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

Renewal 001
RFP NUMBER: OSCA 23-01792-17
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 Mark Conover (Apr 9, 2024 12:56 CDT)	04/09/2024
PRINTED NAME Mark Conover	TITLE Chief Revenue Officer
COMPANY NAME Preferred Family Healthcare	
MAILING ADDRESS 900 E. LaHarpe, PO Box 767	
CITY, STATE, ZIP Kirksville, MO 63501	
TELEPHONE NUMBER. 660-665-1962	EMAIL ADDRESS contractgrantmanagement@pfh.org

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: As submitted.		
CONTRACT NO. OSCA 24-01792-17	CONTRACT PERIOD July 1, 2024 through June 30, 2025	
CONTRACTS SECTION /s/Trish Adamson	DATE 5/20/24	DEPUTY STATE COURTS ADMINISTRATOR R. Morrisey

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 From 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 As 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: Preferred Family Healthcare, Inc.

Scram Cam with Base	Product/Service	$ 1500	firm, fixed price per each unit
Scram Remote Breath PRO	Product/Service	$ 900	firm, fixed price per each unit
Scram GPS	Product/Service	$ 800	firm, fixed price per each unit
GPS Battery Pack	Product/Service	$ 200	firm, fixed price per each unit
GPS Beacon	Product/Service	$ 200	firm, fixed price per each unit
Wireless Base Station	Product/Service	$ 500	firm, fixed price per each unit
Sweat Patch	Product/Service	$ 80.50	firm, fixed price per each unit

Electronic Monitoring

Pricing per participant

per day: $11.50

per week: $80.50

per month: $345.00

Is there a minimum number of days? Yes____ No X

If yes, please indicate number of days:____

Deposit or Start Up fee required? Yes____ No X

If yes, what is the cost?____

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

Landline, Ethernet, or direct connect/wireless base may be used. The CAM/GPS are water resistant but not to be submerged The RB PRO tolerate some water and drops.

Please list counties for which you will provide this service:

St. Charles, St. Louis, Franklin, Adair, Macon, Randolph, Shelby, Grundy, Clark, Mercer, Sullivan, Knox, Linn, Montgomery, Pike, and Scotland

Pricing Page, continued

COLLECTOR SERVICES PRICING

OFFEROR NAME: Preferred Family Healthcare, Inc.

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: $ N/A per hour, or

$ 80.50 per test

For the following county and circuit:

County: St. Charles	Circuit: 11th
County: Scotland	Circuit: 1st
County: Knox	Circuit: 2nd
County: Mercer	Circuit: 3rd
County: Linn	Circuit: 9th
County: St. Louis	Circuit: 21st
County: Macon	Circuit: 41st
County: Randolph	Circuit: 14th
County: Montgomery	Circuit: 12th
County: Pike	Circuit: 45th
County: Franklin	Circuit: 20th
County: Adair	Circuit: 2nd
County: Shelby	Circuit: 41st
County: Grundy	Circuit: 3rd
County: Clark	Circuit: 1st
County: Sullivan	Circuit: 9th

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 preserveanonymity; 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, uninvolvedstaff 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 beused 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. Describethe 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 ofState 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 lawenforcement 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

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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**

23-01792-17 R1 Preferred Family Healthcare

Final Audit Report 2024-04-09

Created:	2024-04-09
By:	Ryan Vanlaningham (ryan.vanlaningham@pfh.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAHGYGSBCbkGAk4M2IpJ7ZPrKK-5b0Cprr

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