



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

Renewal 001

RFP NUMBER: OSCA 23-01792-21

**TITLE: Drug/Alcohol Testing Equipment,
Monitoring Equipment & Services**

ISSUE DATE: April 1, 2024

CONTACT: Trish Adamson

EMAIL: osca.contracts@courts.mo.gov

PHONE NO.: (573) 526-8818

DUE DATE: May 2, 2024

Proposal submission: Proposals may be sent electronically to 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.

(U.S. Mail)
Office of State Courts Administrator
Attn: Contract Unit
PO Box 104480
Jefferson City, MO 65110 - 4480

or

(Courier Service)
Office of State Courts Administrator
Attn: Contract Unit
2112 Industrial Dr.
Jefferson City, MO 65109

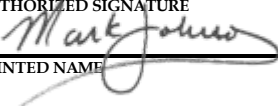
CONTRACT PERIOD: July 1, 2024 THROUGH JUNE 30, 2025

DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:


VARIOUS TREATMENT COURTS 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, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (RFP). 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 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 offeror and the Office of State Courts Administrator.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE 		
PRINTED NAME		TITLE
COMPANY NAME		
MAILING ADDRESS		
CITY, STATE, ZIP		
TELEPHONE NUMBER		EMAIL ADDRESS

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
CONTRACTS SECTION	DATE 5/20/24	DEPUTY STATE COURTS ADMINISTRATOR 



May 2, 2024

Office of State Courts Administrator
Contract Unit
2112 Industrial Dr.
Jefferson City, MO 65109

To Whom It May Concern,

Thank you for continuing Averhealth's successful partnership with the Office of State Courts Administrator. We are committed to the success of the Drug and Alcohol testing program in Missouri and are looking forward to continuing these services for the upcoming year. We have prepared the following items for review in preparation for the upcoming contract:

1. A pricing page with the current pricing for each product or service
2. Copies of Collector Guideline Acceptance Forms signed by our collectors

Please contact us with any additional needs. We look forward to continuing our partnership by providing evidence-based services to Missouri.

Sincerely,

Mark Johnson
Chief Executive Officer

CONTRACT RENEWAL 001 to OSCA 23-01792-XX

TITLE: Drug/Alcohol Testing Equipment, Monitoring Equipment, & Services

Contract renewal period: July 1, 2024, through June 30, 2025

The Office of State Courts Administrator desires to renew the above referenced contract.

The Office of State Courts Administrator (OSCA) requests there not be any increase in cost for this contract period.

A completed Pricing Page must be returned with the completed and signed cover page of this renewal document prior to full execution by OSCA.

To be a contracted collector for the court(s), all individuals must adhere to the revised Missouri Collector Standards (Attachment 1)

Individuals who have submitted the Collector Guideline Acceptance Form under this contract do not need to submit another form at this time.

To be a contracted collector for the judiciary, all individuals must adhere to the Missouri Collector Standards, Attachment 1. Any individual providing collection services must have submitted an Exhibit A, Collector Guideline Acceptance Form, attached below, and all required supporting documents, prior to performing collection services under this contract. Exhibit A must only be submitted with this renewal document for new collectors.

By completing, signing and returning Exhibit A, you, as well as each collector, are verifying you have read and will abide by these Missouri Guidelines for Drug/Alcohol Collections.

Background Check Procedures are provided below as well at Attachment 2.

All other terms, conditions and provisions of the previous contract period shall remain the same and apply hereto.

PRICING PAGE

The offeror shall provide the firm, fixed 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 offeror shall provide a listing of each product and/or service with a firm, fixed price for each product and/or service.

Effective Date: The effective date for contracts awarded as a result of this renewal shall be from date of award through June 30, 2025.

More lines/additional pages may be added, if needed.

OFFEROR NAME: Avertest, LLC, dba Averhealth

<u>See next page for pricing list</u>	Product/Service	\$_____ firm, fixed price per each unit
_____	Product/Service	\$_____ firm, fixed price per each unit
_____	Product/Service	\$_____ firm, fixed price per each unit
_____	Product/Service	\$_____ firm, fixed price per each unit
_____	Product/Service	\$_____ firm, fixed price per each unit
_____	Product/Service	\$_____ firm, fixed price per each unit
_____	Product/Service	\$_____ firm, fixed price per each unit

Electronic Monitoring

Pricing per participant

per day: _____

per week: _____

per month: _____

Is there a minimum number of days? Yes_____No_____

If yes, please indicate number of days:_____

Deposit or Start Up fee required? Yes_____No_____

If yes, what is the cost?_____

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

Please list counties for which you will provide this service:

PRICING PAGE

Avertest, dba Averhealth

Service	Price	Unit
Random Program Testing¹	\$25.00	Per specimen collection
EtG Testing	\$25.00	Per specimen collection
Standard Urine Panel¹ + ETG	\$35.00	Per specimen collection
Specialty Urine Test²	\$15.00	Per Test
Standard Oral Fluid Panel³	\$35.00	Per specimen collection
Specialty Oral Fluid Test⁴	\$18.50	Per Test
Synthetic Marijuana (K2, Spice, etc.)	\$25.00	Per specimen collection
Bath Salts	\$35.00	Per specimen collection
Synthetic Marijuana + Bath Salts	\$50.00	Per specimen collection
Xylazine	\$35.00	Per specimen collection
Breath Alcohol Test (only)	\$15.00	Per specimen collection
Hair Test	\$150.00	Per specimen collection
LC/MS/MS Confirmation	\$25.00	Per Test
Sample Pick-up/Delivery	No Charge	Not Applicable
Training Session	\$20.00	Per Trainee
GPS Monitoring	\$10.00	Per day per client
Continuous Alcohol Monitoring	\$15.00	Per day per client
Remote Breath	\$7.50	Per day per client
Electronic Monitoring Deposit or Start-up Fee ⁵	\$200.00	Per client

1. Standard Panel generally tests for amphetamines (methamphetamines, ecstasy), benzodiazepines, cocaine, marijuana, and opiates (hydrocodone, hydromorphone, morphine, oxycodone). The Standard Panel can be tailored to fit the specific needs of each county and may also include barbiturates, methadone, methamphetamines, PCP, or propoxyphene.
2. Specialty tests include Buprenorphine (Suboxone), Carisoprodol (SOMA), Cotinine, Demerol (Meperidine), ETG, Fentanyl, Gabapentin, Ketamine, Kratom, LSD, Tramadol, and Zolpidem, among about 1,500 other substances.
3. Standard Oral Fluid Panel is comprised of methamphetamines, benzodiazepines, cocaine, marijuana, and opiates. The Standard Oral Fluid Panel can be tailored to fit the specific needs of each county and may also include methadone and PCP.
4. Specialty Oral Fluid tests include Ethanol, Buprenorphine (Suboxone), Fentanyl, , Oxycodone, and Tramadol.
5. No minimum number of days.

System requirements for electronic monitoring:

As an authorized SCRAM service provider, Averhealth provides a full suite of devices and services, including continuous transdermal alcohol monitoring bracelets, remote breath devices, modems and related equipment in quantities required by this RFP – a minimum supply of 70 bracelets and five breath testing devices. Details of the equipment follow:

SCRAM CAM Bracelet

The SCRAM® CAM ankle bracelet continuously collects alcohol readings through a transdermal process that measures samples every 30 minutes, 24 hours a day. Transdermal testing measures the concentration of ingested alcohol present in insensible perspiration produced and emitted by the skin.

This device then automatically transmits the data to a central source for analysis – requiring no effort from the client or Court staff. SCRAM is the only transdermal alcohol detection device that used the Dräger fuel cell to analyze insensible perspiration for ethyl alcohol and convert electrical impulses into equivalent blood alcohol content (BAT). Results are upheld in Missouri and other states as evidentiary admissibility.

The ankle bracelet is attached to the client with a durable and tamper-proof strap and is worn 24 hours a day for a period determined by the Court. The bracelet transmits data via a wireless signal to the SCRAM Base Station placed in the client's home. It can communicate via a standard telephone line, SCRAM wireless system, or through the internet using an ethernet port.

The bracelet and base station will store up to a month's worth of court-admissible alcohol data, equating to about 48 tests per day, or 1,440 per month. All messages are time-stamped and stored so messages are never lost and will remain even if battery life is depleted.

For clients living in areas with weak cellular reception or who do not have access to a landline telephone or ethernet connection, data can be downloaded at our locations via SCRAM's Direct Connect device. If clients choose this option, they are required to report to an office at least once per week to download the data.

SCRAM Remote Breath

Averhealth offers the SCRAM® Remote Breath (RB) device as an additional solution for low-risk clients or for those with sustained compliance on the ankle bracelet.

Remote Breath is a handheld, wireless breath alcohol monitoring device with Automated Facial Intelligence that provides a GPS location with both taken and missed tests. It scans and automatically matches the photo of the person taking the test with the photo taken at enrollment.

Remote Breath automatically turns on and prompts clients for scheduled and on-demand tests, even when out of cellular coverage. It powers itself up during test windows and tracks its location at the time of the scheduled test. The device can provide a GPS location for each completed and missed test, providing supervisors with data to verify or refute a client's claim by comparing the GPS point on a missed test with the client's location at the time of a missed test. Notification is immediate for Breath Alcohol Content and positive client identification.

Data is transmitted from the SCRAM RB device to SCRAMnet software, which collects, analyzes, and stores results in a central and secure location. The software will notify your staff of any alcohol readings, tamper alerts or equipment malfunctions so you can act quickly to address any problems with clients. SCRAMnet can provide a range of reports – from a snapshot of a single event to a comprehensive review of a client’s behavior over time.

Averhealth partners with Alcohol Monitoring Systems to perform all equipment maintenance, including recalibration done once per year, to ensure devices are working properly. There is no charge to the Court for routine maintenance of monitoring equipment. In addition, SCRAM CAM and RB devices relay information via SCRAMnet to enable our team to manage equipment inventory and assess the status of equipment and systems.

Averhealth maintains insurance on electronic monitoring equipment. Should it be lost, stolen or destroyed, it can be recovered or replaced at no additional cost to the Court.

Please list counties for which you will provide this service:

Averhealth will consider providing the above services to all counties throughout Missouri.

Pricing Page, continued

COLLECTOR SERVICES PRICING

OFFEROR NAME: _____

The offeror should quote a price per hour or per test. Only one will be accepted.
The price shall not change during the contract period.

Firm, fixed price for collector services performed: \$_____per hour, or
\$_____per test

For the following county and circuit:

County:_____ Circuit: _____

County:_____ Circuit: _____

County:_____ Circuit: _____

County:_____ Circuit: _____

County:_____ Circuit: _____

County:_____ Circuit: _____

ATTACHMENT 1

COLLECTOR STANDARDS

MISSOURI GUIDELINES FOR DRUG/ALCOHOL COLLECTIONS

Ten Principles of a Good Testing Program

1. Design an effective drug detection program, place the policies and procedures into written form (treatment court manual) and communicate the details of the drug detection program to the court staff and clients alike.
2. Develop a client contract that clearly enumerates the responsibilities and expectations associated with the court's drug detection program.
3. Select a drug-testing specimen and testing methodology that provides results that are scientifically valid, forensically defensible and therapeutically beneficial.
4. Ensure that the sample-collection process supports effective abstinence monitoring practices, including random, unannounced selection of clients for sample collection and the use of witnessed/direct observation sample-collection procedures.
5. Confirm all positive screening results using alternative testing methods unless the participant acknowledges use.
6. Determining the creatinine concentrations of all urine samples and sanction for creatinine levels that indicate tampering.
7. Eliminate the use of urine levels for the interpretation of client substance-use behavior. A drug test is either positive (drug presence is as or above the cutoff concentration) or negative (none detected; drug level is below the cutoff concentration).
8. Establish drug-testing results interpretation guidelines that have a sound scientific foundation and that meet a strong evidentiary standard.
9. In response to drug-testing result interpretation guidelines that have a sound scientific foundation and that meet a strong evidentiary standard.
10. Understand that drug detection represents only a single supervision strategy in an overall abstinence monitoring program.

ATTACHMENT 1, continued

COLLECTOR MINIMUM STANDARDS

Any individual who collects specimens for testing acts as an official representative of the court who is required and trusted to work within the law. A collector shall refrain from manifesting bias or prejudice or engage in harassment, including but not limited to bias, prejudice, or harassment based upon race, sex, gender, gender identity, religion, national origin, ethnicity, disability, age, sexual orientation, or marital status.

Qualifications:

1. A minimum of 21 years of age;
2. Legal United States resident or legally eligible to work in the United States;
3. May be subject to drug and alcohol testing by the local drug court;
4. Shall be subject to background checks by the local court at the collector's expense, which will include but may not be limited to: Employment history and references, fingerprint checks for open and closed federal and state criminal records, Sex Offender Registry and the Family Care Safety Registry;
5. DATIA certification and experience are recommended.

Requirements:

1. Provide monitoring function for the team by collecting urine, saliva, breath and/or hair samples;
2. Document contact with participants and forward to the court within a timely manner so information can be used during staffing sessions as determined by the local court team;
3. Be reasonably available to appear in court if requested;
4. Participate in on-going training such as the Essential Elements of Drug Court (allrise.org) and drug collection/detection procedures and tampering techniques;
5. Competent in the procedures of drug and alcohol testing as outlined by the local court;
6. Review and understand the local policy and procedure manual and the agreement between the participant and the court;
7. Have a general understanding of substance use disorder and treatment; and
8. Abide by additional standards, roles and responsibilities set forth by the local court.

Code of Ethics:

1. Abide by all municipal, state and federal statutes;
2. Maintain professionalism at all times and treat participants with dignity and respect;
3. Maintain the confidentiality and privacy of the participant;
4. Duty to report all actions to the court;
5. Any prior relationships with participants or family members must be reported to the team;
6. Shall not loan money, property, co-sign loans or accept gifts, favors or promises from participants or family members;
7. No fraternization with any participant or family members;
8. Shall not establish a personal or business relationship with participants or family members;
9. Shall not be under the influence of drugs or alcohol when performing duties;
10. Shall not monitor participants at AA, NA, or other self-help meetings whose members wish to preserve anonymity; and
11. Shall not observe or obtain urine samples or perform urinalysis testing while conducting home, employment, or other site visits.

ATTACHMENT 1, continued

COLLECTION PROCEDURES

Contracted collectors will be required to follow the procedures below for collection, control and testing of participant urine specimens, which ensures the confidentiality and reliability of all test results:

General Procedures:

1. Collectors shall be the same gender as the participant submitting the specimen.
2. There shall be no physical contact between the collector and participant during specimen collection.
3. Specimen collection shall be in a secure location which provides privacy from other participants, uninvolved staff and sanitary conditions.
4. Collectors will collect urine specimens as directed by the treatment court coordinator/administrator.
5. No participant shall participate in the collection of another participant's urine specimen or have access to collected urine specimens or drug testing equipment and supplies.

Pre-collection:

1. The participants' identity should be confirmed with a valid photo ID.
2. The participant will sign a label and the chain of custody form if the specimen is being submitted to a lab.
3. The participant will be limited to no more than 24 ounces of water within one hour of collection.
4. All staff handling urine specimens will wear protective gloves.
5. Participants will either wash their hands or wear protective gloves prior to and during specimen procurement in order to prevent contamination of urine specimens.
6. Participants will remove clothing from the groin and buttocks areas to ensure devices are not present, which would allow alteration of the urine sample.
7. Any item or substance that could be used to dilute, substitute or adulterate shall be immediately reported to the court.
 - a. Such items may include, but are not limited to the following:
 - (1) containers or vials of liquid or urine that could be utilized to substitute or dilute a participant's urine;
 - (2) devices used to supply substances in lieu of the participant providing a fresh specimen;
 - (3) any contraband such as salt, bleach, iodine, Visine, soap or other substances that could be used to adulterate urine, and
 - (4) any other contraband identified during the collection process.
 - b. A notice of these prohibited items should be included in the participant manual.
 - c. All confiscation of such items should be documented in a report to the court program, along with a photo of the item. If unable to confiscate the item, do not apprehend or attempt to use force. Describe the item in detail in a report to the court.

Collection Process:

1. All collections will be directly observed (witnessed full-frontal).
2. Participants are allowed a maximum of one hour to produce a sample. Those who refuse or fail to produce a urine specimen of at least 30cc (1 oz. or half a bottle) within one hour will be considered a refusal and no further subsequent attempts to collect the sample shall be conducted.
3. Urine should be collected in the standard individual container provided by a laboratory.
 - a. Disposable collection cups may be used to collect urine specimens and then poured into the bottle.

ATTACHMENT 1, continued

COLLECTION PROCEDURES

Post-Collection Process:

1. The sample should be tested for creatinine and temperature (reject if not 90° - 100° F). Other tests may include specific gravity, pH, color and odor to detect possible 'flushing' patterns.
2. The participant will place the cap on the bottle, secure it and rinse the bottle before giving it to the collector.
 - a. The collector will ensure the cap is secured.
 - b. All urine collected for drug testing which is not submitted to the laboratory or used for on-site testing will be disposed of in a toilet and the toilet shall be flushed.
 - c. Urine which is spilled shall be cleaned up promptly with a 10 percent liquid bleach solution or any environmental protection agency approved hospital disinfectant which destroys bacteria.
 - d. The specimen container will be disposed of in a dedicated trash container to which participants do not have access.
3. For specimens submitted to a lab:
 - a. The label will be placed on the container in the presence of the participant.
 - b. The collector should ensure the evidence tape is placed over the container lid immediately following specimen collection.
 - c. The collector must complete the lab form and initiate and sign the chain of evidence section on the day collected.
 - d. Specimens shall be placed in a refrigeration unit within 24 hours in a secured area until transported to a laboratory for analysis.
 - e. The collector will make arrangements for the transportation of all urine specimens sent to a laboratory.
4. When the specimens are forwarded via the U.S. Postal Service or United Parcel Service, the individual relinquishing the specimens will sign the chain of evidence section in the "To" section indicating "USPS" or "UPS."
5. For on-site tests:
 - a. A chain of custody form may be used.
 - b. Confirmation tests should be performed if an on-site test result is questionable or a participant contests the results.

EXHIBIT A

OFFEROR NAME: _____

OSCA 23-01792

Collector Guideline Acceptance Form

Office of State Courts Administrator



I verify I have read and will abide by the Missouri Collector Guidelines. I further understand failure to follow these guidelines may result in the termination of my contract with the Office of State Courts Administrator and the court.

- ☐ I am a commissioned law enforcement officer by the state of Missouri.
- ☐ I understand that I will provide a copy of my POST certification to verify my law enforcement commission in the state of Missouri.
- ☐ I am not a commissioned officer.
- ☐ I have provided a completed background check, and
- ☐ I have registered with the Family Care Safety Registry (FCSR), and I have provided a copy of the results of the FCSR background screening results

Collector Printed name

Signature

Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the Judiciary shall be liable for their actions in performance of these duties.

Drug Court Judge/Coordinator

Circuit

Date

OFFEROR NAME: _____

OSCA 18-007
Collector Guideline Acceptance Form

Office of State Courts Administrator



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Dale Frame Dale Frame 3-14-24
Collector Printed name Signature Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

[Signature] 33rd / 34th 3/14/24
Drug Court Judge/Coordinator Circuit Date

OFFEROR NAME: _____

OSCA 18-007
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☒ I have registered with the Family Care Safety Registry (FCSR), and I have provided a copy of the results of the FCSR background screening results

Tyler Messmer Tyler Messmer 3/12/24
Collector Printed name Signature Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

Alexis B Curtis 12th 3/14/2024
Drug Court Judge/Coordinator Circuit Date

OFFEROR NAME: _____

OSCA 18-007
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Derrick Kennedy Derrick Kennedy 3-12-24
Collector Printed name Signature Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

Heath Hamm-Thompson 45th 3/13/24
Drug Court Judge/Coordinator Circuit Date

OFFEROR NAME: _____

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Karl Brown Karl Brown 3-13-2024
Collector Printed name Signature Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

Wendy Wilson 2302 3-18-24
Drug Court Judge/Coordinator Circuit Date

OFFEROR NAME: _____

OSCA 18-007
Collector Guideline Acceptance Form

Office of State Courts Administrator



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CRYSTAL WILSON

Collector Printed name

Crystal Wilson

Signature

3-13-24

Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

Crystal Wilson

Drug Court Judge/Coordinator

23rd

Circuit

3/18/24

Date

OFFEROR NAME: _____

OSCA 18-007
Collector Guideline Acceptance Form

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Laura M Bronson  3-12-24
Collector Printed name Signature Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

Alexis B Curtis 12th 3-14-2024
Drug Court Judge/Coordinator Circuit Date

OFFEROR NAME: _____

OSCA 18-007
Collector Guideline Acceptance Form

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☒ I have registered with the Family Care Safety Registry (FCSR), and I have provided a copy of the results of the FCSR background screening results

Sierra Kidd Sierra Kidd 3/14/2024
Collector Printed name Signature Date

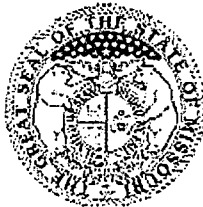
The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

[Signature] 33rd/34th 3/14/24
Drug Court Judge/Coordinator Circuit Date

OFFEROR NAME: _____

OSCA 18-007
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Karl Brown Karl Brown 3-13-2024
Collector Printed name Signature Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

Wendy Wilson 2302 3-18-24
Drug Court Judge/Coordinator Circuit Date

OFFEROR NAME: _____

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CRYSTAL WILSON Crystal Wilson 3-13-24
Collector Printed name Signature Date

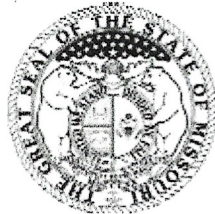
The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

Crystal Wilson ZSD 3/18/24
Drug Court Judge/Coordinator Circuit Date

OFFEROR NAME: _____

OSCA 18-007
Collector Guideline Acceptance Form

Office of State Courts Administrator



I verify I have read and will abide by the Missouri Collector Guidelines. I further understand failure to follow these guidelines may result in the termination of my contract with the Office of State Courts Administrator and the court.

☐ I am a commissioned law enforcement officer by the state of Missouri.

☐ I understand that I will provide a copy of my POST certification to verify my law enforcement commission in the state of Missouri.

☒ I am not a commissioned officer.

☒ I have provided a completed background check, and

☒ I have registered with the Family Care Safety Registry (FCSR), and I have provided a copy of the results of the FCSR background screening results

Gena Herndon Gena Herndon 3-11-2024
Collector Printed name Signature Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

Heather Graham-Thompson 45th 3/13/24
Drug Court Judge/Coordinator Circuit Date

OFFEROR NAME: _____

OSCA 18-007
Collector Guideline Acceptance Form

Office of State Courts Administrator



I verify I have read and will abide by the Missouri Collector Guidelines. I further understand failure to follow these guidelines may result in the termination of my contract with the Office of State Courts Administrator and the court.

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☒ I am not a commissioned officer.

☒ I have provided a completed background check, and

☒ I have registered with the Family Care Safety Registry (FCSR), and I have provided a copy of the results of the FCSR background screening results

<u>Darrell Jones</u>	<u>Darrell Jones</u>	<u>6/06/2023</u>
Collector Printed name	Signature	Date

The treatment court approves this person as a collector for our circuit. This approval does not mean the judiciary shall be liable for their actions in performance of these duties.

<u>Mary A. Davis</u>	<u>21st</u>	<u>06/15/23</u>
Drug Court Judge/Coordinator	Circuit	Date

ATTACHMENT 2

Non-Commissioned Collector Background Checks and Family Care Safety Registry

The following are the procedures individuals must complete in order to be considered for a contract for collector services with OSCA and the court.

Any non-commissioned individual who collects specimens for testing **must** have completed **Criminal Background Checks** as follows:

1. The Missouri Automated Criminal History System (MACHS) Fingerprint Search Portal allows any member of the public to schedule an appointment to be fingerprinted through Cogent, the state fingerprint services offeror, for a fingerprint-based criminal background check. Cogent will utilize electronic image capturing (also known as livescan) to capture an applicant's fingerprints electronically and transmit them to the MSHP for processing. Cogent does not receive or have access to criminal history records.
2. Print the Missouri State Highway Patrol Applicant Fingerprint Services of Missouri form below, form SHP-984 regarding fingerprinting and following the directions it contains. When completing the online information and when asked for a Registration Number, input 7236. This code **MUST** be used, or your background check will be sent to another agency and you will have to pay for your fingerprinting again!
3. Many questions regarding the fingerprinting process can be answered using the following website <https://www.machs.mo.gov/MACHSFP/faqMain.html>
4. A copy of the NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS is included below for your information as well.