



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

**AMENDMENT 001**

**RFP NO. OSCA 14-042**

**TITLE: Specialized Treatment Provider  
for Treatment Court**

**ISSUE DATE: March 5, 2014**

**CONTACT: Russell Rottmann**

**PHONE NO.: (573)522-6766**

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

**RETURN PROPOSALS NO LATER THAN: MARCH 17, 2014**

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

**RETURN PROPOSAL TO:**

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

(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, 2015**

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

**VARIOUS LOCATIONS THROUGHOUT THE STATE OF MISSOURI**

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

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE <i>Greg Echele</i>		DATE 3-12-14
PRINTED NAME Greg Echele		TITLE CEO
COMPANY NAME Family Resource Center		
MAILING ADDRESS 4411 N. Newstead Ave.		
CITY, STATE, ZIP St. Louis, MO 63115-2534		
E-MAIL ADDRESS sclauss@frcmo.org		FEDERAL EMPLOYER ID NO. 43-1071300
PHONE NO. 314-877-2016	FAX NO. 314-877-2433	

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

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: AS SUBMITTED		
CONTRACT NO. OSCA 14-042-13	CONTRACT PERIOD July 1, 2014 through June 30, 2015	
CONTRACTS COORDINATOR <i>Yderbert &amp; Conner</i>	DATE 4-22-2014	DEPUTY STATE COURTS ADMINISTRATOR <i>Greg Rottmann</i>



RESOURCE CENTER

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- Tim Person, Jr.
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- Heather Rhodes
- William Rose
- Kathy Siddens
- Ellen C. Smith
- Jackie Kaullen Watson

Chief Executive Officer  
Greg Echele

17 March, 2014

Office of State Courts Administrator  
Attn: Contract Unit  
PO Box 104480  
Jefferson City Mo 65110 - 4480

RE: OSCA-14-042

To Whom It May Concern:

Family Resource Center is pleased to apply to become an approved vendor for Missouri Recovery Support Specialist (MRSS) services for the Drug Court of the 22<sup>nd</sup> Judicial Circuit. Please accept our application materials, which you will find enclosed.

Family Resource Center, a private not-for-profit, has been providing high quality services to children and families in the St. Louis metropolitan area since 1974. The mission of the agency is to prevent and treat all forms of child abuse and neglect and to strengthen families through family-centered therapeutic, educational, and support services.

We understand and agree to the terms of the proposed contract and performance requirements of vendors. We believe we are uniquely qualified to deliver appropriate and effective services to clients of the Drug Court in the 22<sup>nd</sup> Judicial Circuit.

Thank you for your consideration of our application.

Cordially,

Greg Echele  
CEO



**RFP NO. OSCA- 14-042**  
**TITLE: Specialized Treatment Provider**  
**for Treatment Court**

**Family Resource Center**  
**TABLE OF CONTENTS**

1. Signed RFP and RFP Amendment Cover Pages
2. Pricing Page
3. Renewal Options
4. Exhibit A – Vendor’s Reference: Barnes-Jewish Hospital Teen Pregnancy Center
5. Exhibit A – Vendor’s Reference: Children’s Permanency Partnership
6. Exhibit A – Vendor’s Reference: Missouri Children’s Division
7. Exhibit A – St. Louis County Children’s Services Fund, Therapeutic Preschool – Day Treatment
8. Exhibit A – St. Louis County Children’s Services Fund, Child Abuse Prevention and Treatment Services
9. Exhibit A – St. Louis County Children’s Services Fund, PathBuilders
10. Exhibit A – St. Louis County Children’s Services Fund, St. Louis Volunteer Resource Parents
11. Exhibit A – St. Louis Mental Health Board, St. Louis Volunteer Resource Parents
12. Exhibit B – Personnel Expertise Summary
13. Staff Resume – Susan Clauss, M.A.T., M.Ed., L.P.C.
14. Staff Resume – Gwendolyn Drisdell
15. Staff Resume – Lynn Goodson
16. Staff Resume – John Moody
17. Exhibit C – Affidavit of Work Authorization
18. Exhibit D – Miscellaneous Information
19. Exhibit E – Debarment Certificate



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P.O. Box 104480  
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Jefferson City, Missouri 65110- 4480**

**RFP NO. OSCA 14-042**  
**TITLE: Specialized Treatment Provider**  
**for Treatment Court**  
**ISSUE DATE: February 24, 2014**

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

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**2112 Industrial Dr**  
**Jefferson City Mo 65109**

**CONTRACT PERIOD: DATE OF AWARD THROUGH JUNE 30, 2015**

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AUTHORIZED SIGNATURE <i>Greg Echele</i>		DATE <i>3-12-14</i>
PRINTED NAME <b>Greg Echele</b>		TITLE <b>CEO</b>
COMPANY NAME <b>Family Resource Center</b>		
MAILING ADDRESS <b>4411 N. Newstead Avenue</b>		
CITY, STATE, ZIP <b>St. Louis, MO 63115-2534</b>		
E-MAIL ADDRESS <b>sclauss@frcmo.org</b>		FEDERAL EMPLOYER ID NO. <b>43-1071300</b>
PHONE NO. <b>314-877-2016</b>	FAX NO. <b>314-877-2433</b>	

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

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NO. <b>OSCA 14-042</b>	CONTRACT PERIOD <b>July 1, 2014 through June 30, 2015</b>	
CONTRACTS COORDINATOR	DATE	DEPUTY STATE COURTS ADMINISTRATOR



**Office of State Courts Administrator  
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2112 Industrial Drive  
Jefferson City, Missouri 65110- 4480**

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**ISSUE DATE: March 5, 2014**

**CONTACT: Russell Rottmann**

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PHONE NO. 314-877-2016	FAX NO. 314-877-2433	
OSCA 14-042	July 1, 2014 through June 30, 2015	

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

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:	
CONTRACT NO.	CONTRACT PERIOD

OSCA 14-042 Treatment Court Specialized Service Providers

CONTRACTS COORDINATOR	DATE	DEPUTY STATE COURTS ADMINISTRATOR
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AMENDMENT 001 TO RFP OSCA 14-016

TITLE: SPECIALIZED TREATMENT PROVIDER FOR TREATMENT COURT

Prospective Offerors are hereby notified of the following changes and/or clarification:

Changes made to the following section:

2.19

**PRICING PAGE**

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

Service Description	Vendor Firm, Fixed Unit Price	Unit of Service
Assessment		Per assessment
Assessment option (Multi-axial)		Per assessment
Assessment update		Per assessment
Case Management/Community Support		Per ¼ hour
Communicable Disease Assessment/Education/Testing		Per ¼ hour
Day Treatment		Per day
Detoxification (Social Setting)		Per day
Detoxification (Modified Medical)		Per day
Early Intervention (Intake)		Per ¼ hour
Early Intervention (Group Education)		Per ¼ hour
Early Intervention (Motivational Interviewing-Individual)		Per ¼ hour
Extended Day Treatment		Per day
Family Conference		Per ¼ hour
Family Therapy		Per ¼ hour
Group Counseling (Associate SA Counselor)		Per ¼ hour
Group Counseling (QSAP)		Per ¼ hour
Group Counseling ( Collateral relationship)		Per ¼ hour
Group Education		Per ¼ hour
Group Education (Trauma Related)		Per ¼ hour
Individual Counseling		Per ¼ hour
Individual Counseling (Collateral Relationship)		Per ¼ hour
Individual Counseling (Co-Occurring Disorder)		Per ¼ hour
Individual Counseling (Trauma Related)		Per ¼ hour
Medication Services		Per ¼ hour

Medication: [Medication Assisted Treatment (MAT)]		Per prescription
Missouri Recovery Support Specialist (MRSS)	\$5.50	Per ¼ hour
Missouri Recovery Support Specialist Peer (MRSS-P)		Per ¼ hour
Relapse Prevention Counseling		Per ¼ hour
Residential Support		Per day
Treatment Court Day	\$50	Per day regardless of number of hours
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 vendor		Per test
Sample Collection with 2-panel on-site provided by vendor		Per test
Sample Collection with 3-panel on-site provided by vendor		Per test
Sample Collection with 4-panel on-site provided by vendor		Per test
Sample Collection with 5-panel on-site provided by vendor		Per test
Sample Collection with 6-panel on-site provided by vendor		Per test
Sample Collection with 7-panel on-site provided by vendor		Per test
Sample Collection with 8-panel on-site provided by vendor		Per test
Sample Collection with 9-panel on-site provided by vendor		Per test
Drug Testing: Sample Collection and On-Site Test (Kit provided by Treatment Court)		Per test
Drug Testing: Breathalyzer (Equipment provided by vendor)		Per test
Drug Testing: Breathalyzer (Equipment provided by Treatment Court)		Per test

**Evidence Based Program and Practice curriculum being utilized:** Family Resource Center (FRC) provides one-on-one, community based mentoring, defined in the RFP as Missouri Recovery Support Specialist services, for adults receiving substance abuse treatment services through the 22nd Judicial Circuit. The National Registry of Evidence-based Programs and Practices does not include mentoring programs for adult clients. The nearest analog in the registry is Big Brothers, Big Sisters, which offers one-on-one, community based mentoring to youth ages 6 to 18. However, FRC’s mentoring program was developed according to the so-called Reno Model, is accredited by the Council on Accreditation (COA), and was evaluated by Institute for Applied Research (IAR) and deemed effective.

**Which Cognitive Behavioral intervention staff is qualified to deliver:** FRC is limited to providing mentoring services for clients of the Drug Court of the 22<sup>nd</sup> Judicial Circuit. The Drug Court refers clients to specific providers of those services when appropriate.

**Please indicate if Medication Assisted Treatment (MAT) is provided. If you do not provide MAT, how and with whom MAT services are arranged and how all services are coordinated.** FRC does not provide Medication Assisted Treatment. The Drug Court refers all its clients to its identified vendors of that service.

OSCA 14-042 Treatment Court Specialized Service Providers

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.

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							

OSCA 14-042 Treatment Court Specialized Service Providers

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	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							

OSCA 14-042 Treatment Court Specialized Service Providers

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
38	Taney							
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							

**RENEWAL OPTION**

The Office of State Courts Administrator shall have the sole option to renew the contract for in one (1) year increments or any portion thereof for a maximum total of five (5) additional years.

Prices for the renewal period shall be requested no later than 90 days prior the effective renewal.



**EXHIBIT A**  
**PRIOR 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.

<b>Offeror Name or Subcontractor Name:</b> Family Resource Center	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Children's Permanency Partnership
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	3309 S. Kingshighway, St. Louis, MO 63139
Reference Contact Person Information: ✓ Name, ✓ Phone # ✓ E-mail Address	Brenda Maly, (314) 457-6510, <a href="mailto:B.Maly@cppmo.org">B.Maly@cppmo.org</a>
Dates of Prior Services:	11-97 to present
Dollar Value of Prior Services:	\$2,070,600 during 2013
Description of Prior Services Performed:	<u>Foster Care/Adoption Case Management</u> , per Children's Division contract – extensive case management services are provided to children in State custody in the St. Louis metropolitan area. The services focus on ensuring safety and welfare of the children while meeting their physical, medical, psychological, emotional, and educational needs, providing support services to biological families, creating service plans for expeditious reunification, adoption services for children unable to be unified with biological family, licensing and support services for foster and adoptive families, all performed with the goal of identifying a permanent, safe, and loving home for children in State custody. All services for the children in care are coordinated through the case management services. Specific service outcomes are measured relating to each child's safety, welfare, and permanency (reunification, legal guardianship, or adoption), and services are closely coordinated with Children's Division and Family Courts staff.

*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:*

Brenda Maly  
Signature of Reference Contact Person

3-13-14  
Date of Signature

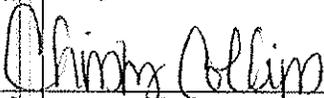
EXHIBIT A

PRIOR EXPERIENCE

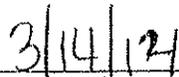
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Offeror Name or Subcontractor Name: <u>Family Resource Center</u>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Missouri Children's Division
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	205 Jefferson Street, P. O. Box 88, Jefferson City, MO 63103
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Christy Collins, 573-751-9603, <a href="mailto:Christy.m.collins@dss.mo.gov">Christy.m.collins@dss.mo.gov</a>
Dates of Prior Services:	09-99 to present
Dollar Value of Prior Services:	\$15,911 during 2013
Description of Prior Services Performed:	<u>Training Development – In-Home Services Staff</u> per Children's Division contract – professional training and training curriculum development are provided by an FRC professional Trainer/IIS Supervisor State-wide to both state agency and private agencies professional staff that provide in-home services. The trainings include Front-line IIS and FRS specialized pre-service and follow-up trainings, IIS/FRS Supervisor trainings, trainings on a range of topic and skill areas, such as domestic violence, time management, child sexual abuse, and substance abuse.

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:



Signature of Reference Contact Person



Date of Signature

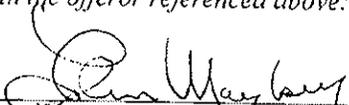
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<b>Offeror Name or Subcontractor Name:</b> <u>Family Resource Center</u>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	St. Louis County Children's Services Fund
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	222 South Meramec Avenue, Suite 202, Clayton, MO 63105
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	Theresa Mayberry, 314-615-5853, tmayberry@stlouisco.com
Dates of Prior Services:	01-12 to present
Dollar Value of Prior Services:	\$157,124 in 2013
Description of Prior Services Performed:	Therapeutic Preschool -- Day Treatment, per contract with St. Louis County Children's Service Fund, provides specialized day treatment to children (St. Louis County residents) ages 3 - 5 who are experiencing serious emotional disturbance and behavioral problems. Most of the children have histories of physical and/or sexual abuse, neglect, or exposure to domestic violence. The program works to reduce or alleviate the child's emotional/behavioral problems and developmental delays to enable their successful transition to a less treatment-intensive early childhood education setting, and in stabilization within their home environment.

*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:*

  
 \_\_\_\_\_  
 Signature of Reference Contact Person

3/14/2014  
 \_\_\_\_\_  
 Date of Signature

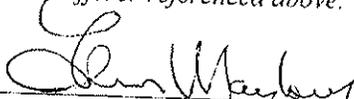
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<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	St. Louis County Children's Services Fund
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	222 South Meramec Avenue, Suite 202, Clayton, MO 63105
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	Theresa Mayberry, 314-615-5853, tmayberry@stlouisco.com
Dates of Prior Services:	08-10 to present
Dollar Value of Prior Services:	\$198,299 in 2013
Description of Prior Services Performed:	Child Abuse Prevention and Treatment Services – Family Treatment. Services to children, 19 or under, residing in St. Louis County. Families may display risk factors for child abuse and/or neglect. Evidence Based Practices utilized are Trauma Focused – Cognitive behavioral Therapy (TF-CBT), Parent Child Interaction Therapy (PCIT), Parenting Wisely (PW), and Modular Approach to Therapy for Children with Anxiety, Depression, Trauma, or Conduct Problems (MATCH-ADTC).

*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:*



Signature of Reference Contact Person

3/14/2014

Date of Signature

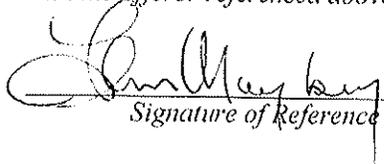
**EXHIBIT A**

**PRIOR 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.

<b>Offeror Name or Subcontractor Name:</b> <u>Family Resource Center</u>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	St. Louis County Children's Services Fund
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	222 South Meramec Avenue, Suite 202, Clayton, MO 63105
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	Theresa Mayberry, 314-615-5853, <a href="mailto:tmayberry@stlouisco.com">tmayberry@stlouisco.com</a>
Dates of Prior Services:	08-10 to present
Dollar Value of Prior Services:	\$448,792 in 2013
Description of Prior Services Performed:	PathBuilders is an 18-24 month program with a unique, evidence-based approach to help families move forward to self-sufficiency and sustainability. The services are home-based and tailored to meet the specific needs of the family. PathBuilders is designed to serve St. Louis County families challenged by child maltreatment, parenting stress, financial hardship, under or unemployment, mental or physical health problems and history of domestic violence.

*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:*

  
 \_\_\_\_\_  
 Signature of Reference Contact Person

3/14/2014  
 \_\_\_\_\_  
 Date of Signature

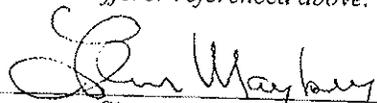
**EXHIBIT A**

**PRIOR 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.

<b>Offeror Name or Subcontractor Name:</b> <u>Family Resource Center</u>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	St. Louis County Children's Services Fund
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	222 South Meramec Avenue, Suite 202, Clayton, MO 63105
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	Theresa Mayberry, 314-615-5853, tmayberry@stlouisco.com
Dates of Prior Services:	08-10 to present
Dollar Value of Prior Services:	\$100,174 in 2013
Description of Prior Services Performed:	St. Louis Volunteer Resource Parents program serves St. Louis County teen mothers, age 19 and under who are pregnant and/or parenting a child under one year of age and have no more than one other child. The program provides parenting education; case management, coaching, and mentoring services; and an incentive program for participation in program activities.

*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:*

  
 \_\_\_\_\_  
 Signature of Reference Contact Person

3/4/2014  
 \_\_\_\_\_  
 Date of Signature

OSCA 14-042 Treatment Court Specialized Service Providers

**EXHIBIT A**

**PRIOR 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.

<b>Offeror Name or Subcontractor Name:</b> <u>Family Resource Center</u>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	St. Louis Mental Health Board
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	333 S. 18 <sup>th</sup> Street, Ste. 200, St. Louis, MO 63103
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	Jama Dodson, 314-535-6964, jdodson@stlmhb.com
Dates of Prior Services:	07-09 to present
Dollar Value of Prior Services:	\$55,057 in 2013
Description of Prior Services Performed:	St. Louis Volunteer Resource Parents program serves St. Louis City teen mothers, age 21 and under who are pregnant and/or parenting a child under one year of age and have no more than one other child. The program provides parenting education; financial literacy education; case management and mentoring services; an incentive program for participation in program activities; and the opportunity to establish and save money through an Individual Development Account (IDA).

*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:*

Jama Dodson  
 Signature of Reference Contact Person

3-14-14  
 Date of Signature

**EXHIBIT B**

**PERSONNEL EXPERTISE SUMMARY**

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

<b>Personnel</b>	<b>Background and Expertise of Personnel and Planned Duties</b>
1. <u>Susan H. Clauss, M.A.T., M.Ed., L.P.C.</u> (Name) <u>Program Manager</u> (Title) <u>(same as above)</u> (Proposed Role/Function)	28 years of experience in social services, including 8 years for Progressive Youth Center as a Project Coordinator and Director of Prevention Services, 5 years as Project Director for St. Louis Neighborhood Network, and over 10 years for Family Resource Center as a Program Coordinator and Program Manager. Ms. Clauss provided training in conflict management for the Missouri Training Institute and in group facilitation for Brown School of Social Work. She is trained in Motivational Interviewing and Problem Solving Therapy. Ms. Clauss has not yet earned the MRSS credential, but expects to have it by 7/1/14.
2. <u>Gwendolyn J. Drisdell</u> (Name) <u>Part-Time Drug Court Mentor</u> (Title) <u>(same as above)</u> (Proposed Role/Function)	10 years of experience with Family Resource Center as a Part-Time Drug Court Mentor to participants of the St. Louis City Family Drug Court and one year as Family Resource Center's Drug Court Mentor Assistant. Ms. Drisdell has been trained in Motivational Interviewing. Ms. Drisdell does not yet have the MRSS credential, but expects to earn it by 7/1/14.
3. <u>Dianna Lynn Goodson</u> (Name) <u>Part-Time Drug Court Mentor</u> (Title) <u>(same as above)</u> (Proposed Role/Function)	2 years experience with Family Resource Center as a Part-Time Drug Court Mentor to participants of the St. Louis City Family Drug Court and 5 years experience as a Children's Service Worker with the Missouri Children's Division. Ms Goodson specialized in drug-exposed babies and mothers with drug addictions and served as a team member on the St. Louis Perinatal Substance Abuse Prevention Committee. Ms. Goodson has not yet earned the MRSS credential, but expects to do so by 7/1/14.
4. <u>John Moody</u> (Name) <u>Part-Time Drug Court Mentor</u> (Title) <u>(same as above)</u> (Proposed Role/Function)	10 years experience working with youth, including 2 years as a Mentor and Tutor, 2 years as a youth group leader, 4 years as Lead Youth Advisor for Epworth Children and Family Services, and 3 years as a Mental Health Community Support Specialist for Amanda Luckett Murphy Hopewell Center. Mr. Moody came to Family Resource Center as a Part-Time Drug Court Mentor in October 2013.
5. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
6. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	

## Susan H. Clauss

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### Education

M.Ed. General Counseling, 1988. University of Missouri – St. Louis. 4.0 grade point average.

M.A.T. Music Education, 1969. Washington University, St. Louis, MO. Full tuition fellowship.

B.A. Music Theory and History, 1968. Carleton College, Northfield, MN.

Certificate in COBOL Programming, 1983. Washington University Center for the Study of Data Processing, St. Louis, MO

36 hours and qualifying exams completed toward Ed.D. Music Education, 1972-75. Washington University, St. Louis, MO. Full tuition scholarship.

### Licenses and Certifications

Licensed Professional Counselor      State of Missouri, CS# 001426

MO Life Teaching Certificate      Vocal Music, K-12

### Experience

#### 2010 - Present Family Resource Center, St. Louis, MO – Program Manager

Responsible for managing program department; supervising 1 full-time and 4 part-time staff, occasional practicum students and interns; grant-writing and reporting to funders; monitoring budgets, program outcomes, adherence to program policies and standards; volunteer training.

#### 2004 - 2010 Family Resource Center, St. Louis, MO – Program Coordinator

Responsible for: coordinating 2 mentoring programs; supervising of 2 full-time and 4 part-time staff, occasional practicum students; grant-writing and reporting to funders; volunteer recruitment, training, and credentialing.

#### 1999 – 2004 St. Louis Neighborhood Network, St. Louis, MO – Project Director

Responsible for: coordinating collaborative community partnership for the protection of children in two inner city Zip Codes; supervising 3 full-time, 2 part-time staff, and 1-2 practicum students and interns; grant-writing and reporting to funders; budgeting and financial management; communication with board and committees; agency networking; brokering technical assistance and other resources to work groups and constituents.

#### Accomplishments:

- Instituted publication of organization's bi-monthly newsletter.
- Developed new and/or expanded existing collaborative relationships with at least 7 agencies or organizations.

#### 1997 – 1999 Youth Emergency Service, St. Louis, MO – Director of Program Services

Responsible for: managing delivery of all agency programs and services; supervision of 3 full-time employees; grant-writing and reporting to funders; budgeting; communication with board; program evaluation; compliance with Division of Family Services licensing standards.

#### Accomplishments:

- Served as Acting Executive Director for 6 months, supervising 6 full-time employees, managing finances, building maintenance, and clerical support functions.
- Developed a computer database to collect and report process evaluation data to meet United Way standards.

#### 1989 – 1997 Progressive Youth Center, St. Louis, MO

##### 1992-1997 Director of Prevention Services

Responsible for: managing development and delivery of all agency programs and services; supervision of 2-6 employees, 1-3 practicum students; business planning and budgeting; reporting to funders; communication with board of directors; community needs assessment;

agency networking.

**Accomplishments:**

- Implemented comprehensive business planning process.
- Drafted program assessment models and instituted outcome evaluation procedures to meet United Way standards.
- Streamlined statistical reporting system.
- Coordinated collaborative community partnership to implement primary and secondary prevention strategies in response to SB595.

**1989-1992 Project Coordinator**

Responsible for: design, delivery and evaluation of prevention programs; curriculum development; facilitator training; management of summer youth program; providing individual, group and family therapy.

**Accomplishments:**

- Co-authored and implemented a major date/acquaintance rape and family violence prevention curriculum for teens which is still in use.

**1988 – 1989 In-Glo Christian Counseling and Consulting Services, St. Louis, MO – Associate Counselor**

Duties included: individual, marriage and family counseling; design and presentation of workshops and seminars; direction of music performance of repertory theater troupe for creative adolescents.

**1987 – 1989 Lutheran Family and Children’s Services of Missouri, St. Louis, MO – Consultant and Contract Trainer**

Management consultant to task force administering volunteer program; education and creative consultant for the development and piloting of curriculum package for teaching human relations skills to medical professionals.

**1981 – 1987 NAVCO, Corporation; National General Insurance Company, St. Louis, MO  
1984-1987, Statistical Programmer**

Designed, programmed, documented and implemented new statistical reporting system. Supervised Junior Statistician.

**1982-1984, Statistician and Documentation Specialist**

Produced statistical reports to meet statutory requirements.

**1981-1982, Training Assistant**

Designed, wrote and produced 2 comprehensive pieces of data processing user documentation.

**1978 – 1981 Girl Scout Council of Greater St. Louis, St. Louis, MO  
1979-1981, Adult Education Director**

Responsible for: recruiting, training and supervising 12 training managers and 12 training registrars who coordinated the work of over 260 trainers.

**Accomplishments:**

- Designed, wrote and produced curricula for over 31 types of workshops.
- Supervised 8 teams of writers to produce other curriculum materials.

**1982 – 1992  
and  
1973 – 1979 Florissant Presbyterian Church  
Organist and Choir Director**

Duties included: recruiting, training and directing up to 3 choral groups.

**1969 – 1972 Ferguson-Florissant R-2 School District, Florissant, MO – Elementary Vocal Music Specialist**

# Gwendolyn J. Drisdell

## EDUCATION

B.S., Business Administration – Columbia College, St. Louis, MO  
World Impact Outreach Program - Mentoring

## SKILLS

MS Office, SAP Business System

## EXPERIENCE

**2004 – Present**

**Family Resource Center, St. Louis, MO**

**2005 – Present Drug Court Mentor**

Provides a variety of support services and one-on-one coaching for participants in the St. Louis City Family Drug Court. Assists in the development and implementation of individual service plan along with mentee, his/her family/guardian, the Drug Court team, and other stakeholders. Completes weekly contact records that detail mentor-mentee interactions. Maintains contact and accesses the services of community agencies that provide support for mentees. Attends weekly staffings and hearings of the Drug Court. Advocates for the mentee and coaches mentees in the art of self-advocacy.

**2004 - 2005 Drug Court Mentor Assistant**

Responded to telephone, email, faxed, and written communication and/or Inquiries; collected, organized, and filed information about community resources; attended and observed court hearings; assisted with coordination of mentoring services.

**2000**

**Solutia, Inc., St. Louis MO**

**Documentation Specialist**

Documented, tracked, and distributed contractual specifications, fulfillments, standards, and modifications.

**1999 – 2000**

**Kelley Services, St. Louis, MO**

**Desktop Publisher**

Designed and implemented program for engineering standards; published on intranet; designed and published monthly newsletter.

**1983 – 1997**

**U.S. Army, St. Louis, MO**

**Contract Specialist**

Worked in various positions doing clerical and technical assignments for U.S. Army helicopters.

# Dianna Lynn Goodson

## EDUCATION

### **Bachelor of Arts/Psychology – May, 2008**

Webster University, St. Louis, MO  
Minor in Religious Studies  
GPA 3.48/4.0

## EXPERIENCE

**2012 – Present**

### **Family Resource Center, St. Louis, MO Drug Court Mentor**

Provides a variety of support services and one-on-one coaching for participants in the St. Louis City Family Drug Court. Assists in the development and implementation of individual service plan along with mentee, his/her family, the Drug Court team, and other stakeholders. Completes weekly contact records that detail mentor-mentee interactions. Maintains contact and accesses the services of community agencies that provide support for mentees. Attends weekly staffings and hearings of the Drug Court. Advocates for the mentee and coaches mentees in the art of self-advocacy.

**2008 – 2012**

### **State of Missouri – Children’s Division, St. Louis, MO Children’s Service Worker**

Investigated reports of abuse or neglect in a timely manner; interacted with families to ensure safety of children and provide services to keep families intact; placed children outside of home when safety could not be assured; attended court hearings when needed and testified on behalf of the state; completed reports in a timely manner in accordance with state law; worked with multi-disciplinary agencies to ensure welfare of children; specialized in drug-exposed babies and mothers with drug addictions; interacted with the Family Drug Court in St. Louis City.

**2010 – 2012**

### **Perinatal Substance Abuse Prevention Committee, St. Louis, MO Team Member**

Gave presentations to other social service agencies on practices of Children’s division regarding drug-exposed infants; worked with team to explore and implement strategies to help women using drugs to stop before delivery.

**2007 – 2011**

### **St. Margaret Mary PSR Program, St. Louis, MO Teacher**

Taught religion to 3<sup>rd</sup> grade students who did not receive it in the public classroom; developed and implemented lesson plans, incorporating the unique learning styles and special needs of all students; created activities to promote learning; educated students regarding appropriate classroom behavior and enforced classroom rules; communicated with parents and students regarding progress and concerns.

## **RETAIL EXPERIENCE**

**1996 – 1997**

**Saks Fifth Avenue, Frontenac, MO**

**Sales Associate**

Assisted customers with selecting and purchasing products in women's clothing department; completed sales transactions, tracked sales performance, and resolved customer issues.

**1994 – 1996**

**Neiman Marcus, Frontenac, MO**

**Sales Associate**

Worked as sales person and customer service representative in the children's department; assisted customers with product selection and completed sales transactions.

**1991 – 1994**

**Fashion Bug, St. Louis, MO**

**1992 – 1994 Store Manager**

Organized product displays to highlight new and hard to sell products, and coordinated promotions; supervised, hired, terminated, and trained employees, monitored performance; and conducted evaluations; performed general accounting, completed reports, maintained accurate records, and resolved customer issues; communicated sales goals to employees, tracked progress, and implemented training as needed.

# John Moody

## EDUCATION

Vashon High School, St. Louis, MO – May 1991

St. Louis Community College – Forest Park, St. Louis, MO – 08/2004 – 05/2006

## EXPERIENCE

- 2013 – Present      Family Resource Center, St. Louis, MO**  
**Drug Court Mentor**  
Provides a variety of support services and one-on-one coaching for participants in the St. Louis City Misdemeanor Marijuana and Juvenile Drug Courts. Assists in the development and implementation of individual service plan along with mentee, his/her family/guardian, the Drug Court team, and other stakeholders. Completes weekly contact records that detail mentor-mentee interactions. Maintains contact and accesses the services of community agencies that provide support for mentees. Attends weekly staffings and hearings of the Drug Court. Advocates for the mentee and coaches mentees in the art of self-advocacy.
- 2011 – Present      Amanda Lockett Murphy Hopewell Center, St. Louis, MO**  
**Mental Health Community Support Specialist**  
Manages a caseload of 15-20 clients who have mental health diagnosis. Visits clients at school and home, ensuring they keep doctor's appointments and comply with medication. Attend all school related functions, IEP meetings, disciplinary reviews, etc. Attend weekly staffing, psychiatric appointments, and court visits. Maintain client records, review charts, create and maintain treatment plans, and document progress in quarterly reports.
- 2007 – 2011      Epworth Children and Family Services, Webster Groves, MO**  
**Lead Youth Advisor and, as needed, Crisis Intervention Team**  
Oversee daily living activities of Level III boys' unit, housing 15 residents ages 12-18. Supervise and evaluate youth advisors in planning and maintaining unit programs, proper living standards and creating an emotionally stable, physically safe, and positive environment for residents. Responsible for annual performance evaluation of Youth Advisors as well as progressive discipline as needed. Review daily log entries, incident reports, data enter rehab notes. Participate in weekly team meetings with therapist and recreation staff to discuss residents' behavior and assess progress. Coordinate and facilitate bi-monthly team meetings with youth advisors, supervisors, therapist, and recreation staff. Work with therapist to develop treatment plans, oversee unit expenditures, and management of residents' money.

**2005 – 2007**

**South City YMCA, St. Louis, MO**

**Group Leader**

Worked in after school program, helping students with learning disabilities who needed help with homework and tutoring. Coached sports and supervised field trips.

**2004 – 2006**

**AmeriCorp St. Louis, St. Louis, MO**

**Mentor and Tutor**

Responsible for providing assistance to instructors during class room time and for providing group and one-on-one tutoring sessions with students.

**EXHIBIT C**

**AFFIDAVIT OF WORK AUTHORIZATION**

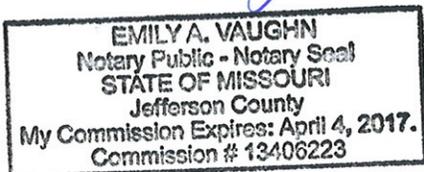
Comes now Greg Echele as Chief Executive Officer first being duly sworn on my oath  
(NAME) (OFFICE HELD)  
affirm Family Resource Center is enrolled and will continue to participate in a federal work  
(COMPANY NAME)  
authorization program in respect to employees that will work in connection with the contracted services  
related to OSCA 14-042 for the duration of the contract, if awarded, in accordance with  
(RFP NUMBER)  
RSMo Chapter 285.530 (2). I also affirm that Family Resource Center does not and will not  
(COMPANY NAME)  
knowingly employ a person who is an unauthorized alien in connection with the contracted services  
related to OSCA 14-042 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).*

Greg Echele Greg Echele  
Signature (person with authority) Printed Name  
Chief Executive Officer 3/13/2014  
Title Date

Subscribed and sworn to before me this 13 of March, 2014. I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of Jefferson, State of  
(NAME OF COUNTY)  
Missouri, and my commission expires on April 4, 2017  
(NAME OF STATE) (DATE)

Emily A. Vaughn 3.13.14  
Signature of Notary Date



# E-Verify

Employment Eligibility Verification



Welcome  
Terry Patton

User ID  
TPAT4084

Last Login  
09:58 AM - 09/17/2013

[Log Out](#)

Click any for help

- [Home](#)
- [My Cases](#)
- [New Case](#)
- [View Cases](#)
- [Search Cases](#)
- [My Profile](#)
- [Edit Profile](#)
- [Change Password](#)
- [Change Security Questions](#)
- [My Company](#)
- [Edit Company Profile](#)
- [Add New User](#)
- [View Existing Users](#)
- [Close Company Account](#)
- [My Reports](#)
- [View Reports](#)
- [My Resources](#)
- [View Essential Resources](#)
- [Take Tutorial](#)
- [View User Manual](#)
- [Contact Us](#)

## Company Information

**Company Name:** Family Resource Center

[View / Edit](#)

**Company ID Number:** 211501

**Doing Business As (DBA) Name:**

**DUNS Number:**

### Physical Location:

**Address 1:** 3309 S. Kingshighway

**Address 2:**

**City:** Saint Louis

**State:** MO

**Zip Code:** 63139

**County:** SAINT LOUIS CITY

### Mailing Address:

**Address 1:**

**Address 2:**

**City:**

**State:**

**Zip Code:**

### Additional Information:

**Employer Identification Number:** 431071300

**Total Number of Employees:** 100 to 499

**Parent Organization:**

**Administrator:**

### Organization Designation:

**Employer Category:** None of these categories apply

**NAICS Code:** 624 - SOCIAL ASSISTANCE

[View / Edit](#)

**Total Hiring Sites:** 1

[View / Edit](#)

**Total Points of Contact:** 2

[View / Edit](#)

[View MOU](#)

**EXHIBIT D**

**MISCELLANEOUS INFORMATION**

**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 <u>    </u>	No <u>  X  </u>
Describe and provide details:		

**EXHIBIT E**

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

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 voluntary 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

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.

Greg Echele, CEO

\_\_\_\_\_  
Name and Title of Authorized Representative

*Greg Echele*

\_\_\_\_\_  
Signature

3-12-14

\_\_\_\_\_  
Date