



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

RFP NO. OSCA 11-029
TITLE: Drug/Alcohol Testing
Equipment & Services
ISSUE DATE: June 5, 2014

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

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:

<p>(U.S. Mail) Office of State Courts Administrator Contracts Unit PO Box 104480 Jefferson City Mo 65110 - 4480</p>	or	<p>(Courier Service) Office of State Courts Administrator Contracts Unit 2112 Industrial Dr Jefferson City Mo 65109</p>
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CONTRACT PERIOD: DATE OF AWARD THROUGH JUNE 30, 2015

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 		DATE 6-17-14
PRINTED NAME Rebecca Hilton		TITLE Vice President
COMPANY NAME Court Probationary Services, Inc.		
MAILING ADDRESS P.O. Box 1163		
CITY, STATE, ZIP Lebanon, MO 65536		
VENDOR NO. (IF KNOWN)		FEDERAL EMPLOYER ID NO. 46-2002486
PHONE NO. 417-533-0887	FAX NO. 417-533-0886	E-MAIL ADDRESS rhilton@courtprobationaryservices.com

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>IN ITS ENTIRETY AS SUBMITTED</i>		
CONTRACT NO. OSCA 11-029-20		CONTRACT PERIOD July 1, 2014 through June 30, 2015
CONTACTS COORDINATOR 	DATE 6-26-2014	DEPUTY STATE COURTS ADMINISTRATOR

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PRICING PAGE

<u>SRAMx</u>	\$ <u>13.00</u> firm, fixed price per each unit/per day
<u>Omni-Link GPS Bracelets</u>	\$ <u>13.00</u> firm, fixed price per each unit/per day
<u>Redwood Toxicology Laboratory Multi-drug Screen Six (6) Panel Test</u>	\$ <u>9.00</u> firm, fixed price per each unit
<u>Redwood Toxicology Laboratory Multi-drug Screen Twelve (12) Panel Test</u>	\$ <u>11.00</u> firm, fixed price per each unit
<u>Redwood Toxicology Laboratory ETG Urine Testing</u>	\$ <u>30.00</u> firm, fixed price per each unit
<u>Redwood Toxicology Laboratory Drug Test Confirmation</u>	\$ <u>20.00</u> firm, fixed price per each
<u>PHARM-CHEM Drug Patch</u>	\$ <u>50.00</u> firm, fixed price per each unit
<u>Lifesafers Ignition Interlock</u>	\$ <u>66.60 – 96.60</u> firm, fixed price per each unit/monthly

Electronic Alcohol Monitoring

Pricing per participant

per day: \$13.00

per week: \$91.00

per month: \$360.00

Is there a minimum number of days? NO

Deposit or Start Up fee required? YES How much? \$50.00

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

System Requirements:

- ✓ Phone line needed for RF monitoring
- ✓ 150 foot range for RF monitoring
- ✓ Power source
- ✓ No swimming or baths, shower is okay (bracelet is not to be submerged in water)

Please list counties you will provide this service:

- ✓ Camden

OSCA 11-029-00 Drug/Alcohol Testing Equipment & Services

- ✓ Dallas
- ✓ Douglas
- ✓ Greene
- ✓ Laclede
- ✓ Ozark
- ✓ Phelps
- ✓ Pulaski
- ✓ Wright

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EXHIBIT A

VENDOR INFORMATION

- a. Provide a brief company history, including the founding date and number of years in business as currently constituted.

Court Probationary Services, Inc. was founded in 2013 as a provider of offender supervision including private probation services, alcohol monitoring, drug testing, pre-sentence investigations, house arrest and bond supervision.

- b. Describe the nature of the vendor’s business, type of services performed, etc.

Court Probationary Services, Inc. provides:

- ✓ **Comprehensive drug testing services and program administration to treatment courts. Every component of our service is designed to maximize the integrity and accuracy of the testing to ensure program participants shift their focus from “beating” the system to the proper steps of recovery.**
- ✓ **Probation Services. Courts determine appropriate referrals for the lengths of supervision. Defendants pays for cost of supervision at \$35.00 per month.**
- ✓ **Intensive bond supervision on pending criminal cases. This includes alcohol monitoring or drug testing the defendant up to three times per week. Defendant pays for the cost of supervision at \$10.00 per week.**
- ✓ **Pre-sentence investigation for the courts when ordered.**
- ✓ **Comprehensive classes concerning rehabilitation and probationary compliance.**
- ✓ **We will provide expert unbiased testimony in the Missouri Courts, including hearings, trials, bond supervision and probation violations. We will provide expert testimony with minimal notification and on a same day basis id personnel are available. Expert testimony at a moment’s notice is a key value added service that we provide to our client’s at no additional charge.**

- c. Provide a list of and a short summary of information regarding the vendor’s current contracts/clients. List, identify, and provide reasons for each contract/client gained and lost in the past 2 years.

Court Probationary Services, Inc.’s current contracts include:

- ✓ **The Camden County Associate Courts**
 - **Probation and Bond Supervision, Sole SCRAM provider, GPS Monitoring, Ignition Interlock**
- ✓ **The Dallas County Associate Courts**
 - **Probation and Bond Supervision, SCRAM provider, GPS Monitoring, Ignition Interlock**
- ✓ **The Douglas County Associate Courts**
 - **Probation and Bond Supervision, SCRAM provider, GPS Monitoring, Ignition Interlock**
- ✓ **The Greene County Associate Courts**
 - **SCRAM liaison for EMASS, GPS Monitoring**

- ✓ **The Laclede County Associate Courts**
 - Probation Supervision, Sole SCRAM provider, GPS Monitoring, Ignition Interlock
- ✓ **The Ozark County Associate Courts**
 - Probation and Bond Supervision, SCRAM provider, GPS Monitoring
- ✓ **The Phelps County Associate Courts**
 - Sole SCAM provider, GPS Monitoring, Ignition Interlock
- ✓ **The Pulaski County Associate Courts**
 - Sole SCAM provider, GPS Monitoring, Ignition Interlock
- ✓ **The Wright County Associate Courts**
 - Probation and Bond Supervision, SCRAM provider, GPS Monitoring, Ignition Interlock

d. 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.

Court Probationary Services, Inc. is a privately-owned company. We are a service provider for AMS, providing alcohol monitoring in Missouri. Court Probationary Services, Inc. is registered with the Secretary of State of Missouri as a Corporation.

The Court Probationary Services, Inc.’s Board Members consist of seven diverse individuals. Each person brings different backgrounds and levels of expertise to ensure the company operates at the fullest potential.

- ✓ **Stephen “Steve” E. Hash, President**
 - See Page 12
- ✓ **Rebecca “Becca” J. Hilton, Vice-President & Secretary Treasurer**
 - See Page 12
- ✓ **Ival “Heith” Crisp, Lead Probation Officer & Board Member**
 - See Page 12
- ✓ **Stanley “Bud” Allen, Board Member**
 - Bud Allen is a very well-known and highly respected businessman and former Mayor for Lebanon, MO for 12 years. He brings along his expertise in management and community relations.
- ✓ **Darrell Pollock, Board Member**
 - Darrell Pollock is a former local businessman, former two-term State Representative and current Director of Chamber of Commerce for Lebanon, MO.
- ✓ **Edward P. Hash, Board Member**
 - Edward P. Hash was with Tracker Marine Group in Lebanon, MO for over 30 years in which his job duties included supervisor and production manager.

e. Provide a list summarizing pending litigation, any civil or criminal judgments, any bankruptcy proceedings, etc., that could affect the vendor’s ability to perform. Failure to list such litigation may result in rejection of the proposal or in termination of any subsequent contract.

Court Probationary Services, Inc. has no pending criminal or civil judgments or bankruptcy proceedings.

- f. Document the vendor'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 vendor is a subsidiary, also provide the documentation for the parent company.

Court Probationary Services, Inc. is registered with the Secretary of State of Missouri as a corporation. CPS, Inc. is a new company investing in the most modern technology available in all aspects of the industry. We are financially secure to guarantee all expenses including payroll and to not be dependent on income for the first few years.

OSCA 11 - 029

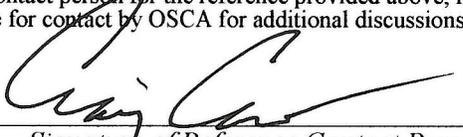
EXHIBIT B

PRIOR EXPERIENCE

The vendor should copy and complete this form for each reference being submitted as demonstration of the vendor and subcontractor's prior experience. In addition, the vendor 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.

Vendor Name or Subcontractor Name: Court Probationary Services, Inc.	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	44 th Judicial Circuit Court
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	Post Office Box 489 1402 NW 10th Lane Ava, MO 65608 (417) 683-5556
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	Craig Carter, Circuit Judge (417) 345-7641 lisa.henderson@courts.mo.gov
Dates of Prior Services:	2013 – Present
Dollar Value of Prior Services:	Unknown – Offender pay
Description of Prior Services Performed:	Providing probation and bond supervision for criminal cases assigned by court. Provide SCRAM alcohol monitoring, GPS monitoring and Ignition Interlock.

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 vendor referenced above:



 Signature of Reference Contact Person
 Judge Craig Carter



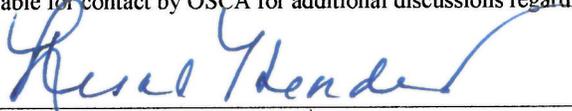
 Date of Signature

PRIOR EXPERIENCE

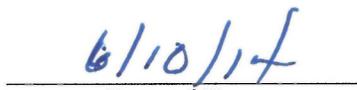
The vendor should copy and complete this form for each reference being submitted as demonstration of the vendor and subcontractor's prior experience. In addition, the vendor is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Vendor Name or Subcontractor Name: Court Probationary Services, Inc.	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Dallas County Associate Court
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	Post Office Box 1910 Buffalo, MO 65622 (417) 345-2243
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Lisa Henderson, Associate Circuit Judge (417) 345-7641 lisa.henderson@courts.mo.gov
Dates of Prior Services:	2013 – Present
Dollar Value of Prior Services:	Unknown – Offender pay
Description of Prior Services Performed:	Providing probation and bond supervision for criminal cases assigned by court. Provide SCRAM alcohol monitoring, GPS monitoring and Ignition Interlock.

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 vendor referenced above:



 Signature of Reference Contact Person
 Judge Lisa Henderson



 Date of Signature

PRIOR EXPERIENCE

The vendor should copy and complete this form for each reference being submitted as demonstration of the vendor and subcontractor's prior experience. In addition, the vendor 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.

Vendor Name or Subcontractor Name: Court Probationary Services, Inc.	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Laclede County Associate Court
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	200 N. Adams Lebanon, MO 65536 (417) 532-2471
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Larry Winfrey, Associate Circuit Judge (573) 346-4440 larry.winfrey@courts.mo.gov Steve Jackson, Associate Circuit Judge (573) 346-4440 steve.jackson@courts.mo.gov
Dates of Prior Services:	2013 – Present
Dollar Value of Prior Services:	Unknown – Offender pay
Description of Prior Services Performed:	Providing probation for criminal cases assigned by court. Provide SCRAM alcohol monitoring, GPS monitoring and Ignition Interlock.

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 vendor referenced above:



Signature of Reference Contact Person
Judge Larry Winfrey

6-11-14

Date of Signature



Signature of Reference Contact Person
Judge Steve Jackson

06-10-14

Date of Signature

PRIOR EXPERIENCE

The vendor should copy and complete this form for each reference being submitted as demonstration of the vendor and subcontractor's prior experience. In addition, the vendor 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.

Vendor Name or Subcontractor Name: Court Probationary Services, Inc.	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Wright County Drug Court
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	Post Office Box 249 1402 NW 10th Lane Ava, MO 65608 (417) 683-5556
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	Jennifer Horn, Wright County Drug Court Case Manager (417) 683 -6836 jennifer.horn@courts.mo.gov
Dates of Prior Services:	2013 – Present
Dollar Value of Prior Services:	Unknown
Description of Prior Services Performed:	Managing Call-In Phone System and Drug Testing for Wright County Drug Court

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 vendor referenced above:



Signature of Reference Contact Person
 Jennifer Horn, Drug Court Administrator

6-17-14

Date of Signature

OSCA 11- 029

EXHIBIT C
PERSONNEL EXPERTISE SUMMARY

Personnel	Background and Expertise of Personnel and Planned Duties
<p>1. Name: Steve Hash Title: President Role: Program Manager</p>	<p>Stephen “Steve” E. Hash will be the Co-Company Director. He has extensive experience in the supervision of bail agents in the Surety Industry. He has 8 years in managing defendants who are released on pre-trial release through the bail process and guarantying their compliance with various courts throughout Missouri. Steve will soon be resuming his past studies in obtaining his Criminology degree. Steve will be responsible for the supervision of our Probation Officers, assisting our probationary professionals in monitoring our clients, the expansion and continued growth of the company and the assurance that Court Probationary Services, Inc. maintains modern techniques and equipment ensuring that our contracted courts are never left behind in the industry.</p>
<p>2. Name: Rebecca Hilton Title: Vice President & Secretary Treasurer Role: Program Manager</p>	<p>Rebecca “Becca” J. Hilton holds a Bachelor’s Degree in Business Administration with a minor in Legal Studies from Missouri State University in Springfield, MO. Becca will be Co-Company Director. She will be the company’s representative to the courts; she will be the organization’s Comptroller and Administrator alongd with the responsibility of ensuring that Court Probationary Services, Inc. is always in good standing with the State of Missouri and that we are in compliance with our contracting counties’ rules and regulations. Becca will be the office manager and supervise the Probation Officers. She will ensure all paperwork submitted to the courts or State of Missouri are accurate and timely.</p>
<p>3. Name: Ival “Heith” Crisp Title: Lead Probation Officer Role: Program Support</p>	<p>Ival “Heith” Crisp holds a triple Bachelor’s Degree in Psychology, Sociology, and Criminal Justice from Drury University. He holds Advanced Group Facilitator Certification. Heith will be responsible for the intake of offenders, physical installation of equipment, inventory, monitoring and removal/retrieval of all equipment from the offender. He will perform one on one interview with the offenders to ensure they are upholding the requirements of the probation or bond supervision set forth by the court including observing drug testing.</p>
<p>4. Name: Mandie Nelson Title: Probation Officer Role: Program Support</p>	<p>Mandie Nelson holds a Master’s Degree in Social Work from Missouri State University in Springfield, MO and a Bachelor’s Degree in Psychology from Drury University in Springfield, MO. Mandie will be responsible for the intake of offenders, physical installation of equipment, inventory, monitoring and removal/retrieval of all equipment from the offender. She will perform one on one interview with the offenders to ensure they are upholding the requirements of the probation or bond supervision set forth by the court including observing drug testing</p>
<p>5. Name: Sam Allen Title: Office Manager &</p>	<p>Sam brings along history with the State of Missouri as the Administrator with the Department of Natural Resources. Sam was in direct supervision of several Missouri State Parks,</p>

<p>Probation Officer Role: Program Support</p>	<p>including Bennett Springs, for 22 years. With over 21 years of law enforcement experience, including 8 years as a Detective for the Laclede and Dallas Counties Sheriff's Departments in Missouri. Sam is a graduate of the Missouri State Highway Patrol Academy along with over 1,000 hours of law enforcement training. Sam served as the Community Service Director for the City of Lebanon, MO for 16 years. He will be responsible for Court Probationary, Inc.'s marketing and community development. Sam will be responsible for the intake of offenders, physical installation of equipment, inventory, monitoring and removal/retrieval of all equipment from the offender. He will perform one on one interview with the offenders to ensure they are upholding the requirements of the probation or bond supervision set forth by the court including observing drug testing.</p>
<p>6. Name: Tammy Cantrell Title: Probation Officer Role: Program Support</p>	<p>Tammy Cantrell holds a Master's Degree in Human Services and a Bachelor's Degree in Psychology from Drury University in Springfield, MO. Tammy will be responsible for the intake of offenders, physical installation of equipment, inventory, monitoring and removal/retrieval of all equipment from the offender. She will perform one on one interview with the offenders to ensure they are upholding the requirements of the probation or bond supervision set forth by the court including observing drug testing.</p>

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EXHIBIT D**

METHOD OF PERFORMANCE

1. Describe what is provided with which to collect the each sample (cups, chain of custody forms, mailing packets).

- ✓ **One sealed cup with label indicating the date, time and name of client**
 - **Each sample collection cup has a temperature strip on it**
 - **Six Panel: BAR/BZO/CDC/MAMP/OPI/THC**
 - **Twelve Panel: BAR/BZO/CDC/MAMP/OPI/THC/COC/MDMA/OXY/PPX/PPC/BUP**
 - **Designer Stimulants**
 - **Etg**
 - **Synthetic Cannabis**
 - **MDPV, Mephedrone**
- ✓ **All test kits are provided by Redwood Toxicology and meet the RFP requirements**
- ✓ **Gloves for employee**
- ✓ **Chain of Custody form**
- ✓ **Memo to appropriate agency indicating results of testing**

For positive test and confirmation the follow is needed:

- ✓ **Chain of Custody form**
- ✓ **Sticker Security Seal**
- ✓ **Small white transport bag with Redwood**
- ✓ **Toxicology included on it**
- ✓ **One large clear bag**
- ✓ **Fed-Ex Box**
- ✓ **Shipping label**

2. Describe the instruction or training provided to treatment court staff pertaining to properly collecting a sample and completing necessary documentation.

Court Probationary Services, Inc. will be doing the collection. Redwood Toxicology, PHARM-CHEM, Lifesafer Interlock and SCRAM offers all necessary training to meet the RFP requirements.

3. Describe how the sample is transported to the testing laboratory (U S Postal, Fed Ex, UPS, etc.).

If a collection sample is sent off for confirmation to Redwood Toxicology the following steps are taken:

- ✓ **The cup containing the sample is sealed with a security sticker across the lid and cup with the donor initialing the seal.**
- ✓ **The urine specimen is then placed in a plastic baggie with absorbent material and the baggie is sealed.**
- ✓ **The secured baggie is then placed in a large Ziploc bag and the bag is placed into a FedEx clinical box.**
- ✓ **The chain of custody/test request form is also placed in the clinical box.**
- ✓ **A pre-printed FedEx Express is attached to box for overnight shipping and then shipped to Redwood Toxicology.**

OSCA 11-029-00 Drug/Alcohol Testing Equipment & Services

4. Describe the methods of testing which are employed (LC/MS/MS, GS/MS, LC/MS, and/or Immunoassay methods).

The multi-drug screen test panel is a one-step test for simultaneous qualitative detection of multiple drugs and drug metabolites in human urine. The test card is lateral flow chromatographic immunoassay for the qualitative detection of multiple drugs and drug metabolites in urine.

Confirmation testing is done by LC/MS/MS or GS/MS.

5. 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 positive? _____ ng/mL

All test panels meet the cut off levels established by the Substance Abuse and Mental Health Services Administration (SAMHSA, USA).

6. Describe the turnaround time for results.

Results are given by fax, mail or web result reporting. Typical turnaround time is approximately 7 days.

7. Describe how test results will be reported (telephone, fax, or e-mail).

Court Probationary Services, Inc. will receive either a fax, mail or web result report and in turn this information will be sent to the Courts in memo form delivered by Court Probationary Services, Inc.

8. Organizational Chart

✓ See attached chart

9. How services of the contract will be managed, controlled and supervised in order to ensure satisfactory contract performance.

Each location will be audited to performance standards every six months.

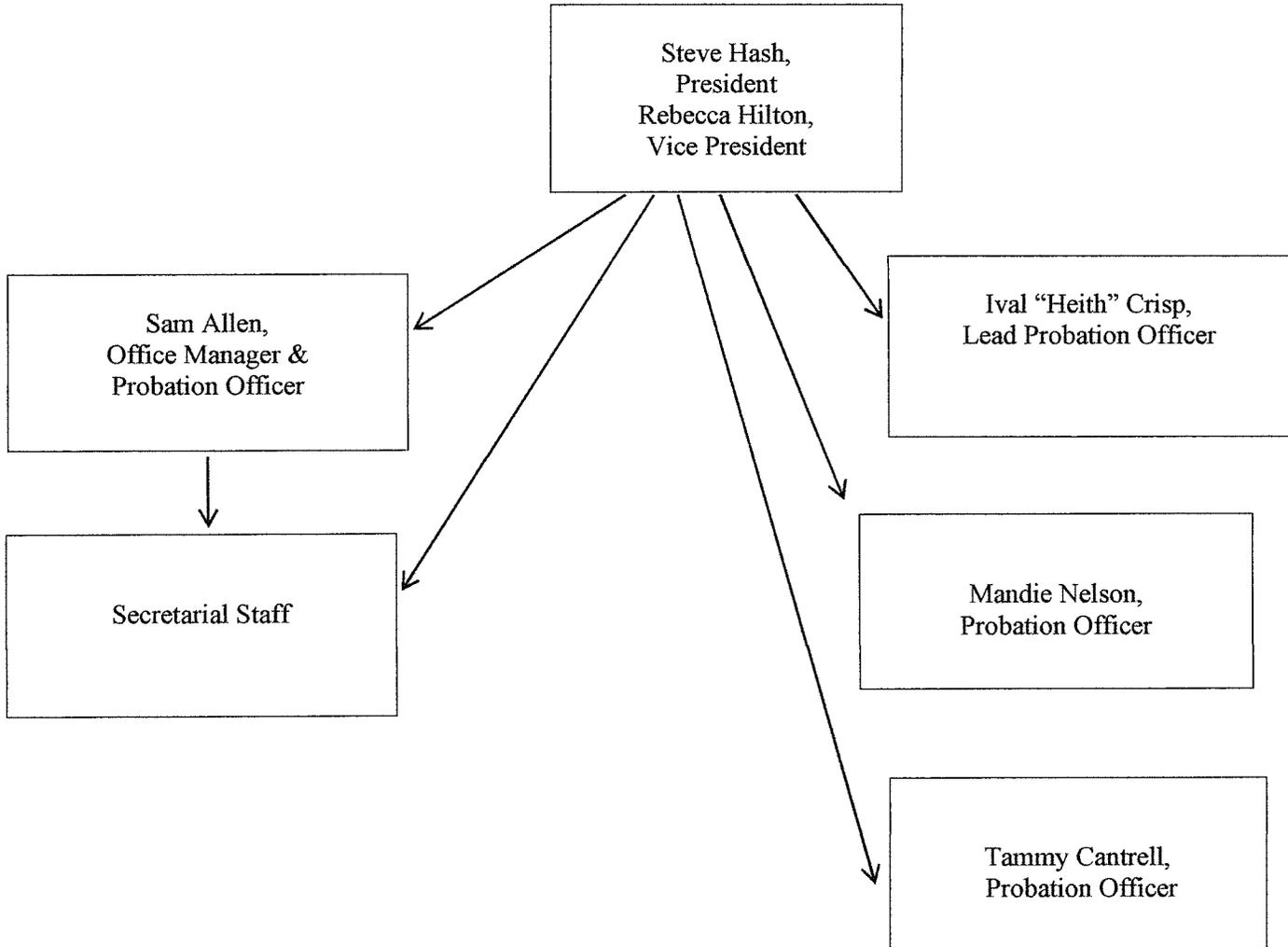
10. Outside United States - If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the vendor MUST disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the United States?	Yes —	No <u> X </u>
Describe and provide details:		

OSCA 11- 029

ORGANIZATIONAL CHART

COURT PROBATIONARY SERVICES, INC.



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.

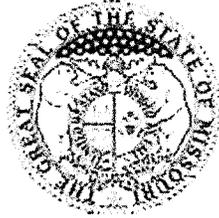
I understand I will provide a completed background check at my expense, which shall include, but may not be limited to: employment history and references, fingerprint checks for open and closed federal and state criminal records and Sex Offender Registry. I will also register with the Family Care Safety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

Rebecca Hilton [Signature] 6-10-14
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.

[Signature] 44th 6-17-14
Drug Court Judge/Coordinator Circuit Date

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.

Steve Hash [Signature] 6-10-14
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.

[Signature] 44th 6-17-14
Drug Court Judge/Coordinator Circuit Date

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.

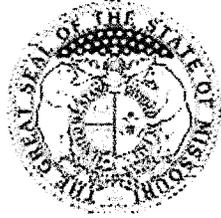
I understand I will provide a completed background check at my expense, which shall include, but may not be limited to: employment history and references, fingerprint checks for open and closed federal and state criminal records and Sex Offender Registry. I will also register with the Family Care Safety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

Mandie Nelson Mandie Nelson 6/10/14
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.

[Signature] 44th 6-17-14
Drug Court Judge/Coordinator Circuit Date

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.

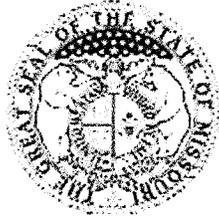
I understand I will provide a completed background check at my expense, which shall include, but may not be limited to: employment history and references, fingerprint checks for open and closed federal and state criminal records and Sex Offender Registry. I will also register with the Family Care Safety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

Sam C. Allen Sam Allen 06-11-2014
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.

[Signature] 44th 6-17-14
Drug Court Judge/Coordinator Circuit Date

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.

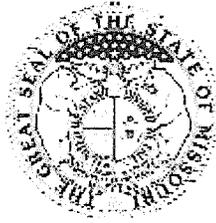
I understand I will provide a completed background check at my expense, which shall include, but may not be limited to: employment history and references, fingerprint checks for open and closed federal and state criminal records and Sex Offender Registry. I will also register with the Family Care Safety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

<u>Ival Heath Crisp</u>	<u>[Signature]</u>	<u>6/17/14</u>
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.

<u>[Signature]</u>	<u>44th</u>	<u>6-17-14</u>
Drug Court Judge/Coordinator	Circuit	Date

Office of State Courts Administrator



Collector Guideline Acceptance Form OSCA 14-040

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.

<u>Tammy Cantrell</u>	<u>Tammy Cantrell</u>	<u>6-17-14</u>
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.

<u>[Signature]</u>	<u>44th</u>	<u>6-17-14</u>
Drug Court Judge/Coordinator	Circuit	Date

ATTACHMENT 2

Collector Background Checks/Family Care Safety Registry

All Court Probationary Services, Inc.'s personnel (pages 12-13) are registered with the Family Care Safety Registry and have submitted fingerprint cards to the Missouri State Highway Patrol for background checks.