



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

**RFP NO. OSCA 19-00284  
TITLE: Specialized Treatment Provider  
for Treatment Court**

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

**ISSUE DATE: August 6, 2019**

**Proposal submission:** Proposals may be sent electronically to [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov). If you would like to submit a written proposal, please print or type the RFP number on the lower left hand corner of the envelope.

**RETURN PROPOSAL TO:**

(U.S. Mail)  
Office of State Courts Administrator  
Attn: Contracts or  
P.O. Box 104480  
Jefferson City, MO 65110 - 4480

(Courier Service)  
Office of State Courts Administrator  
Attn: Contracts  
2112 Industrial Drive  
Jefferson City, MO 65109

**CONTRACT PERIOD: OCTOBER 1, 2019 THROUGH JUNE 30, 2020**

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

**VARIOUS LOCATIONS THROUGHOUT THE STATE OF MISSOURI**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, and in accordance with all requirements and specifications contained herein, including the Terms and Conditions attached hereto. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror 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 offeror and the Office of State Courts Administrator.

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE <i>Bill Sunderman</i>		DATE <i>3/20/19</i>
PRINTED NAME <i>BILL SUNDERMAN</i>		TITLE <i>MANAGING PARTNER</i>
COMPANY NAME <i>ASSESSMENT &amp; COUNSELING SOLUTIONS</i>		
MAILING ADDRESS <i>11648 GRAVOIS STE. 245</i>		
CITY, STATE, ZIP <i>ST LOUIS MO 63126</i>		
E-MAIL ADDRESS <i>ACSSUNSETBS@SBCGLOBAL.NET</i>		FEDERAL EMPLOYER ID NO. <i>81-0629612</i>
PHONE NO. <i>314 517-8186 (CELL)</i>	FAX NO. <i>314 849 2852</i>	

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

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>IN ITS ENTIRETY AS SUBMITTED</i>			
CONTRACT NO. <i>OSCA 19-00284-19</i>		CONTRACT PERIOD <i>October 1, 2019 through June 30, 2020</i>	
CONTRACTS SECTION <i>Russell W. Rottmann</i>	DATE <i>10/2/19</i>	DEPUTY STATE COURTS ADMINISTRATOR <i>Earl E. Rottmann</i>	

**PRICING PAGE**

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

OFFEROR NAME: ASSESSMENT + COUNSELING SOLUTIONS

Service Description	Firm, Fixed Unit Price	Unit of Service
Assessment	140.22	Per assessment
Assessment option	147.62	Per assessment
Assessment update	56.56	Per assessment
Case Management/Community Support	11.76	Per ¼ hour
Communicable Disease Assessment/Education/Testing		Per ¼ hour
Day Treatment		Per day
Detoxification (Social Setting)		Per day
Early Intervention (Intake)	14.15	Per ¼ hour
Early Intervention (Group Education)	2.74	Per ¼ hour
Early Intervention (Motivational Interviewing-Individual)	14.15	Per ¼ hour
Extended Day Treatment		Per day
Family Conference	14.15	Per ¼ hour
Family Therapy	14.15	Per ¼ hour
Group Counseling	3.19	Per ¼ hour
Group Counseling ( Collateral relationship)	3.19	Per ¼ hour
Group Education	2.74	Per ¼ hour
Group Education (Trauma Related)	3.19	Per ¼ hour
Individual Counseling	14.15	Per ¼ hour
Individual Counseling (Collateral Relationship)	14.15	Per ¼ hour
Individual Counseling (Co-Occurring Disorder)	21.81	Per ¼ hour
Individual Counseling (Trauma Related)	18.31	Per ¼ hour

Medication Services	54.02	Per ¼ hour
Medication: [Medication Assisted Treatment (MAT)]		
Naltrexone - Oral	109.50	Per Prescription
Extended Release Injection Naltrexone	1112.65	Per Prescription
Buprenorphine	NA	Per Prescription
Buprenorphine/Naloxone (15 DAYS)	144.94	Per Prescription
Buprenorphine Implants	NA	Per Prescription
Methadone	NA	Per Prescription
Acamprosate	154.77	Per Prescription
Disulfiram	58.73	Per Prescription
Missouri Recovery Support Specialist (MRSS)		Per ¼ hour
Missouri Recovery Support Specialist Peer (MRSS-P)		Per ¼ hour
Modified Medical Treatment		Per day
Relapse Prevention Counseling	14.15	Per ¼ hour
Residential Support		Per day
Treatment Court Day	14.15	Per ¼ hour
Virtual Counseling (Group)		Per ¼ hour
Virtual Counseling (Individual)		Per ¼ hour
*Drug/Alcohol Testing: Sample Collection Only (Lab conf. only)		Per test
*Sample Collection with 1-panel on-site provided by contractor		Per test
*Sample Collection with 2-panel on-site provided by contractor		Per test
*Sample Collection with 3-panel on-site provided by contractor		Per test
*Sample Collection with 4-panel on-site provided by contractor		Per test
*Sample Collection with 5-panel on-site provided by contractor		Per test
*Sample Collection with 6-panel on-site provided by contractor		Per test
*Sample Collection with 7-panel on-site provided by contractor		Per test
*Sample Collection with 8-panel on-site provided by contractor		Per test

3.65/PILL

9.65 DOSE

333 MG  
30 DAY

1.96 PILL

**Exhibit A**  
**Additional Treatment Provider Information**

**Treatment Philosophy**

**1. What is the program's philosophy of treatment?**

The primary mission and philosophy of Assessment & Counseling Solutions (ACS) is to provide care to all clients seeking treatment services for behavioral health, including substance use disorder issues. ACS works cooperatively with clients to promote healing, improve client quality of life, and support recovery through professional care, responsible use of resources, and respect and compassion for all served. Client-centered services will be accessible to all regardless of race, color, national origin, sex, age, disability, or religion. All clients will be treated with respect and dignity and be afforded all client rights.

**2. Does the program use harm reduction techniques?**

**a. If so, please describe.**

ACS does not practice a harm reduction model of treatment but does recognize the precontemplation stage of change. If required for DWI Court services, ACS will utilize psychoeducational and interventive models.

**Level of Care**

**1. What criteria are used to determine appropriate levels of care?**

Along with the established DWI Court guidelines, Assessment & Counseling Solutions (ACS) will use the Addiction Severity Index (ASI) and Risk and Needs Triage (RANT) screening tools to determine the appropriate level of care. The qualified counselor will be a Licensed Certified Counselor (LPC), Licensed Clinical Social Worker (LCSW), or at a Certified level through the Missouri Substance Abuse/Professional Counseling Board (MSAPCB) or Registered level with MSAPCB supervisor oversight.

ACS will provide each client with a comprehensive psychosocial/substance abuse assessment in order to:

- Establish diagnosis using *Diagnostic and Statistical Manual of Mental Disorders, 5th Edition (DSM-5)*
- Obtain detailed substance use history
- Determine urgent needs such as detoxification, suicide risk, or safety risk to themselves or others
- Assess client strengths, needs, abilities, and mental status
- Assess prior behavioral health treatment and/or medications
- Review physical/mental health history
- Determine the need for referrals
- Assess for the need for medication-assisted treatment (MAT)

## **2. Are services offered for both individuals and families?**

ACS offers services to individuals and families, and encourages/recommends that clients include family members, significant others, life partners, or caregivers in the treatment process in order to facilitate recovery. ACS offers specific group education classes to assist all involved individuals in understanding addiction and recovery.

### **Program Design and Treatment Interventions**

Assessment & Counseling Solutions (ACS) has been providing outpatient treatment since 2003. The flexibility of ACS program services has allowed us to meet client needs without enabling and will also allow us to develop services tailored to the needs of the Treatment Court. ACS staff will need training on some Treatment Court requirements.

## **1. What are the key elements of the program's design?**

The key elements of the ACS program design include the provision of a supportive environment allowing the client to assume an active role in the treatment process emphasizing accountability and change as a process (with judicial supervision). Placing high importance on client input, ACS treatment services are designed to address client needs utilizing individual strengths and establishing goals for effective substance abuse treatment. ACS program design includes the use of psychoeducational groups, individual and group counseling, relapse prevention techniques, medication-assisted treatment (MAT), if indicated, and case management services, and introduction to community resources.

## **2. Does the design utilize evidence-based treatments?**

### **a. If so, please cite specific modalities and how they are used.**

The ACS program design utilizes evidence-based treatments, along with medication-assisted treatment (MAT), following Substance Abuse and Mental Health Services Administration (SAMSHA)-approved treatment modalities.

Cognitive behavioral therapy (CBT) assists the client in exploring harmful thought patterns and seeking alternative solutions.

Motivational interviewing therapy provides a focus on exploring and resolving client ambivalence toward personal substance abuse utilizing motivation, positive decision making, and goal attainment.

Motivational enhancement therapy moves clients through a series of stages of change and builds a plan of change for long-term recovery using five steps:

- Precontemplation
- Contemplation
- Determination
- Action
- Maintenance

ACS staff will be trained to deliver Moral Reconation Therapy (MRT) if requested by the Treatment Court.

The Matrix Model, although designed with a focus on stimulant substance abuse, has been helpful when used for a range of substance use issues.

The relapse prevention model combines behavioral and cognitive interventions to recognize high-risk situations and apply strategies to prevent relapse.

Family behavior therapy treats family members and others who are affected by the client's substance abuse by utilizing codependency education and alternatives to enabling and other dysfunctional behaviors. A "family" can include family members, significant others, extended family, or domestic partners.

The use of 12-step facilitation therapy combines active engagement strategy by direct involvement with the commonality of addiction and recovery.

### **3. Are individuals screened and assessed for both mental and substance abuse disorders?**

ACS utilizes a variety of instruments to screen and assess for substance abuse, mental health disorders, trauma, and gambling disorder. Various psychosocial domains are addressed, including alcohol use severity and involvement, medical and mental health status, the extent of social support systems and the individual's motivation for change. As ACS is primarily interested in DWI Court and clients start in Serious Repeat Offender Program (SROP) status, we will initially comply with assessment requirements for the SROP phase of Substance Abuse Traffic Offenders Program (SATOP).

#### **a. Are standardized instruments used to screen and assess for each type of disorder?**

Yes

#### **b. If so, what instruments are used?**

ACS utilizes the Addiction Severity Index (ASI) to provide an overview of client functioning in multiple key life domains. The ASI questions focus on broader mental health issues including eating disorders, trauma, self-harm, violence, and gambling. ACS may use the Risk and Needs Triage (RANT). An adapted Mental Status Exam is used to assess client mental status. The Driver Risk Inventory is used at the onset of the DUI program process and a state-approved psychosocial assessment (with trauma screen) is used in the development of the treatment plan. ACS also includes the two-question Lie/Bet and *Gamblers Anonymous 20 Questions*.

### **4. How do you address individuals' co-occurring needs?**

ACS employs licensed mental health counselors with varying levels of certification. ACS utilizes Assisted Recovery Centers of America (ARCA) for medication-assisted treatment (MAT) services and psychological assessment and psychopharmacologic monitoring.

**5. Which community partnerships have been established by the program, and how have these been maintained over time?**

ACS has negotiated with several community agencies as well direct partnership with those agencies involved with a client's program, including the Missouri Department of Corrections Division of Probation and Parole, Children's Division (Missouri Department of Social Services), Vocational Rehabilitation, Missouri Circuit Court judges, the South County Health Center (Sunset Hills, MO), the United Way of Greater St. Louis, and area food banks. Based on client need, appropriate community service agencies are contacted. ACS provides ongoing contact with these agencies at a minimum of once a month.

**6. Does the program use manualized treatment curricula?**

**a. If so, which curricula are used?**

ACS will use Moral Reconciliation Therapy (MRT), a motivational enhancement therapy, the GORSKI-CENAPS Model of Recovery and Relapse Prevention, and the *Twelve-Step Facilitation Therapy Manual*, as well as aspects of The Matrix Model evidenced-based intensive outpatient treatment model. ACS will work with the Court to best fit an individual client's needs and DWI Court guidelines.

**7. Does the program use cognitive behavioral therapy (CBT)?**

**a. If so, which curricula are used?**

ACS utilizes cognitive behavioral therapy (CBT) to assist clients in exploring harmful thought patterns and self-defeating behaviors. ACS will provide Moral Reconciliation Therapy (MRT), a cognitive-behavioral approach to reduce recidivism by increasing moral reasoning among reasoning among juvenile and adult criminal offenders. The relapse prevention model combines behavioral and cognitive interventions to recognize high-risk situations and apply strategies to prevent relapse. Through years of experience, ACS has developed internally used cognitive behavioral-oriented treatment group exercises tailored to the needs of clients at any level of treatment progress.

**b. List staff and the dates they received training for each CBT.**

The ACS staff has many years of experience as well as ongoing CBT training throughout that time.

**Program Operations**

**1. Does the program provide case management and/or community support services? Yes**

**a. If so, please describe.**

**b. How do you determine who needs/receives case management or community support?**

Assessment & Counseling Solutions (ACS) provides limited case management to ensure that clients are referred to additional resources as needed throughout the course of treatment. These referrals may include employment and educational resources, medical and dental care, additional

recovery resources, medication-assisted treatment and psychiatric care, and Medicaid application, as well as other assistance.

The need for case management is determined during the intake assessment, the Addiction Severity Index (ASI), and ongoing progress assessment. As a need is identified throughout the course of treatment, it is also addressed.

**2. What are the program's after-hours and emergency service protocols?**

ACS clients are informed of local 24-hour crisis response agencies, including Life Crisis Services (Provident, Inc.) and Behavioral Health Response (Access Crisis Intervention), during orientation and the information is also included in the ACS after-hours phone message.

**3. Are processes in place to assist the uninsured in accessing insurance coverage, through either Medicaid or federal/state insurance exchanges?**

ACS provides information and contact resources through the case manager to assist clients in the Medicaid and federal/state insurance exchange process.

**4. Does the program offer or assist with transportation services?**

ACS does not offer transportation services to clients but does provide information on available community options.

**Staff Characteristics and Qualifications**

**1. What attempts have been made to ensure cultural competency among the program's team?**

The Assessment & Counseling Solutions (ACS) treatment team have completed required ongoing education to maintain certification status. Ethics training requirements often address cultural competency.

**2. Does the diversity of the treatment team appropriately reflect the diversity of the community?**

The ACS staff reflects the cultural diversity of the community. The treatment team's lengthy clinical experience serves to enhance varied cultural interaction.

**3. To what extent does the treatment team include multidisciplinary staff?**

ACS staff members have educational backgrounds that include social work, professional counseling, psychology, and criminal justice. All staff members are certified as substance use professionals by the State of Missouri and hold the following credentials:



- MSW (Master of Social Work)
- MEd (Master of Education)
- BS (Bachelor of Science)
- LCSW (Licensed Clinical Social Worker)
- LPC (Licensed Professional Counselor)
- CRADC (Certified Reciprocal Alcohol & Drug Counselor)
- CADC (Certified Alcohol and Drug Counselor)
- QAP (Qualifying Assessment Program certification)
- MARS (Medication-Assisted Recovery Specialist)
- SQP (SATOP-Qualified Professional)

**a. Do these staff have experience in working with court referrals and with drug-involved offenders?**

In addition, ACS staff members have many years of experience working with court referrals as well as with DWI and drug-involved offenders. Many referrals to ACS are made through the Missouri Department of Corrections Division of Probation and Parole and Court or the Missouri Circuit Court. Most of the ACS focus has been the Substance Abuse Traffic Offenders Program (SATOP) and we have worked with drug-involved clients on a regular basis.

ACS staff understands the concepts of Treatment Courts, Veterans Treatment Courts, and DWI Courts. Although not yet specifically trained, the staff is ready and willing to begin training.

As mentioned above, the ACS staff has longtime clinical experience and training in the treatment of DWI and drug offenders, with DWI offenders our primary focus for over 15 years.

**4. What type of staff training has been provided specific to Treatment Court programs?**

Our extensive experience with court-involved and should be quickly adaptable to Treatment Court.

**5. What type of staff training has been provided that aligns with the needs of the program's target population?**

ACS has worked with the program's target population for over 20 years. Annual training programs have kept staff current on the latest treatment practices for use with substance-use disordered clients.

**Insurance and Medicaid**

**1. Does the program accept the major Medicaid plans (including CSTAR) or other health plans in the catchment area?**

Assessment & Counseling Solutions (ACS) is not currently contracted with Medicaid for Comprehensive Substance Abuse Treatment and Rehabilitation (CSTAR). However, ACS may

be eligible for Medicaid application as the treatment team was prepped a few years ago in anticipation of Medicaid expansion. ACS does accept some private insurance plans.

**2. Does the program offer medication-assisted therapies conformant to the Medicaid formularies?**

ACS works in conjunction with the Assisted Recovery Centers of America (ARCA) medication-assisted therapy through the Level 4 SATOP Serious Repeat Offender Program (SROP).

**Quality Assurance Mechanism**

**1. Do participants have an opportunity to voice constructive opinions regarding ways to improve the program?**

**a. How is this feedback used?**

Assessment & Counseling Solutions (ACS) uses periodic program evaluations to receive client feedback on quality indicators, which may become elements of our quality improvement process.

**2. Is clinical supervision available on site? Yes**

**a. If so, who provides this supervision?**

- Bill Sunderman, MEd, LPC
- Jane West, MSW, LCSW
- Dan Smith, MA, LCSW

**Program Evaluation**

**1. What performance measures does the program compile and monitor?**

**a. How are these measures used by program administrators?**

**2. Is the program willing to share completed evaluations (methodologies and results) with the court?**

ACS incorporates performance measures, which vary over time depending on program needs, into the treatment team's quality assurance efforts. Program administrators work with staff to improve targeted areas and then resolve appropriate issues. All appropriate feedback results are incorporated into the ACS quality improvement process. ACS will share completed evaluations (methodologies and results) with the Court as requested.

**Competencies the Provider Must Have or Must Be Willing to Develop**

**1. Will the program provide treatment of varying duration?**

**a. If so, please describe.**

ACS will provide treatment of varying duration determined as necessary in cooperation with Treatment Court requirements. ACS assesses client motivation levels and evaluates these levels

as a treatment process is initiated using a collaborative approach undertaken in compliance with program guidelines and requirements.

**2. How does the program address participant motivation?**

**a. Does the program utilize motivational enhancement theories?**

ACS utilizes motivational enhancement theories in the treatment context. Motivational interviewing therapy provides a focus on exploring and resolving client ambivalence toward personal substance abuse utilizing motivation, positive decision making, and goal attainment.

Motivational enhancement therapy moves clients through a series of stages of change and builds a plan of change for long-term recovery using five steps:

- Precontemplation
- Contemplation
- Determination
- Action
- Maintenance

**3. Is the program willing to be an active member of the court team? (e.g., participate in staffing and hearings)?**

The ACS treatment team will be an active member of the Treatment Court team, fully participating in staffing and hearings, as well as providing any other appropriate input.

**Medication-Assisted Treatment (MAT)**

**1. Does the program support medication-assisted treatment (MAT) approaches to recovery?**

Assessment & Counseling Solutions (ACS) supports medication-assisted treatment (MAT) approaches to recovery.

**2. How do you screen and educate individuals about MAT?**

ACS screens for withdrawal indicators, discusses levels of craving, considers clients' alcohol and drug use history, informs and educates clients if need is anticipated, and monitors side effects and compliance as treatment progresses. Clients make decisions, with ACS educating, providing feedback, and targeting their motivations and change points.

**3. Does the program have a MAT prescribing physician/nurse practitioner on staff?**

ACS does not have a MAT prescribing physician/nurse practitioner on staff.

**a. If so, what specialized training or certification has been received?**

EXHIBIT BPRIOR 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: <u>ASSESSMENT &amp; COUNSELING SOLUTIONS</u>	
Subcontractor Name, if applicable: _____	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	<u>MO DEPARTMENT OF MENTAL HEALTH</u>
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	<u>1706 EAST ELM STREET</u> <u>JEFFERSON CITY, MO. 65101</u>
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	<u>MARK REMBECKI - DIRECTOR OF SATOP / GAMBLING DISORDER TREATMENT PROGRAMS</u> <u>(573) 526 8048</u> <u>MARK.REMBECKI@DMH.MO.GOV</u>
Dates of Prior Services:	<u>2005 - CURRENT</u>
Dollar Value of Prior Services:	<u>Approx 2M</u>
Description of Prior Services Performed:	<u>CONTRACTED SATOP AGENCY PROVIDING ALL LEVELS OF SATOP 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:

Mark Rembecki  
Signature of Reference Contact Person

3/12/14  
Date of Signature

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

OFFEROR NAME: Assessment and Counseling Solutions

Personnel	Background and Expertise of Personnel and Planned Duties
1. (Name) Bill Sunderman (Title) Director, ACS Co-founder (Proposed Role/Function) Program Coordinator/Counselor	MEd, Counseling, LPC, SATOP Administrator, SATOP Qualified Professional <ul style="list-style-type: none"> <li>• In treatment field since 1985</li> <li>• Coordinate with judges, treatment court administrators, staff probation officers and counselors/counseling</li> <li>• Co-founded ACS in 2003</li> </ul>
2. (Name) Karen Ventimiglia (Title) Counselor (Proposed Role/ Function) Counselor	BS, Criminal Justice, SATOP Qualified Professional <ul style="list-style-type: none"> <li>• In treatment field since 2002, ACS staff member since 2007</li> <li>• Provide counseling for treatment court participants</li> <li>• Provide case management and community partnership referrals</li> </ul>
3. (Name) Dan Smith (Title) Counselor/Gambling Program Coordinator (Proposed Role /Function) Counselor	ABD, MA, LCSW, SATOP Qualified Professional, CCGC, NCGC, MARS <ul style="list-style-type: none"> <li>• In treatment field since 1989, ACS staff member since 2007</li> <li>• Provide limited counseling, diagnosis for treatment court participants</li> <li>• Provide case management and community partnership referrals</li> <li>• Consult in areas of expertise (Medication-Assisted Recovery Specialist)</li> </ul>
4. (Name) John Burns (Title) Counselor (Proposed Role /Function) Counselor	CRADC, SATOP Qualified Professional <ul style="list-style-type: none"> <li>• In treatment field since 1996, ACS staff member since 2008</li> <li>• Provide counseling for treatment court participants</li> </ul>
5. (Name) Theresa Carroll (Title) Counselor (Proposed Role / Function) Counselor	BS, SATOP Qualified Professional <ul style="list-style-type: none"> <li>• In treatment field since 1986, ACS staff member since 2008</li> <li>• Provide counseling for treatment court participants</li> </ul>
6. (Name) Jane West (semi-retired) (Title) ACS Co-founder (Proposed Role/Function) Management Support/ Consultation	MSW, MBA, LCSW, SATOP Qualified Professional <ul style="list-style-type: none"> <li>• In treatment field since 1982</li> <li>• Provide management support and consultation</li> <li>• Co-founded ACS in 2003</li> </ul>

- A valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

4.9.1 The state of Missouri reserves the right to reject any offer which is determined unacceptable for reasons which may include but are not necessarily limited to (1) failure of the offeror to meet mandatory general performance specifications; and/or (2) failure of the offeror to meet mandatory technical specifications; and/or, (3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the offeror within the past three years. As deemed in its best interests, the state of Missouri reserves the right to clarify any and all portions of any offer.

**4.10 Employee Bidding/Conflict of Interest**

Offerors who are employees of the state of Missouri, a member of the general assembly, a statewide elected official, other political subdivisions or publicly funded institutions must comply with Sections 105.450 to 105.458, RSMo regarding conflict of interest. If the offeror and/or any of the owners of the offeror's organization are currently an employee of the state of Missouri, a member of the general assembly, a statewide elected official, other political subdivisions or publicly funded institutions, please provide the following information.

Offeror Name		
Name of State Employee, General Assembly Member, or Statewide Elected Official:		N/A
	In what office/agency are they employed?	
	Employment Title:	
Percentage of ownership interest in offeror's organization:		_____ %

**EXHIBIT D****AFFIDAVIT OF WORK AUTHORIZATION**

Comes now BILL SUNDERMAN as MANAGING PARTNER first being duly sworn on my oath  
(NAME) (OFFICE HELD)  
 affirm ASSESSMENT & COUNSELING SOLUTIONS 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 17-010 for the duration of the contract, if awarded, in accordance with  
(RFP NUMBER)  
 RSMo Chapter 285.530 (2). I also affirm that ASSESSMENT & COUNSELING SOLUTIONS does not and will not knowingly  
(COMPANY NAME)  
 employ a person who is an unauthorized alien in connection with the contracted services related to  
17-010 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).*

Bill Sunderman  
 Signature (person with authority)

BILL SUNDERMAN  
 Printed Name

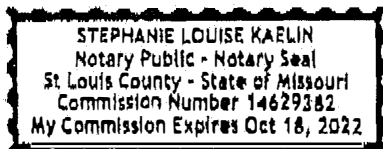
MANAGING PARTNER  
 Title

3-20-19  
 Date

Subscribed and sworn to before me this 20<sup>th</sup> of March 2019. I am  
(DAY) (MONTH, YEAR)  
 commissioned as a notary public within the County of St. Louis, State of  
(NAME OF COUNTY)  
Missouri, and my commission expires on 10/18/2022.  
(NAME OF STATE) (DATE)

Stephanie Louise Kaelin  
 Signature of Notary

3-20-19  
 Date





Company ID Number: 470374

**THE E-VERIFY  
MEMORANDUM OF UNDERSTANDING  
FOR EMPLOYERS**

**ARTICLE I  
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the Assessment & Counseling Solutions/Private Probation Services of Jefferson County (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

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

**ARTICLE II  
RESPONSIBILITIES**

**A. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:

- a. Notice of E-Verify Participation
- b. Notice of Right to Work

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.

3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.





Company ID Number: 470374

Approved by:

<b>Employer</b> Assessment & Counseling Solutions/Private Probation Services of Jefferson County	
<b>Name (Please Type or Print)</b> Jane E West	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 12/04/2011
<b>Department of Homeland Security – Verification Division</b>	
<b>Name (Please Type or Print)</b> USCIS Verification Division	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 12/04/2011



Company ID Number: 470374

**Information Required for the E-Verify Program****Information relating to your Company:**

Company Name	Assessment & Counseling Solutions/Private Probation Services of Jefferson County
Company Facility Address	11648 Gravois Ste 245 Sunset Hills, MO 63126
Company Alternate Address	
County or Parish	SAINT LOUIS
Employer Identification Number	810629612
North American Industry Classification Systems Code	624
Parent Company	
Number of Employees	10 to 19
Number of Sites Verified for	1

**EXHIBIT E****MISCELLANEOUS INFORMATION**

OFFEROR NAME: \_\_\_\_\_

**●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 <u>✓</u>
Describe and provide details:		

**EXHIBIT F****Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion**

OFFEROR NAME:

ASSESSMENT + COUNSELING SOLUTIONS

## 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

OFFEROR NAME: ASSESSMENT & COUNSELING SOLUTIONS

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.

BILL SUNDERMAN, MANAGING PARTNER  
Name and Title of Authorized Representative

B. S. 3.20.17  
Signature Date

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.

**OFFEROR NAME:**

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

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

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



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

#### RENEWAL OPTION

OSCA shall have the right, at its sole option, to renew the contract for five (5) additional one-year periods, or any portion thereof. In the event OSCA exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

Pricing for the renewal period will be requested no later than 60 days prior to contract expiration.