



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

RFP NUMBER: OSCA 23-01792

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

CONTACT: Russell W. Rottmann

E-MAIL: osca.contracts@courts.mo.gov

PHONE NO.: (573) 522-6766

ISSUE DATE: April 11, 2023

DUE DATE: May 2, 2023

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

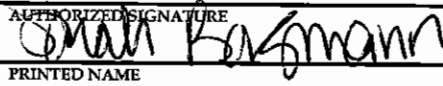
CONTRACT PERIOD: DATE OF AWARD THROUGH JUNE 30, 2024

DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:

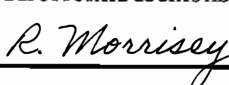
VARIOUS TREATMENT COURTS THROUGHOUT THE STATE OF MISSOURI

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 	DATE 4/26/2023
PRINTED NAME Sarah Borgmann	TITLE President
COMPANY NAME Eastern Missouri Alternative Sentencing Services INC (EMASS)	
MAILING ADDRESS 8 Westbury Dr	
CITY, STATE, ZIP St Charles Missouri 63301	
TELEPHONE NUMBER 636-946-245	E-MAIL ADDRESS SBorgmann@dwi-emass.com

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: In its entirety as submitted		
CONTRACT NO. OSCA 23-01792-08		CONTRACT PERIOD July 1, 2023 through June 30, 2024
CONTRACTS SECTION 	DATE 06/09/2023	DEPUTY STATE COURTS ADMINISTRATOR 



Eastern Missouri Alternative Sentencing Services, Inc.

A Private Professional Corporation Michael L. Smith, Founder Sarah Borgmann, President

8 Westbury Drive

St. Charles, MO 63301

Phone: 636-946-2815

Fax: 636-946-1568

office@dwj-emass.com

sborgmann@dwj-emass.com

4/18/2022

Office of State Courts Administrator

Contract Unit

P.O. Box 104480

Jefferson City MO, 65110-4480

RE: OSCA 23-01792

Eastern Missouri Alternative Sentencing Services (EMASS) was founded in 1991 to present a wide range of services to the Criminal Justice System. In September 2020, EMASS became a primarily women owned business with the naming of Sarah Borgmann as President and Co-Owner, running day to day operations with the continued involvement of Founder, Mike Smith. With 32 years and counting, EMASS has worked with the many Courts in Eastern Missouri providing various alternatives to the Court including private probation, electronic monitoring, continuous alcohol monitoring, drug testing, pre-sentence investigations, SATOP and mental health evaluations to name a few. We have 8 offices located in St Charles, St Louis, Warren, Lincoln, Jefferson, Franklin Counties and St Louis City and also provide virtual services and by appointment only services for the counties in which we do not have an office.

The mission at EMASS is to employ professionals that treat clients with dignity and respect. EMASS offers premier programs to those who need them the most. Experience, education and a drive for helping those in the community, EMASS staff work to facilitate positive growth for clients whether it be through counseling services, probation monitoring and electronic monitoring.

We appreciate the opportunity to respond to the RFP and are available for any additional questions that may arise.

Respectfully,

Sarah Borgmann
EMASS President

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 RFP shall be from date of award through June 30, 2024.

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

OFFEROR NAME: EMARS

<u>SCRAM CAM</u>	Product/Service	\$ <u>10.00</u>	firm, fixed price per each unit
<u>Remote Breach (RB)</u>	Product/Service	\$ <u>7.50</u>	firm, fixed price per each unit
<u>GPS</u>	Product/Service	\$ <u>10.00</u>	firm, fixed price per each unit
<u>SCRAM CAM and GPS Dualwear</u>	Product/Service	\$ <u>13.00</u>	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: SCRAM CAM \$10.00, RB \$7.50, GPS \$10.00, Dualwear \$13.00

per week: SCRAM CAM \$70.00, RB \$52.50, GPS \$70.00, Dualwear \$91.00

per month: SCRAM CAM \$300.00, RB \$225.00, GPS \$300.00, Dualwear \$390.00

Is there a minimum number of days? Yes _____ No X

If yes, please indicate number of days: _____

Deposit or Start Up fee required? Yes X No _____

If yes, what is the cost? \$50-\$75 depending on service

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

CAM and GPS bracelet are both water resistant, GPS bracelet has long range coverage and utilizes multiple satellites to ensure accuracy.

Please list counties for which you will provide this service:

St Charles, Franklin, Warren, Lincoln, Montgomery, Jefferson, St Louis and St Louis City

Pricing Page, cont.

COLLECTOR SERVICES PRICING

OFFEROR NAME: EMASS

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

\$20 for UA _____ per test

\$55 for ETG

\$40 for Lab Confirmation

For the following county and circuit:

County: St Charles Circuit: 11

County: Warren Circuit: 12

County: Lincoln Circuit: 45

County: Jefferson Circuit: 23

County: Franklin Circuit: 20

County: St Louis
St Louis City Circuit: 21/22

EXHIBIT A

OFFEROR INFORMATION

The offeror should provide the following information about their organization:
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OFFEROR NAME: EMASS

- a. Provide a brief company history, including the founding date and number of years in business as currently constituted.
SEE EXHIBIT A-1 FOR RESPONSE TO QUESTIONS ON THIS PAGE
- b. Describe the nature of the offeror's business and type of services performed, etc.
- c. Provide a list of, and a short summary of information regarding the offeror's current contracts/clients. List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.
- c. Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, any parent/subsidiary affiliations with other firms, etc.
- e. Provide a list summarizing pending litigation, any civil or criminal judgments, any bankruptcy proceedings, etc., that could affect the offeror's ability to perform. Failure to list such litigation may result in rejection of the proposal or in termination of any subsequent contract.
- f. Document the offeror's financial solvency in a manner that is acceptable for public review. Audited financial statements for the last year will provide such documentation; however, the statements will become public information. If the offeror is a subsidiary, also provide the documentation for the parent company.

EXHIBIT B

PRIOR EXPERIENCE REFERENCE

The offeror should copy and complete this form for each reference being submitted as a demonstration of the offeror's 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>EMASS</u>	
Subcontractor Name, if applicable: _____	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Department of Mental Health Division of Behavioral Health
Address of Reference Company: ☒ Street Address ☒ City, State, Zip	P.O. Box 544 Jefferson City MO 65102
Reference Contact Person Information: ☒ Name ☒ Phone # ☒ E-mail Address	Mark Rembecki 573-751-4122 573-751-4412 mark.rembecki@dmh.mo.gov
Dates of Prior Services:	SATOP contract holder for many years
Dollar Value of Prior Services:	
Description of Prior Services Performed:	SATOP services to clients

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:

Anyone in office can speak
 Signature of Reference Contact Person
to our business.

 Date of Signature

EXHIBIT C

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information should be provided)

OFFEROR NAME: EMASS

Personnel	Background and Expertise of Personnel and Planned Duties
1. <u>Sarah Borgmann</u> (Name) <u>President</u> (Title) <u>President</u> (Proposed Role/Function)	Has been with EMASS for 4 years and manages day-to-day operations and oversees mgmt staff
2. <u>Leland Smith</u> (Name) <u>General Manager</u> (Title) <u>Drug testing, oversee</u> (Proposed Role/Function) <u>Program</u>	Leland has been with EMASS for over 10 years. He previously worked for the state in a probation supervisor role that he retired from.
3. <u>Jill Beachamp</u> (Name) <u>Assistant Manager</u> (Title) <u>Program Oversight</u> (Proposed Role/Function)	Jill has 3 years with EMASS and has over 30+ years experience in the state probation office.
4. <u>Patty Timmermer</u> (Name) <u>Electronic Monitoring</u> (Title) <u>EM Lead</u> (Proposed Role/Function) <u>Customer service</u>	Patty has 20+ years at EMASS and oversees our EM dept. She handles inventory, reports and customer service.
5. <u>Kalie Thompson</u> (Name) <u>EM Specialist & Probation</u> (Title) <u>Drug testing, EM</u> (Proposed Role/Function)	Kalie has been a part of our team for 3 years. She has learned different aspects of the criminal justice system very quickly.
6. <u>Haven Watt</u> (Name) <u>EM Specialist, Probation</u> (Title) <u>Drug testing, EM</u> (Proposed Role/Function)	Haven has several years experience working in probation and health care.

* will add an additional staff as needed.

EXHIBIT D

METHOD OF PERFORMANCE

The offeror should use this Exhibit, or similar format, to present a written plan for performing the requirements specified in this Request for Proposal (RFP).

OFFEROR NAME: EMASS

1. Describe testing procedures, including but not limited to the following:
 - a. What is provided with which to collect each sample (cups, chain of custody forms, mailing packets)?
Cups with test strip, chain of customer form, envelope and label for lab if needed
 - b. Describe how the sample is transported to the testing laboratory (U S Postal, Fed Ex, UPS, etc.).
Fed Ex Overnight
 - c. Describe the methods of testing which are employed (LC/MS/MS, GS/MS, LC/MS, and/or Immunoassay methods).
Can use a variety of methods
 - d. Provide the testing cutoff levels which are available (100ng/mL, 250ng/mL, 500ng/mL, 1000 ng/mL).
What cutoff level is recommended to safe guard against incidental false positives? _____ng/mL
We utilize State cut off levels for private probation services
 - e. Describe the turnaround time for results.
Results are within 3 min on cups, results are reported within 2 days
 - f. Describe how test results will be reported (by telephone, fax, vendor portal or e-mail).
However the Court prefers. We can also e-file.
2. Describe the instruction or training provided to treatment court staff pertaining to properly collecting a sample and completing necessary documentation.
All training will be done hands on and through videos. There is also an instruction packet on how complete the test for additional reference .
3. Organizational Chart - The offeror should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel.
 - a. The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the offeror's organization.
4. Along with a detailed organizational chart, the offeror should describe the following:
 - a. How services of the contract will be managed, controlled, and supervised in order to ensure satisfactory contract performance.
Exhibit 2-B
President and general manager will oversee program. This complements other services we offer.
 - b. Total Personnel Resources - The offeror should provide information that documents the depth of resources to ensure the completion of all requirements on time and on target. If the offeror has other ongoing contracts that also require personnel resources, the offeror should document how sufficient resources will be provided to the state of Missouri.
We will hire additional staff as needed.

EXHIBIT D, cont.

METHOD OF PERFORMANCE

OFFEROR NAME: EMASS

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

Are products and/or services being manufactured or performed at sites outside the United States?	Yes <u> X </u>	No <u> </u>
Describe and provide details: EMASS gets their cups from Redwood Toxicology and they get their cups from China.		

EXHIBIT E

EMPLOYEE BIDDING/CONFLICT OF INTEREST

Offerors who are employees of the state of Missouri, a member of the General Assembly or a statewide elected official 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 or a statewide elected official, 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:		_____ %

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, cont.

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 (NADCP.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;
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;
11. Shall not observe or obtain urine samples or perform urinalysis testing while conducting home, employment, or other site visits.

ATTACHMENT 1, cont.

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, cont.

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.

OFFEROR NAME: EMASS

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 - *will provide upon request.*

Sarah Bagmann

Sarah Bagmann

4-26-2023

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

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 livenesscan) 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-984C 04/13, 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.msdp.dps.mo.gov/MACHSFP/faq.html>
4. A copy of the NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS is included below for your information as well.

Sarah Bergmann, Leland Smith and Jill Beachamp are certified fingerprinting technicians with the State of Missouri and Idemia. We have to have and pass a background check in order to do this.