



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

**CONTRACT RENEWAL 002
RFP NO. OSCA-11-029
TITLE: Drug/Alcohol Testing Equipment
and Services
ISSUE DATE: June 5, 2014**

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

RETURN PROPOSAL NO LATER THAN: June 20, 2014

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

RETURN PROPOSAL TO:

**(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, 2014 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>Autumn Pettit</i> | | DATE 6-12-14 |
| PRINTED NAME Autumn Pettit | | TITLE Executive Director |
| COMPANY NAME Private Correctional Services, LLC | | |
| MAILING ADDRESS 294 Christine Street | | |
| CITY, STATE, ZIP Cape Girardeau, MO 63703 | | |
| E-MAIL ADDRESS apettit@privatecorrectionalservices.com | | FEDERAL EMPLOYER ID NUMBER |
| PHONE NUMBER 573-803-0857 | FAX NUMBER 573-803-0589 | |

NOTICE OF AWARD (OSCA USE ONLY)

| | | |
|---|--|---|
| ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: IN ITS ENTIRETY AS SUBMITTED | | |
| CONTRACT NUMBER OSCA 11-029-19 | CONTRACT PERIOD July 1, 2014 through June 30, 2015 | |
| CONTRACTS COORDINATOR <i>Hubert J. Conroy</i> | DATE 6-26-2014 | DEPUTY STATE COURTS ADMINISTRATOR <i>Paul Rottmann</i> |

CONTRACT RENEWAL 002 to OSCA 11-029-19

TITLE: DRUG/ALCOHOL TESTING EQUIPMENT AND SERVICES

CONTRACT RENEWAL PERIOD: JULY 1, 2014 THROUGH JUNE 30, 2015

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

The following items are being amended to the contract and renewal. This will be part of the testing requirements

Drug/Alcohol Testing

The vendor may provide collection services for drug testing services as deemed necessary by the treatment court. All individuals collecting samples for drug testing must follow the Collector Standards (attachment 3) and submit a completed the Collector Guidance Acceptance form before providing this service.

Due to continued budget shortfalls, the Office of State Courts Administrator requests there not be any increase in cost for this contract period.

All other terms, conditions and provisions of the contract shall remain the same and apply hereto. The contractor shall, sign and return this document with a completed pricing page on or before the date indicated.

Electronic Alcohol Monitoring

Pricing per participant

per day: 13.00

per week: 91.00

per month: 364.00

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

If yes, please indicate number of days: _____

Deposit or Start Up fee required? Yes _____ How much? _____ No X

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

water resistant

Please list counties for which you will provide this service:

CAPE GIRARDEAU, Barry, Bollinger, Carter, Christian,
Dallas, Douglas, Dunklin, Howell, Iron, Madison,
Mississippi, New Madrid, Oregon, Pemiscot, Perry,
Scott, Shannon, Stone, Shamon, Stoddard,
Taney, Texas, Webster, Butler, Wright.

Attachment 3 Collector Standards

MISSOURI GUIDELINES FOR DRUG/ALCOHOL COLLECTIONS

Ten Principles of a Good Testing Program¹

1. Design an effective drug detection program, place the policies and procedures into written form (drug 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 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 drug-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.

¹ Carey, Paul, L. M.S. The Drug Court Judicial Benchbook. National Drug Court Institute (2011). Chapter 6 The Fundamentals of Drug Testing (p.113).

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 engaging in harassment, including but not limited to race, sex, gender, 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 drug addiction, alcoholism 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.

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 collector and participant during specimen collection.
3. Specimen collection will 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 drug 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.
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 specimen.
6. Participants will remove clothing from the groin and buttocks areas to ensure devices are not present which would allow alteration of 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 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 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 specimen and then poured into the bottle.

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, 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 similar to one on page 6 of the standards.
 - b. Confirmation tests should be performed if an on-site test result is questionable or a participant contests the results.

Office of State Courts Administrator



Collector Guideline Acceptance Form OSCA 11-029

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 understand I will provide a completed background check at my expense, which shall include, but may not be limited to: employment history and references, fingerprint checks for open and closed federal and state criminal records and Sex Offender Registry. I will also register with the Family Care Safety Registry.

Autumn M Pettit Autumn Pettit 6/12/14
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 4

Collector Background Checks/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.

Criminal Background Checks

1. The contractor can report to their nearest Police Department or Sheriff's Office to be fingerprinted on an Applicant Fingerprint Card. (If the PD or SO has a livescan device then that may be used as well. The PD or SO will need to print the card to provide to the applicant when complete.)
2. The contractor's personal information should be entered into the various fields on the fingerprint card (Name, DOB, SSN, etc.)
3. The Employer field should list the court's name and address.
4. The ORI (Originating Agency Identifier) of the court should be placed in the ORI field on the fingerprint card.
5. The "Reason Fingerprinted" field on the fingerprint card must state "Contractor."
6. The court can mail the fingerprint card to the following address:

Missouri State Highway Patrol
Criminal Justice Information Services Division
P.O. Box 9500
Jefferson City, MO 65102 - 9500
7. A check or money order in the amount of \$36.50 (if submitted after March 19, 2012) made payable to "The Criminal Records System Fund" should accompany the fingerprint card.

Family Care Safety Registry

1. Non-commissioned trackers must register with the Family Care Safety Registry. The contractor's personal information must be entered into the various fields on the registration form (Name, DOB, SSN, etc.)
2. The Employer Associated with this Registration field should list the court's name, address and telephone number.
3. The registration form must be signed by the contractor in blue or black ink.
4. Online registration for the Family Care Safety Registry can be found at:

<http://health.mo.gov/safety/fcsr/index.php>

The online registration requires the contractor's social security number and a valid credit card. The cost is \$10.00 plus a \$1.00 processing fee.

5. Registration forms can also be mailed using the a fillable pdf version of the form which can be found at:

Renewal 002 - OSCA 11-029 Drug/Alcohol Testing Equipment and Supplies

<http://health.mo.gov/safety/fcsr/pdf/WorkerRegistration.pdf>

The completed registration form along with a photocopy of the contractor's Social Security card and \$10.00 fee mail to:

Missouri Department of Health and Senior Services
Family Care Safety Registry
P.O. Box 570
Jefferson City, MO 65102 - 0570