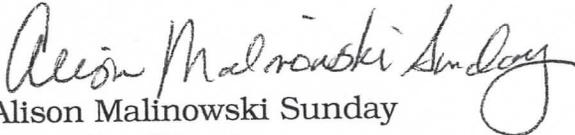
An Equal Opportunity Agency

To whom it may concern:

Family Self Help Center Inc, dba Lafayette House, is submitting this RFP response related to treatment court services in Newton, McDonald and Jasper counties.

Thank you for the opportunity to continue to provide these services.

Sincerely,


Alison Malinowski Sunday
Executive Director

A UNITED WAY &
UNITED FUND
Member Agency



Lafayette House
has been accredited
by CARF for its
outpatient
& residential
treatment programs

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P.O. Box 104480
2112 Industrial Drive
Jefferson City, Missouri 65110- 4480**

RFP NO. OSCA 14-042
**TITLE: Specialized Treatment Provider
for Treatment Court**
ISSUE DATE: February 24, 2014

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

RETURN PROPOSALS NO LATER THAN: MARCH 17, 2014

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NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
CONTRACTS COORDINATOR	DATE	DEPUTY STATE COURTS ADMINISTRATOR



**Office of State Courts Administrator
P.O. Box 104480
2112 Industrial Drive
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RFP NO. OSCA 14-042

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

ISSUE DATE: March 5, 2014

CONTACT: Russell Rottmann

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CONTRACT NO.		CONTRACT PERIOD
CONTRACTS COORDINATOR	DATE	DEPUTY STATE COURTS ADMINISTRATOR

AMENDMENT 001 TO RFP OSCA 14-016

TITLE: SPECIALIZED TREATMENT PROVIDER FOR TREATMENT COURT

Prospective Offerors are hereby notified of the following changes and/or clarification:

Changes made to the following section:

2.19

LAFAYETTE HOUSE PROPOSAL SUMMARY

AGENCY INTRODUCTION

Lafayette House is a private, nonprofit agency that has been providing substance abuse treatment services in Southwest Missouri since 1983. Our organization was instrumental in helping develop drug court programs in Newton County in 1998 and in McDonald County in 2003. For many years, we were the sole provider of drug treatment services in both counties. While another provider now exists in Newton County, we remain the sole provider in McDonald County.

The Lafayette House substance abuse treatment program has two unique components that set it apart from most treatment programs. First, with the exception of drug court treatment for men, our program focuses on treatment issues unique to women, children and families. Our agency was one of the first programs in the nation to offer gender-specific substance abuse treatment. Second, our program concentrates on the integration of trauma and victimization issues with substance abuse treatment. Lafayette House was originally established in 1978 as a shelter for domestic violence victims. Our organization began offering substance abuse treatment services as it became evident that domestic violence shared many interrelated issues with drug and alcohol abuse. This led to the development of a treatment model that linked domestic violence and substance abuse and made empowerment central to the treatment philosophy. Our treatment approach has been listed as a model program for trauma-informed mental health services by the Substance Abuse and Mental Health Services Administration (SAMHSA).

Aside from the focus on gender-specific trauma-informed services, Lafayette House's substance abuse treatment program provides a continuum of comprehensive services, from prevention to ongoing recovery. Our services address the multiple needs of the individual and the impact on their family, not just their substance abuse. Clients with children can take advantage of our state-licensed childcare, children's counseling services and bonding activities. For those clients with children placed in foster care, we provide advocacy services and a safe place for visitation. For clients diagnosed with mental illness, psychiatric services are integrated into their treatment program. Our program links the client with support services that will improve their quality of life and increase their chances of long-term recovery from chemical dependency. In addition to these services, Lafayette House offers a 24-hour crisis intervention hotline; individual, group and family therapy; group education; transportation; and on-site urinalysis and Breathalyzer testing. All of our services are made available to residential and outpatient clients, as well as drug court participants.

The Lafayette House substance abuse treatment program has been certified by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse since 1983. In 2013, we received national accreditation from CARF.

SERVICES UNDER THIS CONTRACT

Lafayette House currently provides the full range of specialized substance abuse treatment services for participants in the Newton and McDonald County Drug Courts. Our staff, in partnership with the Drug Court Coordinator and other drug court team members, has established drug court operating procedures that include referral, screening, intake and assessment, treatment levels that decrease in intensity and

have specific treatment objectives, drug testing protocols, individual and group counseling, discharge and graduation criteria.

The following is an outline of our services; a copy of our board-approved Treatment Court Policy which describes the drug court procedures in detail is included in the *Supporting Documents* section.

Assessment: All screenings and assessments are conducted by clinically trained staff. Once drug court candidates are identified, a substance abuse counselor conducts a face-to-face screening to determine the client's psycho-social needs and drug court eligibility. The screening takes place within seven days of being referred by the drug court. The information gathered will be presented to the drug court team, which makes the final decision on admission. Meanwhile, candidates take part in treatment activities so that motivation, participation and compliance to program requirements can be assessed to determine appropriateness of admission.

Within seven days of admission, a substance abuse counselor conducts a face-to-face assessment, using the Department of Mental Health ISAP, to identify client needs. With input from the client, the counselor develops a treatment plan identifying clinical treatment goals and services to be provided through drug court. A treatment schedule is also developed for individual counseling, group counseling and group education sessions. Additionally, a face-to-face case management assessment is conducted by a Community Support Specialist (CSS). The CSS develops a treatment plan identifying the various human service and personal needs of the participant and their family.

The treatment plans are amended according to the participants' changing needs, as documented in progress reports that are forwarded to the drug court judge. The reports track attendance history, urinalysis results, issues that have arisen since the last reporting period, and any recommendations for sanctions or rewards related to those issues. These reports are reviewed in regular staff meetings of the drug court team.

Case Management. Case management stresses comprehensive service planning and coordination to address multiple aspects of the client's life and drug court participation. Case management is handled by a staff CSS.

Detoxification and Residential Support. Drug court participants who are unable to remain free of substance abuse or who require medical monitoring for detoxification from drugs and/or alcohol are referred for residential services. Lafayette House does not directly provide detoxification services. Referrals for the service are made through a cooperative arrangement with Ozark Center, which provides modified medical detoxification. Following detoxification, female drug court participants may be admitted for Lafayette House residential treatment. For male drug court participants, Lafayette House has an agreement with Ozark Center for residential treatment.

Family Counseling. Family Conference. The Counselor and CSS work to enlist the support of and coordinate care with the client's natural support system. This includes family counseling, offered to families of drug court participants to help in understanding the dynamics of addiction and roles family can play. Counseling for individual families is available by appointment.

Group Counseling and Education. Counseling and education groups are offered through the week and on Saturdays. Groups are aimed at restructuring negative and destructive thinking patterns and behavior, as well as teaching problem solving skills. Group sessions address topics such as self-esteem, stress management, basic alcohol and drug education, behavior management, family violence prevention and relapse prevention. These sessions are led by qualified substance abuse professionals.

Individual Counseling. All drug court participants take part in counseling sessions, the frequency dependent upon individual needs and the participant's treatment level. Participants at Level One (the most intensive) receive counseling twice a week with the frequency diminishing as the client progresses through the two less intensive treatment levels. These sessions are goal-oriented, and are face-to-face sessions with the Substance Abuse Counselor.

Individual Counseling (Co-Occurring Disorder/Trauma Related). All drug court participants take part in counseling sessions, the frequency dependent upon individual needs and the participant's treatment level. Our program concentrates on the integration of trauma and victimization issues with substance abuse treatment. Lafayette House was originally established in 1978 as a shelter for domestic violence victims. Our organization began offering substance abuse treatment services as it became evident that domestic violence shared many interrelated issues with drug and alcohol abuse. This led to the development of a trauma-informed treatment model that linked domestic violence and substance abuse and made empowerment central to the treatment philosophy.

Medication Services. This goal-oriented interaction to assess the appropriateness of medications to assist in treatment is performed by a nurse practitioner or psychiatrist with specialized training in mental health.

Medication Assisted Treatment (MAT). Medication Assisted Recovery is strongly encouraged and explored with all treatment court clients. Medication Assisted Treatment (MAT) is provided by connecting clients with a psychiatric provider that can offer medication management services needed for MAT. Clients may be referred internally to see an Advanced Practice Nurse who comes on-site from Ozark Center, or a board-certified psychiatrist (seen via telehealth in our Joplin office). The telehealth psychiatrist is specially certified to prescribe suboxone. Financial aid may be provided to help clients off-set the cost of the doctor's visits, lab orders, and medications.

Emergency Services: Lafayette House offers crisis intervention through a 24-hour hotline that is operated seven days a week. Clinical staff rotates on-call duties for manning the hotline, ensuring that treatment court clients can receive crisis intervention during non-business hours.

Psychiatric Care: If deemed necessary, a drug court participant may receive psychiatric intervention. To initiate this service, the drug court team completes a referral form, submits it to the Lafayette House Clinical Director for approval, and then sets and appointment with Lafayette House's consulting psychiatrist. Since this service is only available from the main Lafayette House facility in Joplin, a CSS assists with arranging transportation to this appointment.

Relapse Prevention Counseling. As necessary, staff may provide professional intervention to assist treatment court participants with high-risk situations, and help them identify and respond to relapse warning signals. Staff work with participants to create individualized strategies to reduce the risks of and duration of relapse.

Drug Testing: Program participants are subject to urinalysis screening three days a week and at random to ensure compliance with abstinence requirements. A five-panel test with benzo and PCP sticks is used. Breathalyzer tests can also be administered if there are concerns about alcohol consumption.

Treatment Court Day: Participants regularly appear before the treatment court judge for review of their progress. If there are any issues of non-compliance with the treatment plan, the judge determines whether to issue sanctions based upon recommendations by the drug court team. Sanctions can involve jail time or assignment of additional community service time.

An important component to our substance abuse treatment program is participation in 12-step groups. Staff members maintain 12-Step meeting schedules and assist drug court clients with arranging transportation to meetings, if necessary. Obtaining as 12-Step sponsor is required for drug court clients to move from a Level One treatment plan to the less-intensive Level Two plan.

Treatment court is an intensive year long experience, and completion can be very rewarding for participants who have not experience much success in their lives. To recognize their achievements, participants are honored in graduation ceremonies. The ceremony is held in the respective court room with the drug court judge presiding. Family members, community leaders, county representatives and law enforcement attend to celebrate the success of the graduate.

STAFF QUALIFICATIONS

Lafayette House staff members have extensive professional experience providing substance abuse treatment as well as professional education and training on the treatment court model.

Clinical Director Debra Allman. Ms. Allman holds a Master's Degree in Community Counseling and is a Licensed Professional Counselor. She is also a Certified Advanced Substance Abuse Counselor. Ms. Allman has over 25 years experience providing substance abuse treatment services and overseeing clinical staff. Her role is to supervise the direct care staff, provide clinical diagnostic services as required and to participate in regular team meetings.

Substance Abuse Counselors Valerie Yarmouth and Kelli Davis. Ms. Yarmouth holds a Master's Degree in Social Work and has five years' experience in substance abuse counseling. Ms. Yarmouth holds a Master's degree in Social Work, and is a licensed clinical social worker.

Ms. Davis holds a Master's degree in Clinical Mental Health Counseling and is a Provisionally Licensed Professional Counselor.

Ms. Davis and Ms. Yarmouth conduct the substance abuse screening and assessment for all potential treatment court referrals. They are responsible for working with the treatment court team to determine if a referral meets the drug court criteria. Once a participant is approved, Ms. Davis and Ms. Yarmouth provide individual counseling, group counseling and treatment planning for participants. In addition, they conduct some on-site urinalysis tests with participants.

Community Support Specialist Rob Murphy. Mr. Murphy holds a Bachelor's degree in Sociology. His role as case manager is to provide individualized goal-oriented advocacy and support a client's improved self-sufficiency in accordance with the individual's treatment plan. The advocacy and support is designed to maximize the individual's adjustment and functioning within the community by prioritizing needs and linking to appropriate community resources.

He attends all drug court meetings, and meets with new program participants to assess their social service strengths and identify needs. He provides information, education and advocacy for participants to obtain the community resources needed to meet their goals.

COST

Our completed Pricing Pages for services offered follow this section. Please note that we have not identified a cost for residential services; Lafayette House will continue to provide this service as we have in the past, by referring the client to an existing (state- funded) residential program, but the court will not be billed for the services. Lafayette House offers women and children’s residential services under a CSTAR contract issued by the Department of Mental Health, Division of Alcohol and Drug Abuse. A similar men’s residential program is offered by Ozark Mental Health and has been – and will continue to be – utilized for this intense level of care.

Additionally there will be no charge for “Drug Testing: Sample Collection and On-Site Test” when the on-site test is provided by the drug court.

This contract is being offered for adult or family drug courts operating in Judicial Circuit 40 (Newton and McDonald Counties). Services could also be provided in Jasper County (Judicial Circuit 29).

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	67.00	Per assessment
Assessment option (Multi-axial)	NA	Per assessment
Assessment update	NA	Per assessment
Case Management/Community Support	15.00	Per ¼ hour
Communicable Disease Assessment/Education/Testing	15.00	Per ¼ hour
Day Treatment	NA	Per day
Detoxification (Social Setting)	NA	Per day
Detoxification (Modified Medical)	NA	Per day
Early Intervention (Intake)	NA	Per ¼ hour
Early Intervention (Group Education)	NA	Per ¼ hour
Early Intervention (Motivational Interviewing-Individual)	50.00	Per ¼ hour
Extended Day Treatment	NA	Per day
Family Conference	17.00	Per ¼ hour
Family Therapy	17.00	Per ¼ hour
Group Counseling (Associate SA Counselor)	NA	Per ¼ hour
Group Counseling (QSAP)	3.50	Per ¼ hour
Group Counseling (Collateral relationship)	3.50	Per ¼ hour
Group Education	2.50	Per ¼ hour
Group Education (Trauma Related)	2.50	Per ¼ hour
Individual Counseling	17.00	Per ¼ hour
Individual Counseling (Collateral Relationship)	17.00	Per ¼ hour
Individual Counseling (Co-Occurring Disorder)	17.00	Per ¼ hour
Individual Counseling (Trauma Related)	17.00	Per ¼ hour

Medication Services	45.00	Per ¼ hour
Medication: [Medication Assisted Treatment (MAT)]	Up to \$25	Per prescription
Missouri Recovery Support Specialist (MRSS)	NA	Per ¼ hour
Missouri Recovery Support Specialist Peer (MRSS-P)	NA	Per ¼ hour
Relapse Prevention Counseling	NA	Per ¼ hour
Residential Support	NA	Per day
Treatment Court Day	15.00	Per ¼ hour
Virtual Counseling (Group)	NA	Per ¼ hour
Virtual Counseling (Individual)	NA	Per ¼ hour
Drug/Alcohol Testing: Sample Collection Only (Lab conf. only)	NA	Per test
Sample Collection with 1-panel on-site provided by vendor	NA	Per test
Sample Collection with 2-panel on-site provided by vendor	NA	Per test
Sample Collection with 3-panel on-site provided by vendor	NA	Per test
Sample Collection with 4-panel on-site provided by vendor	NA	Per test
Sample Collection with 5-panel on-site provided by vendor	10.00	Per test
Sample Collection with 6-panel on-site provided by vendor	NA	Per test
Sample Collection with 7-panel on-site provided by vendor	NA	Per test
Sample Collection with 8-panel on-site provided by vendor	NA	Per test
Sample Collection with 9-panel on-site provided by vendor	NA	Per test
Drug Testing: Sample Collection and On-Site Test (Kit provided by Treatment Court)	No charge	Per test
Drug Testing: Breathalyzer (Equipment provided by vendor)	10.00	Per test
Drug Testing: Breathalyzer (Equipment provided by Treatment Court)	8.00	Per test

Evidence Based Program and Practice curriculum being utilized:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Moral Reconciliation Therapy • Therapeutic Community • Seeking Safety • Women for Sobriety | <ul style="list-style-type: none"> Beyond Trauma Love and Logic Parenting Contingency Management A Woman's Path to Recovery |
|---|---|

Which Cognitive Behavioral intervention staff is qualified to deliver:

Master's level, licensed or provisionally licensed clinicians provide individual and group counseling utilizing the following interventions and techniques:

Cognitive Therapy	Cognitive Restructuring	Motivational Interviewing
Rational Emotive Therapy	Gender Specific Treatment	

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.

Medication Assisted Recovery is strongly encouraged and explored with all treatment court clients. Medication Assisted Treatment (MAT) is provided by connecting clients with a psychiatric provider that can offer medication management services needed for MAT. Clients may be referred internally to see an Advanced Practice Nurse who comes on-site from Ozark Center or a psychiatrist that is seen via telehealth in our Joplin office. This psychiatrist is specially certified to prescribe suboxone. Financial aid may be provided to help clients off-set the cost of the doctor's visits, lab orders, and medications.

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							
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							
10	Monroe							
10	Ralls							
11	St. Charles							
12	Audrain							

12	Montgomery							
12	Warren							
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							

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	X	X	X				X
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	X	X	X			X	X
40	Newton	X	X	X			X	X
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							

RENEWAL OPTION

The Office of State Courts Administrator shall have the sole option to renew the contract for in one (1) year increments or any portion thereof for a maximum total of five (5) additional years.

Prices for the renewal period shall be requested no later than 90 days prior the effective renewal.

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: Family Self Help Center dba Lafayette House	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Newton County Drug Court
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	101 S. Wood Neosho, MO 64850
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Timothy W. Perigo, Circuit Judge, Division I (417) 451-8234
Dates of Prior Services:	2003- Present
Dollar Value of Prior Services:	\$ 375,000
Description of Prior Services Performed:	Alcohol & other drug treatment services for Treatment Court participants

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 on File

Signature of Reference Contact Person

Date of Signature

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: Family Self Help Center dba Lafayette House	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	McDonald County Drug Court
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	PO Box 157, Pineville, MO 64856
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	John LePage, Associate Circuit Judge 417-223-4717 417-223-4125 (fax)
Dates of Prior Services:	2003- Present
Dollar Value of Prior Services:	\$ 301,000
Description of Prior Services Performed:	Alcohol & other drug treatment services for Treatment Court participants

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 on File
Signature of Reference Contact Person

Date of Signature

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: Family Self Help Center dba Lafayette House	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Missouri Department of Mental Health, Division of Behavioral Health
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	149 Park Central Square Springfield, MO 65806
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Greg Apperson (417) 895-6329 greg.apperson@dmh.mo.gov
Dates of Prior Services:	2003- Present
Dollar Value of Prior Services:	Cost avoidance information submitted monthly to Marty Yust, Drug Court Coordinator. Approximately \$7,400 per month.
Description of Prior Services Performed:	Alcohol & other drug treatment services

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 on File
Signature of Reference Contact Person

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>Debra Allman</u> (Name) <u>Clinical Director</u> (Title) <u>Substance Abuse Counselor</u> (Proposed Role/Function)	Ms. Allman holds a Master's degree in Community Counseling and is a Licensed Professional Counselor and Certified Substance Abuse Counselor. She has over 25 years experience in counseling substance abusing clients. Ms. Allman is responsible for the services provided to the drug court programs in Newton and McDonald counties. Her role is to supervise the direct care staff, provide clinical diagnostic services, and participate in drug court team meetings.
2. <u>Valerie Yarmouth</u> (Name) <u>Substance Abuse Counselor</u> (Title) <u>Substance Abuse Counseling</u> (Proposed Role/Function)	Ms. Yarmouth holds a Master's degree in Social Work, and is a licensed clinical social worker. Ms. Yarmouth is responsible for psycho-social assessments, treatment planning, and group and individual counseling. She also conducts urinalysis testing for women participating in drug court.
3. <u>Kelli Davis</u> (Name) <u>Substance Abuse Counselor</u> (Title) <u>Substance Abuse Counseling</u> (Proposed Role/Function)	Ms. Davis holds a Master's degree in Clinical Mental Health Counseling and is a Provisionally Licensed Professional Counselor. As a substance abuse counselor, Ms. Davis is responsible for psycho-social assessments, treatment planning, and group and individual counseling. She also conducts urinalysis testing for women participating in drug court.
4. <u>Rob Murphy</u> (Name) <u>Community Support Specialist</u> (Title) <u>Case Management</u> (Proposed Role/Function)	Mr. Murphy holds a Bachelor's degree in Sociology. His role as case manager is to provide individualized goal-oriented advocacy and support a client's improved self-sufficiency in accordance with the individual's treatment plan. The advocacy and support is designed to maximize the individual's adjustment and functioning within the community by prioritizing needs and linking to appropriate community resources. He also conducts urinalysis testing for men participating in drug court.
5. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
6. _____ (Name) _____ (Title)	

EXHIBIT C

AFFIDAVIT OF WORK AUTHORIZATION

Comes now Alison Malinowski Sunday as Executive Director first being duly sworn on my oath
(NAME) (OFFICE HELD)

affirm Family Self Help Center Inc. is enrolled and will continue to participate in a federal work
(COMPANY NAME)

authorization program in respect to employees that will work in connection with the contracted services

related to OSCA 14-042 for the duration of the contract, if awarded, in accordance with
(RFP NUMBER)

RSMo Chapter 285.530 (2). I also affirm that Family Self Help Center Inc. does not and will not knowingly
(COMPANY NAME)

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).

Alison Malinowski Sunday
Signature (person with authority)

Printed Name
Alison Malinowski Sunday

Executive Director
Title

Date
3-11-14

Subscribed and sworn to before me this 12th of March 2014. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of Jasper, State of
(NAME OF COUNTY)

Missouri, and my commission expires on Aug. 25 2015.
(NAME OF STATE) (DATE)

Melissa M. Harris
Signature of Notary

3/12/14
Date

MELISSA M. HARRIS
Notary Public - Notary Seal
STATE OF MISSOURI
Jasper County
Commission # 11232390
My Commission Expires Aug. 25, 2015

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 voluntarily 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.

