



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

RFP NO. OSCA 11-029-00
 TITLE: Drug/ Alcohol Testing
 Equipment & Services
 ISSUE DATE: April 13, 2012

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

RETURN PROPOSAL NO LATER THAN: May 3, 2012 AT 5:00 PM

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
 Contracts Unit
 PO Box 104480
 Jefferson City Mo 65110 - 4480

or

(Courier Service)
 Office of State Courts Administrator
 Contracts Unit
 2112 Industrial Dr
 Jefferson City Mo 65109

CONTRACT PERIOD: DATE OF AWARD THROUGH JUNE 30, 2013

DELIVER SUPPLIES/ SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:

MISSOURI TREATMENT COURTS 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 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 vendor and the Office of State Courts Administrator.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE <i>Autumn Pettit</i>		DATE <i>10/8/12</i>
PRINTED NAME <i>Autumn Pettit</i>		TITLE <i>Executive Director</i>
COMPANY NAME <i>Private Correctional Services, LLC</i>		
MAILING ADDRESS <i>294 Christine St.</i>		
CITY, STATE, ZIP <i>CAPE Girardeau, MO 63703</i>		
VENDOR NO. (IF KNOWN)		FEDERAL EMPLOYER ID NO.
PHONE NO. <i>573-803-0857</i>	FAX NO. <i>573-803-0859</i>	E-MAIL ADDRESS <i>APettit@PrivateCorrectionalServices.com</i>

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>AWARDED FOR SCRAM (ELECTRONIC ALCOHOL MONITORING) ONLY</i>		
CONTRACT NO. <i>OSCA 11-029-19</i>	CONTRACT PERIOD <i>October 25, 2012 through June 30, 2013</i>	
CONTACTS COORDINATOR <i>Robert G. Conner J.</i>	DATE <i>10-26-2012</i>	STATE COURTS ADMINISTRATOR <i>Dwight J. Libner</i>

Private Correctional Services



Integrity, Service, Community

294 CHRISTINE ST.
CAPE GIRARDEAU, MO. 63703
PHONE: 573.803.0857 FAX: 573.803.0859
www.privatecorrectionalservices.com

October 8, 2012

Mr. Russell Rottmann
PO Box 104480
2122 Industrial Drive
Jefferson City, MO 65110-4480

RE: RFP No. OSCA 11-029-00

Dear Mr. Rottmann,

Per our conversation on October 4, 2012 I am submitting the Electronic Alcohol Monitoring section of the above noted RFP. Our business will be expanding into other areas in Missouri and we are requesting consideration to be placed on the preferred provider list for SCRAM services.

PCS previously submitted request for services for the above noted RFP, however; we were denied due to our agency not being a laboratory but an intermediate facility that collects urine samples, tests then forwards to Redwood Laboratory in California.

I am respectfully requesting consideration to be a provider for SCRAM. We currently have 17 units in use in the 32nd Judicial Circuit. We are expanding our services to the bootheel of Missouri and west toward the Springfield, MO area. I am grateful for your time and consideration.

Enclosed you will find the proposal for service regarding SCRAM. Should you have any questions about our programming please feel free to contact me at 1-573-803-0857.

Respectfully,

Autumn M. Pettit
Executive Director
Private Correctional Services, LLC

enclosure

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**RESPONSE TO
RFP NUMBER
OSCA 11-029-00**

**SECTION BEING SUBMITTED FOR
CONSIDERATION:
ELECTRONIC MONITORING
(SCRAM)**

ISSUED APRIL 13, 2012

**SUBMITTED BY:
AUTUMN M. PETTIT**

INTRODUCTION

Private Correctional Services, LLC is a private, for profit agency that has contracted with the 32nd Judicial Circuit in Missouri to provide misdemeanor probation supervision for the past five years. In May 2012, Private Correctional Services, LLC responded to an RFP offered by the 32nd Judicial Circuit Drug Court Programs to provide for their drug screening needs. We were awarded that contract and began drug screening services, as per our contractual agreement with the local Drug Court Programs on July 2, 2012.

PERFORMANCE REQUIREMENTS and ACCREDITATION

CONFIDENTIALITY:

PCS is currently under contract with the 32nd Judicial Circuit and adheres to a policy regarding confidentiality. The agency maintains multiple records and ensures documents are protected by filing procedures, locked doors and a filing area inaccessible to clients/participants. PCS is currently the only MULES certified private agency in the state of Missouri. Per requirements mandated by the Missouri State Highway Patrol as well as the FBI, dissemination forms have been developed and strict privacy rules are enforced. All personnel are trained in the importance of confidentiality and are aware of consequences for any violations.

Electronic Alcohol Monitoring:

PCS has partnered with AMS and provides SCRAM and Omni Link Services (GPS). AMS and Omni Link provide web-based software which we currently utilize for the 16 clients we currently monitor. Staff are assigned lap top's or tablets to monitor all participants on a 24 hours basis.

SCRAM is accurate within +/- .005% of actual blood alcohol levels and are acceptable as court admissible evidence. All results generated from the SCRAM program stand on their own without secondary or backup testing. SCRAM meets the Daubert/Frye standard of scientific evidence.

As a condition of probation or pre-trial services below are examples of standard conditions while on SCRAM or GPS. PCS is willing to accommodate any drug court to best suit their needs.

- Report to PCS as directed by PCS staff. Participant will be expected to meet with a designated PCS staff member no less than once per week, in accordance to the Exhibit A bond agreement. Participant will not be allowed to reschedule appointments unless authorized to do so.
- Charge the equipment daily as instructed by PCS staff. **No charging while sleeping.**
- Submit to the request for urine samples and pay for said test in the amount of \$8.00 per test. If the test must be sent to the Toxicologist, the fee will be \$25 for each drug tested.
- Deposits are due before the equipment will be installed. The Deposit amount *includes* the **first week fee**. Thereafter, payment will be required each week as Participant must always remain 1 week ahead in fees, and **no payment arrangements will be allowed.**
- Upon release from the program, Participant will return all equipment undamaged; any damages will be paid for by the participant. For example, the cost for missing, broken, or unreturned equipment will be collected from refund if available. If the equipment is unreturned, the fee will be collected from the refund at the **daily rate** of equipment. If the cost of replacement/repair exceeds refund amount, the participant will be responsible for cost. Participant will also be responsible for all related costs in addition to daily cost; as they arise.
- Fees for electronic monitoring are as follows:

Electronic Monitoring Rates

	Daily rate	Weekly Rate	Deposit Amount
House Arrest/GPS	\$12	\$84	\$168
SCRAM	\$13	\$91	\$182

Electronic Alcohol Monitoring

Pricing per participant

per day: ___ 13.00 per day

per week: ___ 91.00 per week

per month: ___ 2730.00

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 ___ How
much? ___ 91.00 Deposit _____ No _____

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

There are no system requirements for SCRAM

Please list counties you will provide this service:

We will provide services in: Cape Girardeau, Bollinger, Scott, Mississippi,
Dunklin, Pemiscot, Stoddard, Wayne, Butler, Madison, St. Francois, Iron,
Reynolds, Ripley, Shannon, Dent, Crawford, Washington, Ste. Genevieve,
Jefferson, Oregon, Howell, Texas, Dent, Phelps, Maries, Pulaski, Ozark,
Douglas, Greene, Taney, Stone, Wright, Webster, Camden, Laclede, Dallas,
Hickory, Polk, Christian, Franklin, Gasconade, Osage,

EXHIBIT A. VENDOR INFORMATION

Prior Experience - Private Correctional Services (PCS), LLC, was awarded a contract by the 32nd Judicial Circuit of Missouri in order to provide supervision for individuals who were sentenced for misdemeanor offenses. The agency began providing services January 1, 2008. The initial bid was a three year contract which was renewed in 2011 for four years. PCS currently supervises approximately 725 clients. The responsibilities of each probation officer include overseeing the completion of court conditions, as well as monitoring for any new offenses or violations and to notify the court of any occurrences. Each client is randomly drug tested by providing a urine specimen or saliva sample. Urine specimens are tested utilizing a five panel drug screen whereby the saliva samples incorporate a six panel screen. All disputed results are sent to Redwood Toxicology Laboratory in Santa Rosa, California, for further analysis. Clients whose court ordered conditions include abstinence from alcohol may be tested for consumption. All positive results are forwarded to the Court unless the client provides verification of being prescribed the appropriate medication. Since 2008, PCS has conducted more than 5,000 drug tests, including urine, ETG and saliva testing. PCS is the only private probation office in the State of Missouri certified for the Missouri Uniform Law Enforcement System (MULES). This allows the agency to conduct criminal backgrounds for reviews or Pre-Sentence Investigations (PSI).

b. Autumn Pettit is the Executive Director of Private Correctional Services. Ms. Pettit worked in private corrections for two years prior to working for the Missouri Board of Probation and Parole where she was employed eight years. She was hired as an officer in 1999 and then became a Unit Supervisor in 2006. Ms. Pettit holds a Master's Degree from Southeast Missouri State University and taught as an adjunct professor in the Criminal Justice Department in January 2006 then became a full time instructor in August 2007. She resigned in December 2011 to devote more time to PCS and has been a co-owner and Executive Director since 2008. Ms. Pettit is also accredited by the Missouri Substance Abuse Professional Credentialing Board as a Certified Criminal Justice Addiction Professional and with the National Anger Management Association as a Certified Anger Management Specialist. She spoke at the Missouri Judicial Conference in conjunction with The Honorable Gary Kamp during the 2011 and 2012 sessions. Ms. Pettit has experience with all forms of electronic supervision. PCS has been providing electronic supervision since January 2011.