



**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>Garry Hammond</i>		DATE 3-14-14
PRINTED NAME Garry Hammond		TITLE President/CEO
COMPANY NAME Family Guidance Center for Behavioral Healthcare		
MAILING ADDRESS 724 North 22nd Street		
CITY, STATE, ZIP St. Joseph, MO 64506		
E-MAIL ADDRESS ghammond@familyguidance.org		FEDERAL EMPLOYER ID NO. 44-0666362
PHONE NO. (816) 364-±501	FAX NO. (816) 364-6735	

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

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>AS SUBMITTED</i>		
CONTRACT NO. <i>OSCA 14-042-12</i>	CONTRACT PERIOD <i>July 1, 2014 through June 30, 2015</i>	
CONTRACTS COORDINATOR <i>Hubert J. Conner Jr.</i>	DATE <i>4-22-2014</i>	DEPUTY STATE COURTS ADMINISTRATOR <i>Earl K. ...</i>



**FAMILY  
GUIDANCE  
CENTER** for behavioral healthcare

*Family Guidance Center helps  
individuals and families lead healthier,  
more productive lives by providing an  
array of mental health, social  
and health services.*

724 N. 22<sup>ND</sup> STREET • ST. JOSEPH, MISSOURI 64506  
816-364-1501 • FAX 816-364-6735 • CRISIS NUMBER 888-279-8188 • [www.familyguidance.org](http://www.familyguidance.org)

**March 13, 2014**

**Office of State Courts Administrator  
Attn: Contract Unit  
PO Box 104480  
Jefferson City, Missouri 65110-4480**

**To Whom It May Concern:**

**Enclosed you will find Family Guidance Center's response to the request for proposals number OSCA 14-042. Family Guidance Center is pleased to have the opportunity to respond to this request.**

**Family Guidance Center has been providing community based services in Northwest Missouri for over one hundred years. We have a commitment to ensuring that all individuals with behavioral health conditions, including substance use disorders, receive the highest quality services to promote their entry into recovery. Family Guidance Center looks forward to an opportunity to continue our relationship with the treatment courts in our service area.**

**If you have any questions regarding our proposal, please contact me directly.**

**Respectfully,**

**Garry Hammond, President/CEO**

OFFICERS: David Cripe, *Chairman* • Ali Wray, *Vice Chairman* • Bill McMurray, *Secretary* • James Graves, *Treasurer* • Garry Hammond, *President/CEO*

DIRECTORS: Katie Carolus • Karen Corder • David Cripe • James Graves • Jennifer Kneib • Melissa Lawyer • Bill McMurray  
Caroline Murphy • Gary Myers • Paul Reilly • LaVeil Rucker • Karen Woodbury • Ali Wray

AREA OFFICES: MARYVILLE 660-582-3139 • CAMERON 816-632-6161  
EQUAL OPPORTUNITY EMPLOYER • "SERVICES PROVIDED ON A NON-DISCRIMINATORY BASIS"



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

OSCA 14-042 Treatment Court Specialized Service Providers

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



**Office of State Courts Administrator  
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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**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.

**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	<u>\$358.38</u>	Per assessment
Assessment option (Multi-axial)	<u>\$358.38</u>	Per assessment
Assessment update	<u>\$117.96</u>	Per assessment
Case Management/Community Support	<u>\$ 24.44</u>	Per ¼ hour
Communicable Disease Assessment/Education/Testing	<u>\$ 5.98</u>	Per ¼ hour
Day Treatment ( <u>Group Education Services only at this rate</u> )	<u>\$ 10.20</u>	Per day hour
Detoxification (Social Setting)	<u>\$119.60</u>	Per day
Detoxification (Modified Medical)	<u>\$395.48</u>	Per day
Early Intervention (Intake)	<u>\$ 13.86</u>	Per ¼ hour
Early Intervention (Group Education)	<u>\$ 2.68</u>	Per ¼ hour
Early Intervention (Motivational Interviewing-Individual)	<u>\$ 13.86</u>	Per ¼ hour
Extended Day Treatment	<u>N/A</u>	Per day
Family Conference	<u>\$ 13.86</u>	Per ¼ hour
Family Therapy	<u>\$ 17.94</u>	Per ¼ hour
Group Counseling (Associate SA Counselor)	<u>\$ 5.20</u>	Per ¼ hour
Group Counseling (QSAP)	<u>\$ 5.98</u>	Per ¼ hour
Group Counseling ( Collateral relationship)	<u>\$ 3.13</u>	Per ¼ hour
Group Education	<u>\$ 2.68</u>	Per ¼ hour
Group Education (Trauma Related)	<u>N/A</u>	Per ¼ hour
Individual Counseling	<u>\$ 13.86</u>	Per ¼ hour
Individual Counseling (Collateral Relationship)	<u>\$ 17.01</u>	Per ¼ hour
Individual Counseling (Co-Occurring Disorder)	<u>\$ 21.37</u>	Per ¼ hour
Individual Counseling (Trauma Related)	<u>\$ 17.94</u>	Per ¼ hour
Medication Services	<u>\$ 52.98</u>	Per ¼ hour

OSCA 14-042 Treatment Court Specialized Service Providers

Medication: [Medication Assisted Treatment (MAT)] <u>Vivitrol (price is based on current cost, subject to change if cost changes)</u>	<u>\$847.00</u>	Per prescription
Missouri Recovery Support Specialist (MRSS)	<u>N/A</u>	Per ¼ hour
Missouri Recovery Support Specialist Peer (MRSS-P)	<u>N/A</u>	Per ¼ hour
Relapse Prevention Counseling	<u>\$ 13.86</u>	Per ¼ hour
Residential Support	<u>\$ 20.62</u>	Per day
Treatment Court Day	<u>\$ 11.53</u>	Per ¼ hour
Virtual Counseling (Group)	<u>N/A</u>	Per ¼ hour
Virtual Counseling (Individual)	<u>N/A</u>	Per ¼ hour
Drug/Alcohol Testing: Sample Collection Only (Lab conf. only)	<u>\$ 11.44</u>	Per test
Sample Collection with 1-panel on-site provided by vendor	<u>\$ 2.86</u>	Per test
Sample Collection with 2-panel on-site provided by vendor	<u>\$ 5.72</u>	Per test
Sample Collection with 3-panel on-site provided by vendor	<u>\$ 8.58</u>	Per test
Sample Collection with 4-panel on-site provided by vendor	<u>\$ 11.44</u>	Per test
Sample Collection with 5-panel on-site provided by vendor	<u>\$ 14.30</u>	Per test
Sample Collection with 6-panel on-site provided by vendor	<u>N/A</u>	Per test
Sample Collection with 7-panel on-site provided by vendor	<u>N/A</u>	Per test
Sample Collection with 8-panel on-site provided by vendor	<u>N/A</u>	Per test
Sample Collection with 9-panel on-site provided by vendor	<u>N/A</u>	Per test
Drug Testing: Sample Collection and On-Site Test (Kit provided by Treatment Court)	<u>\$ 11.44</u>	Per test
Drug Testing: Breathalyzer (Equipment provided by vendor)	<u>\$ 7.50</u>	Per test
Drug Testing: Breathalyzer (Equipment provided by Treatment Court)	<u>\$ 7.00</u>	Per test

**Evidence Based Program and Practice curriculum being utilized:**

**Family Guidance Center is presently using Cognitive Behavioral Therapy, Moral Recognition Therapy, Truthought-Corrective Thinking, Gorski Relapse Prevention Series, Hazelden Corporation materials, and materials from AA/NA.**

**Which Cognitive Behavioral intervention staff is qualified to deliver:**

**Moral Recognition Therapy, Cognitive Restructuring, Thought Stopping**

OSCA 14-042 Treatment Court Specialized Service Providers

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.

**Family Guidance Center does provide Medication Assisted Treatment Services. MAT services are offered in our St. Joseph, MO location and are provided by Dr. Deborah Stoner Bryan.**

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	X	X				-X	X
4	Gentry	X	X				X	X
4	Holt	X	X				X	X
4	Nodaway	X	X				X	X
4	Worth	X	X				X	X
5	Andrew	X	X				X	X
5	Buchanan	X	X				X	X
6	Platte							
7	Clay							
8	Carroll							
8	Ray							
9	Chariton							
9	Linn							
9	Sullivan							
10	Marion							
10	Monroe							
10	Ralls							

OSCA 14-042 Treatment Court Specialized Service Providers

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							
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							

## SECTION I

### RELIABILITY AND EXPERIENCE

#### Overview

Family Guidance Center for Behavioral Healthcare, (FGC), is a not for profit, community based agency established over 100 years ago. We assist *individuals and families lead healthier, more productive lives by providing an array of mental health, social, and health services*. Serving the 9 counties of Northwest Missouri, we offer diverse services and programs with a professional staff that helps persons to achieve a happy, healthy, and productive life.

Family Guidance Center offers more than one hundred (100) years' experience. We provide a wide array of services which holistically address many of the challenges presented by those we serve. We provide specialized professional and integrated services for individuals who have multiple serious problems. Our services help offenders to overcome addiction and become successful members of our communities. Through our efforts, persons with serious and persistent mental illness remain in the community and lead productive lives. We help families and individuals navigate emotional, physical and social roadblocks. Children with serious emotional disturbances are provided individualized assistance and families are taught new ways of managing problems. We provide professional help to persons experiencing crisis. Each year, nearly 10,000 people look to our agency for help in handling their problems.

Most services are available at low cost, or no cost, to persons meeting eligibility criteria. Public funding is available as reimbursement for services to qualifying persons through our contracts with OSCA and such entities as: the Missouri Department of Corrections, U.S. District Court, Missouri Department of Mental Health, Missouri Division of Behavioral Health, Missouri Department of Health, United Way, and the City of St. Joseph. We also provide services through private insurance and through fee-for-service plans.

We are one of the largest providers of behavioral healthcare for persons in the Northwest Missouri Region. FGC employs more than 200 staff with diverse backgrounds and professional areas of expertise. Our workforce includes physicians, psychiatrists, licensed social workers, licensed psychologists, nurses, and qualified and certified substance abuse counselors.

Family Guidance Center is a well-established member of our community and an integral part of a well-organized system of care in the Northwest Missouri Region. We work in partnership with the courts, probation and parole and other "helping" agencies to improve the lives and well-being of the members of our communities. We work closely with such agencies as Inter-Serv, the Workforce Development Center, Heartland Regional Medical Center/MOSAIC, St. Francis Hospital, Missouri Western

State University, Northwest Missouri Psychiatric Center, Salvation Army, Buchanan County Social Welfare Board, YMCA, Open Door Food Kitchen, Division of Family Services, Employment Security, Department of Health, and Vocational Rehabilitation. Over the years we have developed extensive cooperative agreements in the communities of Northwest Missouri that ensures that those we serve can effectively and quickly access needed community services.

Our services are fully certified. Family Guidance Center has provided certified substance abuse treatment services in the Northwest Missouri Region since 1983. We are certified in primary recovery services, comprehensive substance treatment and rehabilitation (CSTAR), and are the only Division of Behavioral Health certified provider of detoxification and residential treatment for adults in the Northwest Missouri Region. We are also this area's largest provider of certified Outpatient Treatment, Substance Abuse Traffic Offenders Program (SATOP), and Compulsive Gambling services. FGC is the only behavioral health center in Northwest Missouri accredited by the Center for Accreditation of Rehabilitation Facilities (CARF).

### **Experience in Substance Abuse and Drug Court Services**

Family Guidance Center has a long and successful history as a provider of substance abuse treatment services and specialized services for offenders. We are the largest provider of community treatment for offenders in the Northwest Missouri Region, offering a wide range of behavioral healthcare services.

Family Guidance Center believes that leading a successful and productive life is within the reach of all persons, regardless of life circumstance. We believe that services for offenders can and do work with appropriate levels of assistance and intervention. Our substance abuse treatment programs make use of the most current and effective approaches to the treatment of offenders. Our programs address not only substance abuse problems using the 12-Step, Self-Help method, but also directly target the criminal behavior of offenders for intervention. We deal with offender treatment issues in the "here and now," and we link offender responsibility, accountability, and behavior to treatment goals. Our programs are designed to interrupt the beliefs, values, and thinking patterns that have resulted in dysfunction and criminal behavior.

Our specialized services for offenders began in 1995, when we were awarded a contract with the Missouri Department of Corrections to provide outpatient services for referred offenders throughout Northwest Missouri. As part of these services, we added a significant treatment component to our programs that targeted criminal thinking as a separate treatment issue. A few years later, **in 1997, we joined with the 5<sup>th</sup> Judicial Circuit and the Missouri Department of Corrections in the planning and implementation of an adult drug court, the Buchanan County Drug Court.** This was one of the first drug courts developed in the State, and today remains one of the largest. Our services to offenders expanded further in 1998, when we began offering services to the U.S. District Court. Under this contract we provide residential and outpatient treatment to federal offenders under supervision and administer sweat patch urinalysis testing. Family Guidance Center entered into a

contract with the Missouri Department of Corrections to provide specialized case management services in 2000. This involved helping offenders who were recently released from prison as well as those who were struggling in the community. **In 2003, Family Guidance Center became the provider of substance abuse treatment services for the 4<sup>th</sup> Judicial Circuit in Maryville, serving offenders referred by the courts from the counties of Atchison, Gentry, Holt, Nodaway, and Worth.**

Family Guidance Center reaches offenders through our other varied programs, as well. We are able to help offenders suffering from a dual diagnosis through our specialized ACT (Assertive Community Treatment) Team, Integrated Dual Diagnosis Treatment Team (IDDT), Intensive Community Psychiatric Rehabilitation Team (ICPR), and traditional community psychiatric rehabilitation services. We are a major provider of mental health services for forensic clients through our comprehensive psychiatric rehabilitation programs.

Our understanding of the criminal justice client and the treatment that we provide is holistic and incorporates the most current treatment techniques. The following section offers a more detailed description of our experience.

- **Buchanan County Drug Court**

Family Guidance Center has been the provider of the Buchanan County Drug Court Program since 1998. This program is a comprehensive, intensive, and holistic substance abuse treatment program for minimum risk offenders who reside in Buchanan County. We offer four (4) time limited levels of care in our outpatient program. We also make detoxification and residential treatment services available to referred offenders.

- **4<sup>th</sup> Judicial Circuit Drug Court (Maryville)**

Under a contract with OSCA, Family Guidance Center is a provider of the treatment court services in Maryville, for the 4<sup>th</sup> judicial circuit. The model replicates that of the Buchanan County Drug Court by providing the services of: assessment, individual and group counseling, group education, breathalyzer/drug testing, case management, and family counseling. Services are 12-Step based and include the cognitive restructuring therapies. The Treatment Court Team works together to monitor and reward/sanction participation treatment progress.

- **Specialized Outpatient Substance Abuse Treatment**

In 1995, the Department of Corrections awarded the Family Guidance Center a contract to provide Outpatient Treatment Services to offenders in the nine (9) county area of Northwest Missouri. This program is designed to address the substance abuse issues of offenders under the supervision of Probation and Parole. Offenders are referred by Probation and Parole officers to our clinics in St. Joseph, Cameron, and Maryville. Services include: Assessment, individual and group counseling, group education, family counseling, case management, and urinalysis/breathalyzer testing. Three (3) levels of outpatient treatment

care are available that correspond to the treatment needs of the offender. Each level of service requires participants to attend varying amounts of weekly individual and group counseling services. All services are directed at both substance abuse and criminality, and include the use of cognitive restructuring methods.

- **Detoxification**

Family Guidance Center provides detoxification services for persons that have been actively using substances and demonstrate current intoxication with alcohol or drugs. We are the Division of Behavioral Health certified and funded provider of such services for individuals from the nine (9) county area of Northwest Missouri. Most of our referrals are walk-in clients, or persons who have been placed in our care by Corrections, the courts or the police. Generally, persons remain in our detoxification program for 3-5 days and receive physical examination by a licensed medical provider, medications to assist with detoxification, individual counseling, group counseling, community support, food, housing, and 24 hour, daily supervision while they detoxify.

- **Residential Treatment**

Family Guidance is the sole contractor of the Department of Corrections and the Missouri Division of Behavioral Health for residential substance abuse treatment for the Northwest Missouri region. Intensive residential substance abuse treatment is provided for a period of up to twenty one (21) days at our facility located in St. Joseph, Missouri. Residential services are provided for those who are unable to control their use of chemicals without the support and supervision available through a controlled environment. This program is designed to provide 24-hour daily supervision and treatment services through a highly structured program involving 50 hours of planned activities. We use a holistic treatment model featuring cognitive restructuring, reality therapy, and features of a modified therapeutic community to create a highly structured and intensive treatment milieu. Therapeutic services include assessment, case management, individual counseling, group education, group therapy, urinalysis and breathalyzer testing, and referral services. We also place a great deal of emphasis on family involvement and operate a Family Program as a component of our treatment effort. We have operated our Residential Primary Recovery Program since 1996.

- **Outpatient Substance Abuse Treatment**

Family Guidance Center is the Missouri Division of Behavioral Health certified and funded provider of outpatient substance abuse treatment services for the nine (9) county area of Northwest Missouri. Individuals are served under our contract with the Division if there is need of financial assistance and outpatient substance abuse treatment appears appropriate. The intensity and duration is individualized and includes: Assessment, individual and group counseling, group education, co-dependency counseling, family counseling, and breathalyzer/urinalysis testing. Services are 12-Step based and include heavy

use of cognitive restructuring therapies. We have provided outpatient substance abuse treatment services since 1983.

- **Substance Abuse Traffic Offenders Program (SATOP)**

Family Guidance Center was one of the first agencies in the State to implement SATOP services. This is a comprehensive risk reduction program for all DWI and other offenders involved in substance use and driving violations. Four levels of participation are offered. SATOP services are provided at our locations in St. Joseph, Maryville, and Cameron, Missouri. We have provided these services since 1994.

### **Comprehensive Psychiatric Rehabilitation Services for Offenders**

In addition to providing substance abuse services, we also have extensive experience in providing mental health services for offenders. We have served as the Administrative Agent for the Department of Mental Health for the Northwest Missouri Region since 1988. Each year we reach nearly 1,800 persons who suffer from persistent and serious mental illness. Our services are client-centered and directed at helping individuals to improve overall functioning in housing, illness management, and normalization in daily activities. Services include psychiatric evaluation, emergency screenings, crisis intervention and stabilization, community support, medication management, psychosocial rehabilitation, illness management and recovery, integrated dual diagnosis treatment, assertive community treatment, and intensive case management services. Our programs are available in St. Joseph, Maryville, and Cameron, Missouri.

### **Children and Family Services**

Family Guidance Center often serves families that are involved in the criminal justice system through our Children and Family Services' Department. Since 1986, this department has helped children, youth, and their families who are experiencing serious emotional disturbance. We reach about 800 persons annually with specialized programs that include: Comprehensive Psychiatric Rehabilitation services, Day Treatment, Treatment Family Homes, Psychosocial Rehabilitation services, Wraparound services, and Intensive Community Support services. .

We also offer psychiatric rehabilitation services for children suffering serious emotional disturbance. FGC helps by providing psychiatric evaluation, medication management, individual therapy, family therapy, and medication services that is strength-based and family oriented. Both children and family members are assisted with individualized services.

Services to families and children are available in St. Joseph, Maryville, and Cameron.

### **Access/Crisis Intervention (ACI)**

Family Guidance Center provides emergency screening and crisis services for individuals who are at risk of harming themselves or others. Our licensed/qualified

mental health professionals are available around the clock, seven days weekly to ensure that persons in crisis are able to receive the needed interventions. Trained counselors work with callers to clarify the problem and to identify the most appropriate community resources to address the crisis situation. When a caller requires a face-to-face intervention, a mental health professional arranges a meeting in a safe, convenient location. Short term respite services may be arranged if an individual needs a change of environment or hospitalization to regain control.

### **Reproductive Health Care**

We have provided reproductive health care services for this region since 1966. Our clinics in Maryville, St. Joseph, and Cameron provide a broad range of reproductive health care services to low income women and men. For many of these individuals, our program may be their only contact with a health care professional. Our services include clinical assessments and treatment, STD, HIV/AIDS testing, and education and guidance in reproductive health issues. Often our staff identifies and refers for treatment, those with undiagnosed health threats such as high blood pressure, heart disease, and cancer.

## SECTION II

### PERFORMANCE REQUIREMENTS

#### **1.0 INTRODUCTION**

Our proposal consists of an offer to provide individualized, specialized substance abuse treatment services in Judicial Circuit #4 through our office at 109 E. Summit, in Maryville and in Judicial Circuit #5, through our location at 901 Felix Street in St. Joseph.

#### **2.0 PERFORMANCE REQUIREMENTS**

##### **General Requirements**

All services for the Office of State Courts Administrator and the Drug Court will be provided in accordance with the requirements and provisions of the RFP.

##### **Certified Substance Abuse Program**

Family Guidance Center has been a Department of Mental Health certified substance abuse treatment provider since 1983 and has maintained this continuous certification of all programs throughout our long history of service provision. We will remain on the certified substance abuse treatment program listing of DMH throughout the duration of the contract.

##### **Referral and Termination Process**

Family Guidance will only serve participants who are referred by the Treatment Court and are domiciled in Missouri. It is understood and agreed that the Treatment Court is the sole referral source for this contract and must approve the termination of any participant from the program.

We work responsively and cooperatively with Treatment Court officials and the Missouri Department of Corrections in providing substance abuse treatment services for Treatment Court participants. When an offender is identified by the Court for our treatment services, we receive a referral document that authorizes us to begin the assessment and treatment process. Throughout treatment, the Court and supervising officers are informed of participant progress. As a participant approaches time for program discharge, or if the participant is not progressing in treatment, we discuss and obtain the approval of the Treatment Court Team for the discharge of the offender. The Treatment Court also sanctions participants and at times, requires the discharge of the offender for failure to comply with conditions of supervision.

FGC substance abuse treatment services are available on a seven day per week basis. Given the large organizational size and resources, FGC is able to work with the local treatment courts to provide emergent services, including nights and weekends.

Additionally, FGC is willing to participate openly with the treatment courts in any research study or outcomes reporting initiated by OSCA and/or local treatment courts.

FGC staff utilize personal netbook computers for documentation and information. Staff access applications via VPN or Citrix system. Subsequently, staff will not connect their netbooks to an OSCA computer or network without prior written approval.

### **Location of Services**

Family Guidance Center is a current provider of substance abuse treatment services for Judicial Circuit #5 and Judicial Circuit # 4. FGC is able to serve all counties in these judicial districts.

### **Judicial Circuit #5**

Services for Judicial Circuit #5 represent the continuum of care: Detoxification, Residential Support, Day Treatment, Medication Assisted Treatment, and Outpatient services. These are provided at our 901 Felix Street location. We will provide services for all counties within the judicial circuit.

### **Judicial Circuit #4**

Family Guidance Center is also a current provider of outpatient substance abuse treatment services for Judicial Circuit #4 at our office located at 109 E. Summit Drive, Maryville. Co-located with our substance abuse treatment program are our Adult Mental Health, Children's Services, and Family Planning programs. The facility is in Nodaway County and centrally located for those who may be referred from other counties within the judicial circuit.

### **Self-Transportation**

Family Guidance Center has established program sites in Buchanan and Nodaway counties and it is understood that participants from these counties are expected to arrange their transportation to the program sites.

### **Transportation Provisions**

It is understood that Family Guidance Center is responsible to provide transportation to and from the program sites when the participant does not have a means of transportation and the program site is not located in the county of an awarded Drug Court.

### **Composition of Groups**

It is understood that the Drug Court has the authority to determine the composition of groups for counseling and education purposes.

### **Vacate Facilities**

It is understood that should we elect or be required to vacate a current facility and secure new or different facilities, we shall notify OSCA and the court (s) at least thirty

(30) days prior to the date of relocation and must provide a facility approved by the court (s).

**Contract Amendment**

It is understood that any programmatic changes to this contract as a result of statute, rule or regulation, or court order adopted after the proposal receipt, which would materially alter the services to be provided will be accomplished by a formal contract amendment

**Cost Avoidance**

FGC acknowledges that Drug Court funds shall be the last source of payment after all other sources have been exhausted. FGC's electronic medical record establishes priority of payor for each consumer and all other forms of third party reimbursement are coded as a higher priority payor. Use of this EMR for both clinical and financial data management will enable FGC to detail third party savings during the contract period. Revenue reports can be generated upon request to demonstrate third party collection on behalf of participants.

## **SECTION THREE** **PROGRAM SERVICES**

### **Assessment**

Family Guidance Center operates an open, centralized intake service. Consumers who are referred from Treatment Court will have availability of assessment five days per week. Treatment Court consumers receive priority to access centralized intake services. As a CSTAR and PR+ certified site, FGC provides all consumers seeking services an integrated assessment at intake which addresses substance use, mental health, trauma concerns, educational concerns, vocational concerns, psychosocial stressors, and other necessary life domains. All consumers referred by the treatment court who present to FGC will receive the standardized CSTAR assessment including a multi axial diagnostic formulation by a licensed clinician.

### **Assessment- Five Axis Diagnosis**

FGC has obtained certification as a CSTAR provider by the Missouri Department of Mental Health. As such, a team of licensed diagnosticians are on staff and available daily to provide assessment leading to formulation of a five axis diagnosis. Axes one, two, four, and five are completed by the licensed diagnostician following an in person interview. The diagnostician also codes Axis III (general medical conditions) based on client report and verification obtained from medical providers of record. All consumers referred by the treatment court who present to FGC will receive the standardized CSTAR assessment including a multi axial diagnostic formulation by a licensed clinician.

Additionally, FGC utilizes an assessment tool titled the DLA-20 (Daily Living Activities Scale) to assess twenty different areas of life functioning. This standard tool produces a reliable and valid Global Assessment of Functioning (Axis V) which will provide the treatment court with a reliable assessment of overall functioning.

### **Assessment and Diagnostic Update**

Family Guidance Center will provide an assessment update for any client referred by the treatment courts who has received a complete assessment provided by a contractor of the treatment court within the six month period prior to agency receipt of referral. FGC will ensure that the assessment and diagnostic update is provide by a licensed clinician who meets the definition of a QSAP.

### **Case Management and Community Support**

Many of those who reach our doors arrive with few employment skills, educational and vocational training needs, special mental health problems, and significant family issues. A primary task in case management is to assist clients in accessing those services in the community that are needed to support their recovery efforts. Some require transitional housing assistance; many need help gaining or maintaining employment; most require help with their family situation; and some have health care needs that have been unattended for many years. Through our community support efforts, we link our clients to the many

community resources they need to begin a successful and productive life, free of substances.

Effective community support requires a strong linkage to the community. As a major provider of services in the Northwest Missouri region, we have established strong collaborative relationships with area social service agencies. We work closely with helping agencies to ensure that our clients are appropriately linked with needed community services. Over the last nearly 40 years we have developed extensive cooperative agreements in the communities of Northwest Missouri and are able to effectively and quickly access social services for our clients.

### **Communicable Diseases Risk Assessment, Education, Testing, and Counseling**

FGC is unique among community mental health providers in the State in so much as the organization has a fully staffed reproductive health clinic, titled Family Planning, which is open five days per week. This clinic is available to referrals from the treatment court, at any time during their course of substance abuse treatment, for necessary testing services including HIV, other sexually transmitted diseases, and hepatitis. FGC is able to offer group education regarding risk reduction and education on myths/facts about communicable diseases.

Individual pre test counseling and post test counseling are available through the local health department and the R.A.I.S.E clinic offered by Northwest Health Services. FGC and Northwest Health Services have been engaged in a collaborative relationship for four years and have demonstrated the ability to coordinate treatment.

### **Day Treatment**

Individuals who are receiving residential support and/or who require an intensive level of services are placed in Level I – Day Treatment. This level of care is highly structured and involves an intensive range of services including group counseling, group education, individual counseling, case management and family counseling. We conduct urinalysis/breathalyzer testing as determined by the Drug Court Team. Participants in day treatment are provided up to, but not to exceed, 50 hours of structured services per week. As FGC is now a CSTAR certified site, day treatment will be billed for group education. However, other services provided will be billed as individual counseling and group counseling at the DMH approved rate which is listed on the pricing page.

### **Social Setting Detoxification**

FGC presently operates a 16 bed inpatient unit. The beds on this unit are flexible and can be used for a combination of residential treatment, social setting detoxification, and modified medical detoxification. Social setting detoxification services are available twenty four hours per day.

### **Modified Medical Detoxification**

FGC presently operates a 16 bed inpatient unit. The beds on this unit are flexible and can be used for a combination of residential treatment, social setting detoxification, an modified medical detoxification. Modified medical detoxification services are available twenty four

hours a day. Services are conducted under the supervision of a team consisting of a medical doctor and two advanced nurse practitioners. An RN is available twenty four hours per day and the unit has on site licensed professional nurses.

### **Early Intervention**

FGC will ensure that our Drug Court Counselor will be available to complete an intake session with consumers who score low risk/low need on the RANT. It is understood that these consumers will not require a clinical assessment.

### **Early Intervention Intake**

FGC will ensure that consumers with low need/low risk do not receive a clinical assessment. Rather, they will receive a time not to exceed 30 minutes which will focus on scheduling services and information gathering.

### **Early Intervention Group Education**

FGC will ensure that counselors are available to provide the time limited groups for consumers referred who score low risk/low need on the RANT. It is understood that these consumers will not require a clinical assessment. It is further understood that these consumers may enter and exit group at any time after meeting program requirements. FGC agrees that the topics outlined in section 2.9.1 of the RFP OSCA 14-042 will be provided for consumers in early intervention group education.

### **Early Intervention Motivational Interviewing Individual**

FGC will ensure that counselors are available to provide motivational interviewing for consumers referred who score low risk/low need on the RANT. It is understood that these consumers will not require a clinical assessment. It is understood that these services are limited to two to three sessions provided at the beginning and end of the early intervention period.

### **Extended Day Treatment**

FGC is not presently able to offer extended day treatment services.

### **Family Conference**

We believe it important to enlist the support of the family of the client in working toward treatment goals as family support is one of the best predictors of a positive recovery outcome. Relapse-prone individuals cannot recover alone. They need the help of others. To avoid relapse, recovering offenders must draw not only on their inner strengths, self-awareness, and coping skills, but also on the emotional support of their significant others. Involving family members in the client's recovery helps them to understand and appreciate the changes that the client and family must make for a positive treatment outcome.

Our programs reach out to family members for their involvement. We encourage family members to meet regularly with our staff in "Family Conference." This is designed to enlist the support of the family of the addicted primary client in working toward treatment goals. Only qualified substance abuse professionals provide this service.

## **Family Therapy**

Alcoholism and drug addiction are a family disease that affect all family members. It negatively impacts on the family's ability to provide a safe, nurturing environment. FGC's goal is to partner with all participants natural support systems to address treatment plan goals, discharge plans/concerns, relapse prevention planning, addressing problem areas in the natural environment which may be barriers to treatment, and to formally assess the need for family therapy needs once treatment has concluded. Due to the sensitive and intricate nature of family therapy, services shall only be provided by a fully licensed mental health professional.

## **Group Counseling Associate SA Counselor**

Group counseling sessions are used to safely explore with trusted peers, issues that are directly related to the attainment of objectives as defined in the written treatment plan. In these sessions, participants can safely discuss problems and receive the caring attention, support, and feedback of other group members. Through group counseling, clients can explore their feelings and behaviors, receive insight into problem areas, and discuss alternatives with peers. Members learn that they are not alone and are able to experience trust. Treatment goals are furthered through the powerful reinforcement of the peer group. Clients become motivated and reinforced to make changes in thoughts, attitudes, beliefs, and behaviors. Peer support of treatment objectives acts to further the treatment gains of each client.

Group counseling is led by a counselor in static groups of more than one but not more than twelve (12) clients.

## **Group Counseling QSAP**

Group counseling sessions are used to safely explore with trusted peers, issues that are directly related to the attainment of objectives as defined in the written treatment plan. In these sessions, participants can safely discuss problems and receive the caring attention, support, and feedback of other group members. Through group counseling, clients can explore their feelings and behaviors, receive insight into problem areas, and discuss alternatives with peers. Members learn that they are not alone and are able to experience trust. Treatment goals are furthered through the powerful reinforcement of the peer group. Clients become motivated and reinforced to make changes in thoughts, attitudes, beliefs, and behaviors. Peer support of treatment objectives acts to further the treatment gains of each client. FGC employs a number of qualified substance abuse providers available to provide this service.

## **Group Counseling Collateral Relationship**

FGC is not certified to provide substance abuse treatment services to adolescents. FGC would have the knowledge base and staff available to provide counseling to families to resolve issues related to codependency and substance use in the family with the caveat that the targeted consumer was a person over eighteen years of age.

## **Group Education**

Family Guidance Center provides group education in a formal classroom setting using standardized educational curriculums involving classroom style didactic lectures, associated videos, and client-participation through the use of workbooks, homework assignments and group and individual discussion. Although some of the instruction requires a lecture approach, counselors utilize a variety of teaching techniques. Based on our experience, most offenders have a more visual and kinesthetic (hands-on) learning style. Classroom activities, therefore, will include visual aids such as videos, overheads, and slides. Role playing, values clarification exercises, group projects, work sheets, handouts, and interactive discussions are used to highlight and emphasize the information presented.

Although we provide a variety of information to promote the recovery efforts of the participants, we have standardized curriculum that is directed toward the following major learning tracks: Substance Abuse Education including the Self-Help Model of Recovery; Cognitive Restructuring; and Relapse Prevention. Our instructional materials include materials from Truthought-Corrective Thinking, (Koerner), the Hazelden Corporation, Gorski Relapse Prevention Series, Serenity Support Services, and materials from Alcoholics/Narcotics Anonymous.

#### **Group Education Trauma Related**

FGC is a trauma informed agency and we assess for trauma at entry to our service system. Staff with specific training in trauma will be available to provide this service. This service will only be provided by qualified substance abuse providers.

#### **Individual Counseling**

Individual counseling is an opportunity for face to face interaction between the assigned counselor and the client, where sensitive issues can be specifically and safely addressed. It is also an opportunity for the counselor to provide individualized direction and guidance to the client related to the problems that he/she has related to alcohol and/or other drug abuse. Individual counseling will only be provided by qualified staff.

#### **Individual Counseling Collateral Relationships**

FGC will have qualified substance abuse providers or licensed mental health professionals available to provide this service to treatment court consumers as long as the targeted consumer is over the age of eighteen.

#### **Individual Counseling (Co-Occurring Disorder)**

FGC recognizes the prevalence, and subsequent specialized treatment needs, of mental health conditions in those who have substance abuse/dependence condition. As such, services for individuals with co-occurring disorders will be provided via FGC's Integrated Dual Diagnosis Treatment Team. The IDDT team consists of a master's degreed mental health professionals, qualified substance abuse providers, a registered nurse, and a community support specialist. These services are available to drug court consumers. If this service is not agreeable to the Treatment Court team, then FGC will provide Individual Co Occurring Counseling in accordance with TIP 42.

### **Individual Counseling (Trauma Related)**

FGC seeks to address the full spectrum of mental health needs of individuals referred for treatment purposes. FGC has employed a team of four licensed mental health professionals. These individuals are available to treatment court referrals to address issues related to psychological trauma, personal safety, and empowerment of the individual in the context of the substance abuse concern.

### **Medication Services**

Family Guidance Center supports the use of medication assisted treatment and referrals from the treatment court will have access to medication assisted treatment options. Medication is prescribed by a licensed physician following an assessment of the individual's presenting condition, a mental status exam, review of symptoms, review of functioning, assessment of ability to safely self administer medications, and participation in either group or individual education.

### **Medications**

FGC is available to provide medication assisted treatment services including medications to treatment court consumers. FGC primarily uses Vivitrol but may also use naltrexone or other medications based on prescriber recommendations.

### **Missouri Recovery Support Specialist**

FGC is not able to offer this service and will not bid on this service. No cost will be listed on the pricing page as FGC does not employ an MRSS.

### **Peer Support Recovery Mentor MRSS-P**

FGC is not able to offer this service and will not bid on this service. No cost will be listed on the pricing page as FGC does not employ an MRSS-P.

### **Relapse Prevention Counseling**

Addiction is a chronic relapsing disease. Most can expect to experience multiple relapse events as they proceed in their recovery. It is imperative that clients understand their relapse potential and their individual, internal and external relapse cues and make plans to avoid them. Participants of our programs are provided relapse prevention counseling including a self evaluation of recovery, and an identification of high risk situations and personal triggers. Each develops a personal relapse prevention plan that anticipates relapse potential and identifies specific plans of action that the client must take to avoid relapse. Services are provided on an individual basis.

### **Residential Support**

Residential support is provided to persons who are placed in residential care to control their chemical usage. We provide room, board, and supervision to residents on a 24 hour/ 7 day/week basis. Residential support does not have a defined period of time, rather the length of the stay in residential support is linked to the consumer's progress. However, residential support services should not normally exceed 21 days.

### **Treatment Court Day**

It is understood that a Treatment Court Day is staff participating in Drug Court staffings and hearings, as required by the Drug Court.

### **Virtual Counseling Group and Individual**

FGC is not able to offer virtual counseling services. No price will be listed on the pricing page as FGC is not able to provide this service at this time.

### **Drug/Alcohol Testing**

Family Guidance Center is an experienced provider of urinalysis/breathalyzer testing. We believe that the close monitoring of client alcohol and drug use is a powerful intervention tool and that a consistently applied program of drug/alcohol detection is essential to the integrity of our substance abuse treatment programs. Our agency has incorporated urinalysis testing as a key component of all of our substance abuse treatment programming. At this time, FGC is only prepared to offer urinalysis/breathalyzer testing for consumers of Family Guidance Center's Addiction Treatment Services. FGC is not offering to provide urinalysis/breathalyzer services to treatment court consumers who access outpatient addiction treatment services from other providers contracted with the Treatment Court(s).

We have implemented a system of ongoing drug testing and breath-analysis at our program sites to deter illicit drug use and/or the use of alcohol. Urinalysis testing is conducted in an unscheduled manner randomly each week for offenders identified by the Drug Court Team. We use the on-site drug testing kit that has been approved by OSCA and/or the Drug Court. The substances for which we test is determined by the offender's history of drug use (i.e. drug of choice), or for those drugs which the offender may be suspected of using as determined by the Drug Court Team. For those with positive samples, we collect urine samples that we subsequently submit for full screen gas screen chromatography testing at a certified laboratory. All tests and results are recorded in the individual treatment record of the offender.

Specially trained staff conducts the *urinalysis collection and testing* process in accordance with our policy and procedure including the storage of supplies, collection process, chain of custody, and providing accurate reports of the process. Each is required to adhere to the following requirements:

- 1) The urinalysis testing is directly observed by a FGC staff member who is the same gender as the offender and in a confidential and discrete manner;
- 2) The testing material is maintained in a secured location which is not accessible to the offenders;
- 3) The urine is tested by the FGC representative who rigidly adheres to the manufacturer's instructions for testing;
- 4) Chain of custody is maintained and documented;

- 5) Initial positive findings are submitted to an independent laboratory for GSC for confirmation testing;
- 6) The Drug Court representative is immediately notified of positive findings via our submission of an Incident Report.

*Breathalyzer testing* is also provided on a regular basis at our program sites. We administer breathalyzers, approved by the Drug Court, for the participants suspected of alcohol intake. The breathalyzer testing program is designed to detect each occasion of alcohol use by the offenders. We use an Alco-Sensor III Breathalyzer that is maintained at each of our program sites. Each is calibrated in accordance with manufacturer specifications.

Any offender registering a breathalyzer reading greater than .005 is required to wait 15 minutes without smoking, eating, or drinking. The breathalyzer test is then re-administered to rule out "mouth alcohol". Both readings are documented. If the reading continues to be at .005, the offender is required to submit a urine sample for analysis. In the event of breathalyzer reading in excess of the statutorily defined limit for DWI, we take steps to ensure public safety and prevent the participant from putting himself/herself at risk. We immediately notify the individual's supervising officer, and take the action identified, (that may include notifying the police). The results of all breathalyzer tests are documented on a chronological record of test administrations as well as in the treatment file of each offender. Results are also immediately shared with the offender's supervising officer and at Drug Court staffing.

### **Intake/Assessment**

Upon referral, FGC will conduct an intake session with all participants within seven days of referral from the treatment court. As FGC is a CSTAR certified site, all consumers will receive a comprehensive biopsychosocial assessment by a licensed mental health professional who meets criteria as a licensed diagnostician. All consumers referred from the treatment court will receive a multi axial diagnostic formulation.

### **Treatment Planning**

The results of the assessment are used in the development of a treatment plan. The treatment plan is provided to the Treatment Court representative within fourteen (14) days of admission to the program and periodically as directed by the Court. The treatment plan and recommended level of care is reviewed and approved by the supervising officer and Treatment Court Team. FGC acknowledges that the treatment court has the final authority on the assignment and level of services.

### **Levels of Treatment**

Family Guidance Center offers a continuum of treatment services for individuals suffering from chemical dependency. We are the Missouri Division of Behavioral Health provider of detoxification and residential treatment services for Northwest Missouri and provide an array of outpatient treatment services. This ability to treat individuals who have varying treatment needs greatly facilitates care by ensuring that participants receive the care the

need, when they need it. This continuum of services is offered for each of our proposed Treatment Court sites, (with our St. Joseph location serving as the site for detoxification and residential care).

We are a current provider of substance abuse treatment services for the Buchanan County Treatment Court serving Judicial Circuit #5. Clients enter at the most appropriate level, as identified by the intake assessment. Progress through the levels of care is determined by participant improvements in sobriety as well as by improvements in cognitive functioning and social skills. Each must complete the identified behavioral tasks as defined for each treatment level, as well as progress on the objectives delineated as part of the client treatment plan.

**The levels of care for the Buchanan County Drug Court, (Judicial Circuit #5) are:**

✓ **Residential Support**

Residential support is provided to persons who are placed in residential care to control their chemical usage. We provide room, board, and supervision to residents on a 24 hour/ 7 day/week basis. Residential support generally last for a period not exceeding 21 days depending upon the severity of the substance abuse problem.

✓ **Level II- Intensive Outpatient Treatment**

This level of treatment is designed for those who are having difficulty remaining drug/alcohol free but who are not in crisis and are employed. Level II services provide participants with insight and education about the addiction/recovery process and the relationship between thoughts and behaviors (cognitive restructuring).

Level II participants attend twelve (12) hours of structured programming each week over a period of approximately sixty (60) days. Services are available four (4) days weekly in the morning, (8:15 AM to 11:45 AM), or four (4) evenings weekly, (6:15 PM to 9:45 PM). Individual counseling is required at a rate of one (1) hour per week. Level II participants may also be required to participate in family therapy and/or case management services as indicated by the assessment. We conduct urinalysis/breathalyzer testing as determined by the Drug Court Team.

✓ **Level III – Supported Recovery**

Individuals placed in Level III have a recent history of an extensive recovery period or have progressed from Level II in our treatment continuum. This level provides participants with ongoing supportive services designed to assist each in sustaining the therapeutic gains made in treatment and rehabilitation. Additionally, the Level III program is focused on assisting each participant with family-relationships issues.

Level III clients attend 12-15 hours of programming per month consisting of group counseling. Individual counseling is also provided monthly at a rate of one (1) hour per month (as determined by the Drug Court Officer). Case management is provided at a rate of one (1) hour per month and family therapy is available as needed in accordance with the treatment plan. We conduct urinalysis/breathalyzer testing as determined by the Drug Court Team.

Level III services are provided as a Day Program offering available from 8:15 AM to 11:45 AM, one day weekly; or as an Evening Program offering provided from 6:15PM to 9:45 PM, one evening per week. Level III lasts approximately 30-120 days depending on individual progress.

✓ **Level IV- Aftercare**

Level IV clients are actively working a recovery program and require only a limited amount of program contact to sustain treatment gains. Level IV services are directed at finalizing the aftercare plan. The Level IV program involves four (4) hours of group counseling and one (1) hour of individual counseling, offered monthly. Family therapy is available as determined by the individual treatment plan. Participants may attend either a day or evening group each month. Level IV participants generally attend programming for 30-60 days depending upon individual progress. We conduct urinalysis/breathalyzer testing as determined by the Drug Court Team.

**We offer four (4) levels of care for participants of the Judicial Circuit #4 Drug Court.** Participants may access residential support and care via a temporary assignment to our program in St. Joseph, as identified above. The levels of care are:

○ **Intensive Outpatient (Level I)**

The participant is required to attend group education/counseling services at the rate of 9 hours weekly, for a minimum of 90 days. Individual counseling is provided weekly. Case management and family counseling is provided as determined by the initial treatment plan and urinalysis/breathalyzer testing is conducted as directed by the Drug Court Team.

○ **Level II**

Participants that have enter Level II services attend 9 hours of group services weekly over a minimum period of 90 days. Individual counseling is available at a rate of three (3) hours per month. Case management and family counseling is provided as determined by the initial treatment plan and urinalysis/breathalyzer testing is conducted as directed by the Drug Court Team.

○ **Level III**

Level III participants must attend one day of group each week and participate in individual counseling, bi-weekly. Level III lasts 90 days. Case management and

family counseling is provided as determined by the initial treatment plan and urinalysis/breathalyzer testing is conducted as directed by the Drug Court Team.

○ **Aftercare- Level IV**

This level requires participants to continue to attend group education/counseling services at the rate of one (1) hour per week over the course of 90 days. Individual counseling is provided bi-weekly. Case management and family counseling is available as determined by the initial treatment plan and urinalysis/breathalyzer testing is conducted as directed by the Drug Court Team.

It is understood that one unit of service is defined as fifteen (15) minutes of face to face service.

**Requested Services**

As a major provider of drug court services we fully understand the required administrative approval processes. It is understood that our agency may only provide treatment services at the request of the Treatment Court. Any exception and/or changes to the levels of service shall be approved in writing by the Treatment Court and documented in the participant's treatment record.

**Reporting Requirements**

Family Guidance Center complies with all reporting requirements of the Treatment Court. This includes providing records of services provided, and regular and special reports as needed.

**Documented Services**

FGCBHC maintains a standardized record system in compliance with the requirements for certification stipulated by the Missouri Division of Behavioral Health and CARF as well as those of the Department of Corrections and Treatment Court. The treatment record of each client is initiated during the intake and assessment process. All services provided are maintained in the treatment record including consents, acknowledgments, assessments, attendance records, treatment plans, etc. The treatment record serves as the central repository of information about the client and the services provided.

Our records include progress notes which are entered into the record at regular intervals to summarize progress in treatment, any change in the client's condition, or unexpected occurrence in the client's life. Progress notes are also used to document all services provided including: Intake and assessment, client orientation, the initial treatment plan, rehabilitation plan updates, aftercare planning, referrals, individual counseling, group counseling, family therapy, group education, etc., and participation by significant others. Progress notes include type of service, date, beginning and ending time of services, synopsis of service provided and the legible signature of the service provider.

FGC acknowledges the role of clear communication. FGC staff assigned to the Treatment Court team will be prepared to bring written and verbal communications at each staffing or more frequently if the Treatment Court deems this necessary. .

## Special Reports

Family Guidance Center also communicates the following information to the Treatment Court:

- ✓ Daily attendance records are maintained for all participants. Any absence by an offender is immediately reported. .
- ✓ A treatment plan is developed and reviewed with the assigned Treatment Court representative. This plan identifies measurable criteria for client progress and expected dates of achievement. A copy is provided the Department at that time.
- ✓ Urinalysis/breathalyzer test results are provided the Treatment Court Representative on a weekly basis. Positive test results are immediately reported by fax using an Incident Report or through telephone contact followed by an Incident Report. Documentation is placed in the client treatment file of the test results and report to the Department.
- ✓ We notify the Treatment Court when special incidents occur. In addition to making verbal reports, an incident report that details the specifics of the unusual event are faxed. Special incident reports are prepared in the following cases:
  - Broken appointments;
  - Positive urinalysis;
  - Changes in the offender's treatment plan;
  - Need for additional services;
  - Changes in the offender's family and/or living situation, such as major illness or injury, death, pregnancy, etc;
  - Incidents involving offenders where threats, assaults or purported crimes may have occurred.

FGC evaluates all consumers who present for intake and subsequent services for Medicaid eligibility. FGC employs community support workers who are available to assist with completing Medicaid applications. FGC is able to meet the requirement of submitting a monthly Medical Benefit Report indicating the number of participants who have medical coverage.

## **SECTION FOUR** **CONTRACTUAL REQUIREMENTS**

### **Non-Exclusive Agreement**

FGC acknowledges that any contract is not considered to be an exclusive agreement and that OSCA or the treatment courts may, at their sole discretion, secure identical services from other vendors. FGC further understands that OSCA reserves the right to award contracts to more than one provider per circuit.

### **Contract Period**

FGC acknowledges the contract is to be for one year and such can be renewed by OSCA only for five additional one year periods.

### **Renewal Options**

FGC acknowledges that OSCA shall reserve the right to renew the contract for five one year periods at their sole discretion.

### **Price**

The pricing page is included in this document. All prices are consistent with the Department of Mental Health pricing.

### **Federal Funds Requirement**

FGC acknowledges that the organization will not issue any press releases or other documents pertaining to the Treatment Court without express prior approval from OSCA.

### **Contractual Requirements**

FGC acknowledges all other provisions contained in the request for proposal and though not specifically enumerated herein, does fully understand and agree to all provisions contained in the RFP.

## **SECTION FIVE**

### **EXPERTISE OF PERSONNEL**

Family Guidance Center has been a major provider of behavioral healthcare services for over 100 years. This has been possible only because we have been able to attract and retain a highly qualified, competent, and credentialed staff that possesses an exceptional level of experience and expertise in behavioral healthcare. Our workforce includes psychiatrists, psychologist, licensed professional counselors, nurses, and master's level psychologists and social workers. We are a major employer of both mental health and addiction treatment specialists in our region.

Family Guidance Center believes that service quality is greatly dependent on the abilities and knowledge of the individuals that member our workforce. Our agency dedicates considerable resources to the employment of appropriately qualified and knowledgeable staff. Our employees are dedicated to providing the highest quality service to our consumers. We have consistently been the recipient of the Missouri Division of Alcohol and Drug Abuse, "Quality of Care" funding. This is funding available only to agencies that demonstrate a highest level of qualified, professional staff.

We understand that a healthy workplace must form the basis for quality services. Our work environment appreciates staff and acknowledges the contribution of each. Our agency uses a participatory management approach that allows individuals to influence and impact the work environment. We offer flexible work schedules that help our employees better manage competing demands and responsibilities. FGC assists employees with their professional development by providing a high level of in-service training as well as through paid training reimbursements. Our progressive employment practices were recognized when we were selected as this area's first "Employer of the Year" by the YWCA in 2002. Additionally, FGC was recognized as the Social Service Employer of the Year for 2009 by the University of Missouri School of Social Work.

Family Guidance Center employs more than 200 staff, located in offices in St. Joseph, Maryville, and Cameron, Missouri. Our agency consists of executives responsible for the overall operation of the agency and support staff that provide specialized expertise in such areas as: human resources, fiscal management, records management, HIPAA Privacy, corporate compliance, and facility management. Program managers are responsible for our major departments. All employees meet or exceed the requirements of our contractors.

The following section describes our key staff.

#### **Administration**

Service excellence is everyone's responsibility and our commitment begins at the top level of the organization. The Family Guidance Center administrative team is invested in providing the highest quality services. Each of our administrators aggressively pursues the development and application of "best practices" and technology in service delivery. We are members of local, regional, and statewide committees and organizations designed to improve the treatment field. We are active advocates for those we serve, and we champion our mission through leadership roles in area and statewide organizations

The Family Guidance Center for Behavioral Healthcare is represented by highly qualified and well-respected professionals who possess both theoretical and hands-on experience in work with offender populations. Our CEO has more than twenty (20) years' administrative experience in the operation of large, structured, community based residential care facilities. Our Vice-President responsible for the addiction treatment services has ten years of experience in community behavioral healthcare.

- **Garry Hammond, M.S.W.-CEO and President**

Mr. Hammond possesses a Master of Social Work degree from the George Warren Brown School of Social Work, Washington University, and is a member of the Academy of Certified Social Workers and National Association of Social Workers.

Mr. Hammond has an extensive background in the administration of behavioral service, not-for-profit agencies. His career in the field began more than thirty (30) years ago in work with adolescents and families. Over the last twenty five (25) years he has served in the capacities of Executive Director and President of large private, not-for profit organizations that serve those suffering emotionally and behavioral problems. He has been extensively involved in such activities as: Board development, licensing, accreditation, funding, and the development of private and public support for not-for-profit agency services.

His background includes legislative advocacy in such committees as the Juvenile Justice Advisory Board for Northeast Iowa Crime Commission, the Iowa Council of Residential Treatment Centers, and the Coalition for Family and Children's Service of Iowa. He was a member of the Multidisciplinary Review Team of the State of Iowa Juvenile Institutions, and served as President of the Idaho Association of Residential Youth Centers. In Missouri, Mr. Hammond has served as Board Chair of the Coalition of Community Mental Health Centers and two-term Board Chair of Comm-Care, a regional association of mental health and substance abuse treatment agencies.

- **Kristina Hannon, MSW, Vice President of Behavioral Healthcare**

Kristina Hannon possesses a Master of Social Work degree from the University of Missouri-Columbia, and Bachelor of Social Work degree from Missouri Western State University. She is presently completing a Master of Public Administration with a concentration in Non Profit Management through the University of Missouri-Kansas City. Kristina has been employed with Family Guidance Center for thirteen

years and has spent her career at FGC focusing on services to adults with behavioral health concerns. Her job responsibilities within the organization have included a variety of clinical and administrative functions. Additional employment experience includes emergency social work experience via employment with Heartland Regional Medical Center and Children's Mercy Hospital. Kristina is also an adjunct instructor of social work at the local university from which she graduated.

- **Amy Spaeth, MBA- Vice President of Finance**

Amy possesses a Master of Business and Administration degree from Northwest Missouri State University and a Bachelor of Science and Business Administration degree from Missouri Western State College. She serves as our Chief Financial Officer responsible for our fiscal operations since 2002.

Our key administrators provide oversight to our support operations. Specialized departments ensure that we have an appropriate level of in-house expertise and support for our extensive operations. Major support units are described in the following section.

- Our *Financial and Risk Management* Department is responsible for accounts payable, accounts receivable, payroll, financial management reporting and record-keeping, risk management, inventory, and purchasing for the corporation. This department is supervised by Amy Hausman, CFO.
- The *Corporate Compliance and HIPAA Privacy* section of FGC ensures ongoing compliance with federal and state regulations. Our Corporate Compliance/HIPAA Privacy Officer conducts regular monitoring reviews and audits of our practices for conformance with legal and regulatory requirements. Holly Rosonke serves as our expert in this area.
- The *FGC Management Information Systems'* unit purchases and performs system maintenance for our automated database. Jeff Uzzle is head of our MIS unit and has developed a state-of-the-art, HIPAA compliant system. All of our departments are networked and we are in the final stage of preparation for automated clinical record keeping.
- Our *Human Resource and Staff Development Department* is responsible for all personnel and training functions of the agency. This department is responsible for employee health and life insurance enrollment and COBRA administration; maintaining accurate records of employee paid benefits; ensuring compliance with EEOC and other Department of Labor requirements; and the development and implementation of policies pertaining to personnel. The HR Department coordinates orientation and in-service training including CPR / First, AID, supervisory trainings, and specialized training designed to meet identified program needs. Jackie Butler is our HR representative.

- The *Facilities Management Unit* provides maintenance support for all facilities and programs. This unit provides oversight of all physical plant management functions such as maintaining equipment maintenance records; reviewing facility compliance with all applicable local, state, and federal codes; providing facility maintenance services; and expediting purchases of all major equipment and furnishings. This unit is supervised by Jan Cox.
- The management of clinical records is under the direction of our *Health Information Management Unit*. This unit is responsible for our records' identification system and maintains and organizes all closed treatment records. Additionally, requests for information are routed to the HIM for processing.

### **Project Staff**

We know that quality services are directly related to the qualifications, experience, background, training, and support of the employees who deliver the services. For this reason, we strive to attract individuals that go beyond meeting the minimum qualifications of our contracts. We attempt to recruit the most qualified, competent, and credentialed persons for employment. We also direct attention toward the training of our personnel, to ensure that our services consistently meet and exceed the requirements of our contractors. FGC has consistently achieved full certification in all contractual audits and all requirements for the Division of Alcohol and Drug Abuse, "Quality of Care" funding.

We are especially proud of our treatment staff and their abilities as counselors. Our staff is a highly diverse group of individuals. Many have a personal recovery history. Some have advanced academic training, while others have advanced in the field as certified counselors. Some represent minority groups. Others have years of experience working with dually diagnosed populations. This diversity in our workforce has translated to a treatment environment where all persons can experience a high measure of comfort and safety in the treatment process, as well as an appropriate "connection" with their counselor. Our agency measures the satisfaction of our clients with their counselors on a quarterly basis. Without fail, our counselors have received high marks by our clients. (Attachment D).

Our planned staff for the proposed programs is identified in the following.

### **Buchanan County Drug Court, Judicial Circuit #5**

We are proposing to continue our staffing plan for the Buchanan County Drug Court and to provide detoxification and residential support services for the 4<sup>th</sup> Judicial Circuit using our existing residential and detoxification program located in St. Joseph, Missouri.

A clinical supervisor and assigned drug court substance abuse counselor are responsible for the services of this contract. They are also assisted in their responsibilities by the counseling and support staff at our St. Joseph program location as listed below.

<b>Buchanan County Drug Court Staff</b>	
<b><u>Position</u></b>	<b><u>Staff</u></b>
Clinical Director	Robin Reynozo, CRADC, SQP
Administrative Director	Beth Sprung, CRADC
Clerical Assistant	Brooklyn Lollar
Drug Court Counselor	Conni Muff, B.S. (CJ), RASAC II
DWI Court Counselor	Martha Green, RASAC II
Drug Court Counselor, Evening	Martha Green, RASAC II
Intake Therapist/Diagnostician	Deidre Richburg, MA LPC
<b><u>Detox and Residential Support:</u></b>	
Medical Director	Dr. Deborah Stoner-Bryant
Residential/Detox Attendant	5.00 FTE
LPN Staff	5.00 FTE

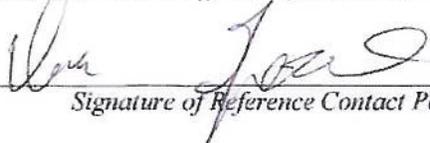
**EXHIBIT A**

**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.

<b>Offeror Name or Subcontractor Name:</b> <u>Dale Good</u>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	<u>Missouri Probation and Parole</u>
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	<u>3305 Faraon</u> <u>St. Joseph, Mo. 64506</u>
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	<u>Dale God</u> <u>District Administrator II</u> <u>Mo. Board of Probation and Parole</u> <u>District 1/St. Joseph Community Supervision Center</u> <u>(816) 271-3131 ext. 229</u> <u>Fax (816) 271-3132</u> <u>Dale.Good@doc.mo.gov</u>
Dates of Prior Services:	<u>1998- Present</u>
Dollar Value of Prior Services:	<u>\$ 210,000 Annually</u>
Description of Prior Services Performed:	<u>FGC has been providing outpatient services to Department of Corrections consumers since 1998. This includes all levels of outpatient care.</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

3-14-14  
 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: <u>Family Guidance Center</u>	
Reference Information	
Name of Reference Company:	<u>Alternative Treatment Court, Buchanan County, Mo.</u>
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	<u>411 Jules                  Saint Joseph, Mo. 64501</u>
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	<u>Judge Daniel Kellogg                  816-271-1511                  Daniel.Kellogg@courts.mo.gov</u>
Dates of Prior Services:	<u>2011-2014</u>
Dollar Value of Prior Services:	<u>\$140,000 Annually</u>
Description of Prior Services Performed:	<u>Current Drug Court provider</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

14 MARCH 2014  
 \_\_\_\_\_  
 Date of Signature

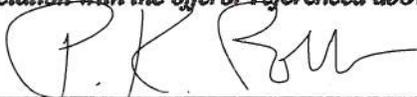
**EXHIBIT A**

**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: <u>Family Guidance Center</u>	
Reference Information (Prior Services Performed Here)	
Name of Reference Company:	<u>Alternative Treatment Court, Buchanan County, Mo.</u>
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	<u>411 Jules Saint Joseph, Mo. 64501</u>
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	<u>Judge Patrick Robb 816-271-1511 Patrick.Robb@courts.mo.gov</u>
Dates of Prior Services:	<u>2011-2014</u>
Dollar Value of Prior Services:	<u>\$ 140,000 annually</u>
Description of Prior Services Performed:	<u>FGC is a current contractor of Proj Court 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*

March 13, 2014

*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
<p>1. <u>Robin</u> <span style="float: right;">Reynozo</span>            _____            (Name)            Clinical Director, Addiction Treatment            Services _____            (Title)            Administrator _____            _____            (Proposed Role/Function)</p>	<p>Robin will provide oversight for the clinical components of Treatment Court awarded. He directly supervises and trains the counseling staff. He is an advanced clinician and steps in when a crisis occurs or consumers need additional motivation interviewing. Robin has provided substance abuse counseling services for over 14 years. He holds a Bachelor of Science Degree in Government and Public Policy.</p>
<p>2. <u>Beth Sprung</u>            _____            (Name)            Administrative Director, Addiction Treatment            Services _____            (Title)            Administrative            _____            (Proposed Role/Function)</p>	<p>Beth provides the administrative support needed to meet requirements of the Treatment Court. She is responsible for oversight of the staff use and input into the EMR, reporting, and ensuring contractual obligations are met. Beth is also a certified counselor and available for clinical consult. Beth has been involved in providing substance abuse treatment services for six year. She is also pursuing a degree in social work.</p>
<p>3. <u>Conni</u> <span style="float: right;">Muff</span>            _____            (Name)            Counselor _____            _____            (Title)            Drug Court Liaison and            counselor _____            (Proposed Role/Function)</p>	<p>Conni will serve as the Treatment Court Liaison for the Buchanan County Court. She will also serve as an individual counselor for those referred. Conni has a Bachelor's degree in Criminal Justice. She has eight years experience providing community based services to the dually diagnosed. She also has experience working in child welfare and the Department of Corrections.</p>
<p>4. <u>Martha</u> <span style="float: right;">Green</span>            _____            (Name)            Counselor _____            _____            (Title)            Counseling            _____            (Proposed Role/Function)</p>	<p>Martha will serve as the individual counselor on evenings for consumers referred by the Buchanan County Court. She will also provide group services. Martha has five years experience working in a correctional facility and six years experience in the child welfare system. She holds a Bachelor degree in Sociology.</p>
<p>5. <u>Chris</u> <span style="float: right;">Taylor</span></p>	<p>Chris will serve as a substance abuse counselor providing individual services to those referred by the 4<sup>th</sup> Judicial Circuit treatment court. Chris is a</p>

<p>(Name) Counselor _____</p> <hr/> <p>(Title) _Counseling</p> <hr/> <p>(Proposed Role/Function)</p>	<p>certified substance abuse counselor with many years of experience providing evidence based treatment services.</p>
<p>6. Alisha <span style="float: right;">Blake</span></p> <hr/> <p>(Name) _Counselor _____</p> <hr/> <p>(Title) Counseling</p> <hr/> <p>(Proposed Role/Function)</p>	<p>Alisha will serve as a group counselor for those referred by the 4<sup>th</sup> Judicial Circuit Treatment Court. Alisha has a Bachelor's degree and began her career in the substance abuse counseling field when she joined Family Guidance Center. She is also available to provide case management and community support services.</p>

**EXHIBIT C**

**AFFIDAVIT OF WORK AUTHORIZATION**

Comes now Garry Hammond as CEO first being duly sworn on my oath  
(NAME) (OFFICE HELD)  
 affirm Family Guidance Center 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 Guidance Center 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).***

Garry Hammond  
 Signature (person with authority)

Garry Hammond  
 Printed Name

President/CEO  
 Title

3-14-14  
 Date

Subscribed and sworn to before me this 14 of March 2014 I am  
(DAY) (MONTH, YEAR)  
 commissioned as a notary public within the County of Buchanan, State of  
(NAME OF COUNTY)  
Missouri, and my commission expires on 05/26/14.  
(NAME OF STATE) (DATE)

Nancy Rullman  
 Signature of Notary

3-14-14  
 Date



**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      _____	No  _____
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.

**Certification Regarding**

**Debarment, Suspension, Ineligibility and Voluntary Exclusion**

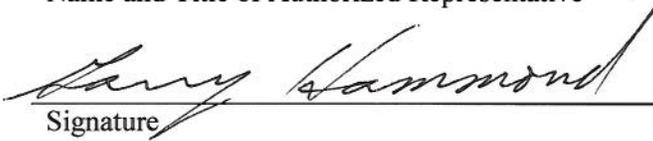
**Lower Tier Covered Transactions**

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.

Garry Hammond, President/CEO  
Name and Title of Authorized Representative

  
Signature

3-14-14  
Date