



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

**RFP NO. OSCA 11-029-00**  
**AMENDMENT: 001**  
**TITLE: Drug/Alcohol Testing**  
**Equipment & Services**  
**ISSUE DATE: January 23, 2013**

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

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

**RETURN PROPOSAL TO:**

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

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

**CONTRACT PERIOD: DATE OF AWARD THROUGH JUNE 30, 2014**

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

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

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

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE <i>Steve Hash</i>		DATE February 27, 2013
PRINTED NAME Steve Hash		TITLE President
COMPANY NAME Court Probationary Services, Inc.		
MAILING ADDRESS P.O. Box 1163		
CITY, STATE, ZIP Lebanon, MO 65536		
VENDOR NO. (IF KNOWN)		FEDERAL EMPLOYER ID NO. 46-2002486
PHONE NO. 417-533-0887	FAX NO. 417-532-9728	E-MAIL ADDRESS courtprobationaryservices@gmail.com

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

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>AS SUBMITTED EXCEPT AS NOTED ON PAGE 6 CONTRACT CAN NOT BE PERPETUAL</i>		
CONTRACT NO. <i>OSCA 11-029-20</i>	CONTRACT PERIOD <i>April 19, 2013 through June 30, 2014</i>	
CONTACTS COORDINATOR <i>Robert J. Connors</i>	DATE <i>4-19-2013</i>	STATE COURTS ADMINISTRATOR <i>Russell Rottmann</i>

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**PRICING PAGE**

The vendor shall provide the pricing information for each product and/or service to be provided in accordance with the provisions and requirements specified herein. All costs associated with providing the products and/or services required herein shall be included in the prices.

**PRICE:** The vendor shall provide a listing of each product and/or service with a firm, fixed price for each product and/or service.

<b><u>Product Name</u></b>	<b><u>Firm, fixed price per each unit</u></b>
SCRAMx	\$13.00/day
Redwood Toxicology Laboratory Multi-drug screen (6) panel test	\$ 9.00
Redwood Toxicology Laboratory Multi-drug screen (12) panel test	\$11.00
Redwood Toxicology Laboratory ETG urine testing	\$30.00
Redwood Toxicology Laboratory Confirmation for 6 & 12 panel tests	\$20.00
PHARM-CHEM Drug Patch	\$50.00/week
Evergreen Ignition Interlock	\$65.00/month

**Electronic Alcohol Monitoring**

**Pricing per participant**

per day: \$13.00

per week: \$91.00

per month: \$390.00

Is there a minimum number of days? NO

If yes, please indicate number of days: \_\_\_\_\_

Deposit or Start Up fee required? YES How much? \$50.00

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**PRICING PAGE**

**Please list system requirements, such as single land phone line, water resistance, range of coverage etc:**

**System requirements:**

- ✓ **Phone line needed for RF monitoring**
- ✓ **150 foot range for RF monitoring**
- ✓ **Power source.**
- ✓ **No swimming or baths, shower is okay (bracelet is not to be submerged in water).**

**Please list counties you will provide this service:**

- ✓ **Camden**
- ✓ **Laclede**
- ✓ **Phelps**
- ✓ **Pulaski**

**OSCA 11-029**  
**EXHIBIT A**  
**VENDOR INFORMATION**

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

*Court Probationary Services, Inc.* was founded in 2013 as a provider of offender supervision including private probation services, alcohol monitoring, drug testing, pre-sentence investigations, house arrest and bond supervision.

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

*Court Probationary Services, Inc.* provides:

- ✓ Comprehensive drug testing services and program administration to treatment courts. Every component of our service is designed to maximize the integrity and accuracy of the testing to ensure program participants shift their focus from “beating” the system to the proper steps of recovery.
- ✓ Misdemeanor probation services. Courts determine appropriate referrals for lengths of supervision to be determined by the Court. Defendants pay for the cost of supervision at \$35.00 dollars per month.
- ✓ Intensive bond supervision on pending alcohol and drug felony cases. This involves alcohol monitoring through electronic monitoring or drug testing of the defendant up to three times per week.
- ✓ Pre-sentence investigation for the courts when ordered.
- ✓ Comprehensive classes concerning rehabilitation and probationary compliance.
- ✓ We will provide expert unbiased testimony in the Missouri Courts, including hearings, trials, bond supervision and probation violations. We will provide expert testimony with minimal notification and on a same day basis if personnel are available. Expert testimony at a moments notice is a key value added service that we provide to our client's at no additional charge.

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

*Court Probationary Services, Inc.* will be actively pursuing contracts with:

- ✓ The Laclede County Associate Courts
- ✓ The Municipal Court of the City of Lebanon, MO
- ✓ The Pulaski County Associate Courts
- ✓ The Municipal Court of Waynesville, MO
- ✓ The Camden County Associate Courts

- ✓ The Municipal Court of Camdenton, MO
- ✓ The Municipal Court of Linn Creek, MO
- ✓ The Municipal Court of Sunrise Beach, MO
- ✓ The Municipal Court of Osage Beach, MO
- ✓ The Municipal Court of Conway, MO
- ✓ The Municipal Court of St. Roberts, MO
- ✓ The Municipal Court of Dixon, MO
- ✓ The Municipal Court of Richland, MO

~~Our contracts will be perpetual, in that the contract will remain in force until one of the parties gives notice of termination.~~

DENIED  
RR

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**EXHIBIT A**  
**VENDOR INFORMATION**

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

***Court Probationary Services, Inc.*** is a privately-owned company. We are a service provider for AMS, providing alcohol monitoring in Missouri. ***Court Probationary Services, Inc.*** is registered with the Secretary of State of Missouri as a corporation.

***The Court Probationary Services, Inc.***'s Board Members consist of seven diverse individuals. Each person brings different backgrounds and levels of expertise to ensure the company operates at the fullest potential.

- ✓ **Stephen "Steve" E. Hash, President**
  - See page 10
- ✓ **Rebecca "Becca" J. Hilton, Vice-President & Secretary Treasurer**
  - See page 10
- ✓ **Heith Crisp, Board Member**
  - See page 10
- ✓ **Stanley "Bud" Allen, Board Member**
  - Bud Allen is a very well-known and highly respected businessman and former Mayor for Lebanon, MO for 12 years. He brings along his expertise in management and community relations. The organization will rely heavily on his mentoring and advice.
- ✓ **Debra S. "Debbie" Hilton, Board Member**
  - Debra S. Hilton is a Registered Nurse with Mercy Hospital in Lebanon, MO. She holds a Bachelor's in Nursing Science through Missouri State University in Springfield, MO. She is the Vice-President of Missouri/Kansas Association of Cardiovascular and Pulmonary Rehab, as well as the Membership Chairman and the Newsletter Coordinator. She has previously held board positions at the Pregnancy Support Center of Lebanon, MO.
- ✓ **Darrell Pollock, Board Member**
  - Darrell Pollock is a former local business man, former two-term State Representative and the current Director of Chamber of Commerce for Lebanon, Missouri.
  -
- ✓ **Edward P. Hash, Board Member**
  - Edward P. Hash was with Tracker Marine Group in Lebanon, MO for over 30 years in which his job duties included supervisor and production manager.

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**EXHIBIT A**  
**VENDOR INFORMATION**

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

*Court Probationary Services, Inc.* has no pending criminal or civil judgments or bankruptcy proceedings.

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

*Court Probationary Services, Inc.* is registered with the Secretary of State as a corporation. We are a startup company investing in the most modern technology available in all aspects of the industry. We are financially secure to guarantee all expenses including payroll to not be dependent on income for the first year.

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**EXHIBIT B**  
**PRIOR EXPERIENCE**

**Court Probationary Services, Inc. is a startup company, our prior experience is our Board members and employees previous work history and training.**

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**EXHIBIT C**  
**PERSONNEL EXPERTISE SUMMARY**

<b>Personnel</b>	<b>Background and Expertise of Personnel and Planned Duties</b>
<p><b>1. Name:</b> Steve Hash</p> <p><b>Title:</b> President, Court Probationary Services</p> <p><b>Proposed Role/Function:</b> Program Manager</p>	<p>Stephen E. "Steve" Hash will be the Company Director. He has extensive experience in the supervision of bail agents in the Surety Industry. He has eight years experience in managing defendants who are released on pre-trial release through the bail process and guarantying their compliance with various courts throughout Missouri. Steve will soon be resuming his past studies in obtaining his Criminology degree. Steve will be responsible for the supervision of our Probation Officers, assisting our probationary professionals in monitoring our clients, the expansion and continued growth of the company and the assurance that <i>Court Probationary Services, Inc.</i> maintains modern techniques and equipment ensuring that our contracted courts are never left behind in the industry.</p>
<p><b>2. Name:</b> Rebecca Hilton</p> <p><b>Title:</b> Vice President, Court Probationary Services</p> <p><b>Proposed Role/Function:</b> Program Manager</p>	<p>Rebecca "Becca" J. Hilton holds a Bachelor's Degree in Business Administration with a minor in Legal Studies from Missouri State University. Becca will be one of the company's representatives to the courts; she will be the organization's Comptroller and Administrator along with the responsibility of ensuring that <i>Court Probationary Services, Inc.</i> is always in good standing with the State of Missouri and that we are in compliance with our contracting counties' rules and regulations. Rebecca will be the office manager and supervise the Probation Officers. She will ensure all paperwork submitted to the courts or State of Missouri are accurate and timely.</p>
<p><b>3. Name:</b> Heith Crisp</p> <p><b>Title:</b> Lead Probation Officer</p> <p><b>Proposed Role/Function:</b> Program Support</p>	<p>Heith holds triple Bachelor's Degrees in Psychology, Sociology and Criminal Justice from Drury University in Springfield, MO. He holds an Advanced Group Facilitator Certification. Heith will be responsible for the intake of offenders, physical installation of the equipment, inventory, monitoring, and removal/retrieval of all equipment from the offender. He will perform one on one interview with the offenders to ensure they are upholding the requirements of the probation set forth by the court.</p>

<p><b>4. Name:</b> Rebecca Lowery</p> <p><b>Title:</b> Probation Officer</p> <p><b>Proposed Role/Function:</b> Program Support</p>	<p>Rebecca holds triple Bachelor's Degrees in Psychology, Sociology and Criminal Justice from Drury University in Springfield, MO</p> <p>Rebecca will be responsible for the intake of offenders, physical installation of the equipment, inventory, monitoring, and removal/retrieval of all equipment from the offender. Rebecca will perform one on one interviews with the offenders to ensure they are upholding the requirements of the probation set forth by the court.</p>
<p><b>5. Name:</b> Sam Allen</p> <p><b>Title:</b> Marketing and Community Development Coordinator</p> <p><b>Proposed Role/Function:</b> Program Support</p>	<p>Sam brings a long history with the State of Missouri as Administrator with the Department of Natural Resources. Sam was in direct Supervision of several Missouri State Parks for 22 years. With over 21 years of law enforcement experience, including 8 years as a Detective for the Laclede and Dallas Counties Sheriff's Departments in Missouri. Sam is a graduate of the Missouri State Highway Patrol Academy along with over 1,000 hours of law enforcement training. Sam served as the Community Service Director for the City of Lebanon, MO for 16 years. He will be responsible for <i>Court Probationary Services, Inc.</i>'s marketing and community development.</p>

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

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

- ✓ *One sealed cup with label indicating the date, time and name of client.*
  - *Each sample collection cup has a temperature strip on it.*
  - *Six Panel: BAR/ BZO/ CDC/ MAMP/ OPI/ THC*
  - *Twelve panel: COC/mAMP/THC/MDMA/OPII/OXY/PPX/PCP/BAR/BZO*
  - *Designer Stimulant*
  - *EtG*
  - *Synthetic Cannabis*
  - *MDPV, Mephedrone*
- ✓ *All test kits are provided by Redwood Toxicology and meet the RFP requirements.*
- ✓ *Gloves for employee*
- ✓ *Memo to appropriate agency indicating results of testing.*

For positive test and confirmation the follow is needed:

- ✓ *Chain of Custody request form*
- ✓ *Sticker Security Seal Sticker*
- ✓ *Small white transport bag with Redwood*
- ✓ *Toxicology on it*
- ✓ *one larger clear bag*
- ✓ *Fed Ex box*
- ✓ *shipping label*

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

*Court Probationary Services, Inc. will be doing the collection. Redwood Toxicology, PHARM-CHEM, Evergreen Interlock and SCRAM offers all necessary training to meet the RFP requirements.*

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

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

- ✓ *The cup containing the sample is sealed with a security sticker across the lid and cup with the donor initialing the seal.*
- ✓ *The urine specimen is then placed in a plastic baggie with absorbent material and the baggie is then sealed.*
- ✓ *The secured baggie is then placed in a large Ziploc bag and the bag in placed into a FedEx clinical box.*
- ✓ *The chain of custody/test request form is also placed in the clinical box.*

- ✓ A pre-printed FedEx Express is attached to box for overnight shipping and then shipped to Redwood Toxicology.

- 4.) Describe the methods of testing which are employed (LC/MS/MS, GS/MS, LC/MS, and/or Immunoassay methods).

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

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

- 5.) Provide the testing cutoff levels which are available (100ng/mL, 250ng/mL, 500ng/mL, 1000 ng/mL). What cutoff level is recommended to safe guard against incidental false positive? \_\_\_\_\_ ng/mL

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

- 6.) Describe the turnaround time for results (telephone, fax, or e-mail).

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

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

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

- 8.) Organizational Chart: See attached chart

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

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

- 10.) Outside United States - If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the vendor MUST disclose such fact and provide details in the space below or on an attached page.

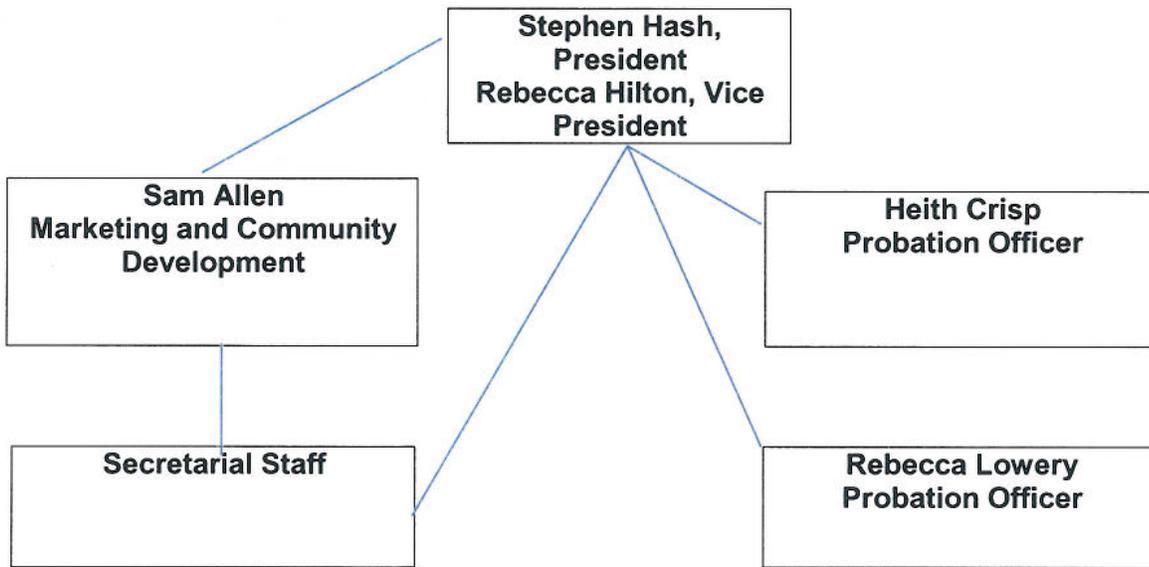
Are products and/or services being manufactured or performed at sites outside the United States?	Yes <u>  X  </u>	No <u>      </u>
Describe and provide details:		

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**ORGINIZATIONAL CHART**

**COURT PROBATIONARY SERVICES, INC.**

**LEBANON, MO**



**LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):**

The contractor should indicate agreement to participate in the State of Missouri's Cooperative Procurement Program as described herein.

Yes  No