



**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 PROPOSAL 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: 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>Jane Pfefferkorn</i>		DATE <b>March 17, 2014</b>
PRINTED NAME <b>Jane Pfefferkorn</b>		TITLE <b>Executive Director</b>
COMPANY NAME <b>Mission Missouri</b>		
MAILING ADDRESS <b>509 Ruth Street</b>		
CITY, STATE, ZIP <b>Sikeston, Missouri 63801</b>		
E-MAIL ADDRESS <b>jpfefferkorn@missionmissouri.com</b>		FEDERAL EMPLOYER ID NO. <b>43-1814126</b>
PHONE NO. <b>573-481-0505</b>	FAX NO. <b>573-481-0518</b>	

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

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <b>AS SUBMITTED</b>		
CONTRACT NO. <b>OSCA 14-042-21</b>	CONTRACT PERIOD <b>July 1, 2014 through June 30, 2015</b>	
CONTRACTS COORDINATOR <i>Herbert G. Conner</i>	DATE <b>4-22-2014</b>	STATE COURTS ADMINISTRATOR <i>Carl H. ...</i>



*original*

March 17, 2014

Russell Rottmann  
Office of State Courts Administrator  
Attention: Contract Unit  
PO Box 104480  
Jefferson City, MO 65110-4480

Dear Mr. Rottmann:

Mission Missouri, a faith-based agency in Southeast Missouri, is submitting contract amendment 001 for contract OSCA 14-042.

Mission Missouri has the following training in the following categories:

- Motivational Interviewing (attached description)
- Stages of Change
- Cognitive Behavioral Therapy (training by Missouri Substance Abuse Professional Credentialing Board)
- Medication Assisted Recovery (MSAPCB)
- The Change Companies – Interactive Journals (in house training provided through The Change Companies)
- Wellness Coaching (DMH)
- Numerous trainings have been provided through Department of Mental Health, Division of Behavioral Health, Access to Recovery – including recovery and addiction, recovery management, recovery coaching and peer specialist training, anger management, life skills, co-occurring disorders, and family recovery.
- Mission Missouri has been credentialed by Department of Mental Health to provide Recovery Support Services and has been certified by the same department to provide outpatient counseling.

Our dedicated team members count it a privilege to serve with the 33<sup>rd</sup> Judicial Treatment Court in helping to transform lives and impact our communities.

Sincerely,

  
Jane Pfefferkorn, BS, CCJP, MRSS, MATS  
Executive Director

**509 Ruth Street, Sikeston, MO 63801**

**573-481-0505**

**573-481-0518 (fax)**

MISSION MISSOURI  
SUBMISSION DOCUMENT FOR RFP OSCA 14-042  
DRUG COURT SPECIALIZED TREATMENT  
CONTRACT PERIOD: July 1, 2014 through June 30, 2015

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**SECTION 1**  
**SIGNED RFP COVER PAGES**



**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](mailto:osca.contracts@courts.mo.gov)**

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

**(Courier Service)**

**Office of State Courts Administrator  
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 Jefferson City Mo 65109**

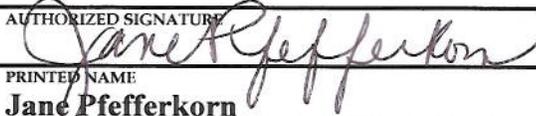
**CONTRACT PERIOD: THROUGH JUNE 30, 2015**

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AUTHORIZED SIGNATURE 		DATE <b>March 17, 2014</b>	
PRINTED NAME <b>Jane Pfefferkorn</b>		TITLE <b>Executive Director</b>	
COMPANY NAME <b>Mission Missouri</b>			
MAILING ADDRESS <b>509 Ruth Street</b>			
CITY, STATE, ZIP <b>Sikeston, Missouri 63801</b>			
E-MAIL ADDRESS <b>jpfefferkorn@missionmissouri.com</b>		FEDERAL EMPLOYER ID NO. <b>43-1814126</b>	
PHONE NO. <b>573-481-0505</b>		FAX NO. <b>573-481-0518</b>	

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



**Office of State Courts Administrator**

**P.O. Box 104480  
2112 Industrial Drive  
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**

**RETURN PROPOSAL NO LATER THAN: March 17, 2014**

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2112 Industrial Dr  
Jefferson City Mo 65109**

**CONTRACT PERIOD: THROUGH JUNE 30, 2015**

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**SECTION 2  
PRICING PAGE**

Mission Missouri will provide firm, fixed prices for the services identified below.

**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	65.00	Per assessment
Assessment option (Multi-axial)	75.00	Per assessment
Assessment update	45.00	Per assessment
Case Management/Community Support	8.50	Per ¼ hour
Communicable Disease Assessment/Education/Testing	8.50	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	11.50	Per ¼ hour
Family Therapy		Per ¼ hour
Group Counseling (Associate SA Counselor)	2.15	Per ¼ hour
Group Counseling (QSAP)	4.00	Per ¼ hour
Group Counseling ( Collateral relationship)	3.00	Per ¼ hour
Group Education	3.00	Per ¼ hour
Group Education (Trauma Related)	3.00	Per ¼ hour
Individual Counseling	9.50	Per ¼ hour
Individual Counseling (Collateral Relationship)	9.25	Per ¼ hour
Individual Counseling (Co-Occurring Disorder)	10.00	Per ¼ hour
Individual Counseling (Trauma Related)	11.50	Per ¼ hour

Medication Services		Per ¼ hour
Medication: [Medication Assisted Treatment (MAT)]		Per prescription
Missouri Recovery Support Specialist (MRSS)	10.00	Per ¼ hour
Missouri Recovery Support Specialist Peer (MRSS-P)	10.00	Per ¼ hour
Relapse Prevention Counseling	8.50	Per ¼ hour
Residential Support		Per day
Treatment Court Day	4.00	Per ¼ hour
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)	6.12	Per test
Drug Testing: Breathalyzer (Equipment provided by vendor)	6.12	Per test
Drug Testing: Breathalyzer (Equipment provided by Treatment Court)		Per test

**Evidence Based Program and Practice curriculum being utilized:**

Mission Missouri has the following training in the following categories:

- Motivational Interviewing
- Stages of Change
- Cognitive Behavioral Therapy (training by Missouri Substance Abuse Professional Credentialing Board)
- Medication Assisted Recovery (MSAPCB)

- The Change Companies – Interactive Journals (in house training provided through The Change Companies)
- Numerous trainings have been provided through Department of Mental Health, Division of Behavioral Health, Access to Recovery – including recovery and addiction, recovery management, recovery coaching and peer specialist training, anger management, life skills, co-occurring disorders, and family recovery.
- Wellness Coaching; training through Department of Mental Health, Division of Behavioral Health

**Which Cognitive Behavioral intervention staff is qualified to deliver:**

- Cognitive Behavioral interventions such as anger management produced by SAMHSA; Mission Missouri produced a parenting series for Department of Social Services which has been utilized since 2009 and includes cognitive behavioral interventions throughout the 8 week series and is being evaluated for positive outcomes

**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.**

Three staff members on our team have a Medication Assisted Recovery Certification through the Missouri Substance Abuse Professional Certification Board. Mission Missouri would refer to one of the residential/outpatient treatment facilities through Department of Mental Health in order for the client to receive the medication assistance.

**Pricing Page (Continued)**

**Instructions:** 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 that shall be provided: Adult, Family, and Juvenile. Check the applicable gender for which services shall be provided.

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	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						

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	JUVENILE	MALE	FEMALE
12	Audrain						
12	Montgomery						
12	Warren						
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						
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	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	X	X	X		X	X
33	Scott	X	X	X		X	X
34	New Madrid		X			X	X
34	Pemiscot						
35	Dunklin						
35	Stoddard						
36	Butler						
36	Ripley						
37	Carter						
37	Howell						
37	Oregon						
37	Shannon						

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	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						

## Performance Requirements

Mission Missouri bids for the right to provide services for the treatment courts of Scott, Mississippi, and New Madrid Counties in the 33<sup>rd</sup> Judicial District in accordance with the provision and requirements stated herein on an as needed, if needed, basis.

Mission Missouri:

- is certified by the Missouri Department of Mental Health (DMH), Division of Alcohol and Drug Abuse, as a substance abuse treatment program provider,
- will remain certified for the duration of the contract,
- will serve participants referred by the treatment court and is domiciled in Missouri,
- agrees and understands that the treatment court is the sole referral source for this contract and must approve changes, including termination, of any participant in the program,
- will offer services in the evenings and/or on weekends and work with treatment court(s) on the development of provisions for emergency counseling and/or evaluation,
- will participate in any research project or outcome study initiated by or required of OSCA or the treatment court(s), and
- will not connect a personal computer or electronic computing device to an OSCA computer or network without prior written approval from OSCA,

Mission Missouri:

- will provide services in all counties within the 33<sup>rd</sup> Judicial District,
- will provide services to all participants referred within the county awarded, specified on the pricing pages,
- will provide transportation to and from the program site in those counties in which Mission Missouri does not have a program site when the participant does not have a means of transportation.

## Program Services

### *Assessment*

Upon admission, Mission Missouri will conduct an assessment of each client. This service will include the following for clients admitted to outpatient program; 1) An intake process which will consist of the initial screening interview to determine the appropriateness for admission and the administrative and initial assessment procedures related to admission into the program, (2) A complete evaluation/assessment of each client for treatment plan development.

### *Assessment – Five-Axis Diagnosis*

In addition to the above assessment, a five-axis (levels) diagnosis by a qualified diagnostician will be secured, if requested. The levels are defined as:

- Axis I: Clinical Disorders, including major mental disorders, and learning disorders (common disorders include depression, anxiety disorders, bipolar disorder, ADHD, autism disorders, and schizophrenia).
- Axis II: Personality disorders and mental retardation (common Axis II disorders include personality disorders: paranoid personality disorder, schizoid personality disorder, schizotypal personality disorder, borderline personality disorder, antisocial personality disorder, narcissistic personality disorder, histrionic personality disorder, avoidant personality disorder, dependent personality disorder, obsessive-compulsive personality disorder and mental retardation.)
- Axis III: Acute medical conditions and physical disorders (common Axis III disorders include brain injuries and other medical/physical disorders which may aggravate existing diseases or present symptoms similar to other disorders).
- Axis IV: Psychosocial and environmental factors contributing to the disorder
- Axis V: Global Assessment of Functions or Children's Global Assessment Scale for children and teens under the age of 18.

### ***Assessment Update***

In the event a treatment court participant has received the assessment from any program operated by the contractor within the past six (6) months, the contractor shall administer an assessment update upon admission. This service consists of an update of a consumer's assessment and an evaluation to develop treatment recommendations.

The assessment and diagnostic update must be administered in accordance with the following Department protocol:

- Must be completed by a Qualified Substance Abuse Professional (QSAP);
- Should not be completed when consumers transition from the various levels of service within the same agency;
- The assessment and diagnostic update shall consist of a new face-to-face diagnostic evaluation completed by a qualified diagnostician as defined in certification standards.

### ***Case Management/Community Support***

Mission Missouri will provide case management services which are defined as services which link the participant and/or significant other(s) to community resources and monitors the services throughout the treatment court program. Transportation services will not be billed as case management. Community support consists of specific activities conducted with or on behalf of a person in accordance with an individualized treatment plan. Services are provided to maximize an individual's immediate and continued community functioning while achieving and sustaining recovery/resiliency from mental illness and/or substance use disorders. These services are delivered in an amount and scope defined by each individual's plan, and not all plans will contain all services.

### ***Communicable Diseases Risk Assessment, Education, Testing & Counseling***

Mission Missouri:

- has a close working relationship with the Semo Health Network, a Federally Qualified Health Clinic located in Sikeston and New Madrid who will provide any necessary testing services for human immunodeficiency virus (HIV), tuberculosis (TB), sexually transmitted diseases (STDs), and hepatitis;
- will arrange for HIV, TB, STDs and hepatitis testing to be available to the treatment court participant at any time during the course of the treatment;
- will make referrals and cooperate with appropriate entities to ensure coordinated treatment, as appropriate, is provided for any participant with a positive test;
- will arrange individual counseling for consumers prior to testing for HIV;
- will arrange individual post-test counseling for consumers who test positive for HIV or TB; and
- will provide group education with substance abusers and/or significant others of abusers to discuss risk reduction and the myths and facts about HIV/TB/STD/hepatitis and the risk factors for contracting these diseases.

### ***Family Conference***

Mission Missouri will provide Family Conference services which are defined as services that coordinates care with, and enlists the support of, the natural support system through meeting with family members, referral sources, and significant others about the participant's treatment plan and discharge plan. Staff providing Family Conference services will be a Qualified Substance Abuse Professional (QSAP) or Associate Substance Abuse Counselor.

### ***Group Counseling (Associate SA Counselor)***

Mission Missouri will provide group counseling services provided by a trainee that meets requirements for registration, supervision, and professional development as set forth by either the Missouri Substance Abuse Professional Credentialing Board (MSAPCB) or the appropriate board of professional registration within the

Missouri Division of Professional Registration for licensure as a psychologist, professional counselor, social worker or marital and family therapist.

Group counseling is the goal-oriented therapeutic interaction among a counselor and two or more consumers designed to promote client functioning and recovery through disclosure and interpersonal interaction among group members. Groups cannot exceed 12 clients.

#### ***Group Counseling (QSAP)***

Mission Missouri will provide group counseling provided by a Qualified Substance Abuse Professional who demonstrates substantial knowledge and skill regarding substance abuse by being one of the following:

- A physician or mental health professional, licensed in Missouri and practicing within their scope of work, with at least one year of full-time substance abuse treatment experience;
- A person certified or registered through MSAPCB as a substance abuse professional;
- A provisionally licensed mental health professional in Missouri with at least one year of full-time substance abuse treatment experience.

Group counseling is the goal-oriented therapeutic interaction among a counselor and two or more consumers designed to promote client functioning and recovery through disclosure and interpersonal interaction among group members. Groups will not exceed 12 clients.

#### ***Group Counseling (Collateral Relationship)***

Mission Missouri will provide group counseling services (Collateral Relationship) that consist of face-to-face counseling and/or education, designed to address and resolve issues related to codependency and alcohol and/or other drug abuse in the family, provided to two (2) or more family members age thirteen (13) or older and/or below the age of thirteen (13) if such family member possesses the requisite social and verbal skills to participate in and benefit from counseling. Group collateral relationship counseling may be provided by a family therapist or a QSAP for groups that include members aged 13 years or older. Those involving younger children must be provided by staff whose qualifications are outlined in 9 CSR 30-3.110. Group size will not exceed 12 members.

In the event two or more members from a family attend the same group counseling session, an invoice will be submitted for only one of the family members. However, a progress note will be entered in the records of all family members who are active consumers.

#### ***Group Education***

Mission Missouri will provide group education which is the presentation and application of recovery-related information, including group discussion, to consumers in accordance with individualized treatment plans. Group sizes will not exceed an average of 30 clients per calendar month.

#### ***Group Education (Trauma Related)***

Mission Missouri will provide group education (Trauma Related) services which are the presentation of recovery and trauma related information and its application, along with group discussion, directly related to the attainment of individualized treatment plan objectives. Mission Missouri will use evidence-based models of trauma treatment provided by staff with specific training related to trauma and addiction. Trauma Education groups provided will be gender specific.

#### ***Individual Counseling***

Mission Missouri will provide individual counseling which will consist of a goal oriented process in which the client in therapy interacts on a face-to-face basis with the treatment provider in accordance with the treatment plan to relieve symptoms and resolve problems related to alcohol/drug dependency that interfere with the client's ability to function in society. Individual counseling will only be performed by a qualified substance abuse professional, an associate counselor or an intern/practicum student as described in 9 CSR 10-7.110(5). (see 9 CSR 30-3.110 (5)).

### ***Individual Counseling (Collateral Relationship)***

Mission Missouri will provide individual counseling (Collateral Relationship) as a component of the substance abuse treatment program. This service will consist of individual face-to-face assessment, counseling, and/or education, designed to address and resolve issues related to codependency and alcohol and/or other drug abuse in the family, provided to a family member(s) age thirteen (13) or over and/or to a family member below the age of thirteen (13) who possesses the requisite social and verbal skills to participate and benefit from counseling. Staff providing this service will meet requirements as a family therapist or QSAP that has training in family recovery. Services provided to children under 12 years will be provided by staff in accordance with 9 CSR 30-3.110(8).

### ***Individual Counseling (Co-Occurring Disorder)***

Mission Missouri will provide individual counseling (Co-Occurring Disorder), as part of the approved treatment program. This service consists of structured, goal-oriented therapeutic interaction between a participant and a counselor designed to identify and resolve issues related to substance abuse and co-occurring mental illness disorder(s) which interfere with the participant's functioning.

Individual Counseling (Co-Occurring Disorder) will be provided in accordance with the Center for Substance Abuse Treatment's publication, Substance Abuse Treatment for Persons with Co-Occurring Disorders ([TIP 42](#)). Clinical documentation of this service in progress notes in the participant's record will clearly distinguish this service from Individual Counseling for substance abuse. Staff providing this service will be a QSAP that is also a licensed mental health professional or one who holds the Co-Occurring Counseling Professional credential from the Missouri Substance Abuse Professional Credentialing Board (MSAPCB).

### ***Individual Counseling (Trauma Related)***

Mission Missouri will provide individual counseling (Trauma Related) that consists of structured, goal-oriented therapeutic interaction between a participant and a specially-trained counselor designed to resolve issues related to psychological trauma, personal safety and empowerment of the client in the context of substance abuse problems. Mission Missouri will use evidence-based models of trauma treatment provided by staff with specific training related to trauma and addiction. Individual Counseling (Trauma Related) will be provided by a licensed mental health professional who is a QSAP with specialized trauma training and/or equivalent work experience.

### ***Missouri Recovery Support Specialist (MRSS)***

Mission Missouri has three staff members who hold the MRSS credential. These are individuals who are not self-identified as being in recovery and have been awarded the MRSS credential by the Missouri Substance Abuse Professional Credentialing Board. A MRSS serves as a mentor to consumers in recovery. This service will consist of:

- Helping the individual connect with other consumers and their communities at large in order to develop a network for information and support;
- Sharing lived experiences of recovery, sharing and supporting the use of recovery tools and modeling successful recovery behavior;
- Helping individuals to make independent choices and to take a proactive role in their recovery;
- Assist individuals with identifying strengths and personal resources to aid in their setting and achieving recovery goals;
- Assist individuals in setting and following through with their goals;
- Support efforts to find and maintain paid, competitive, integrated employment; and
- Assist with health and wellness activities, teaching, life skills, providing support and encouragements, and helping consumers recognize his/her own potential and set positive goals.

### ***Peer Support Recovery Mentor (MRSS-P)***

Mission Missouri has four staff members who hold the MRSS-P credential. These are individuals who are self-identified as being in recovery and have been awarded the MRSS-P credential by the Missouri Substance Abuse Professional Credentialing Board. A MRSS-P serves as a role model to consumers in recovery. This service will consist of:

- Helping individuals connect with other consumers and their communities at large in order to develop a network for information and support;

- Sharing lived experiences of recovery, sharing and supporting the use of recovery tools and modeling successful recovery behaviors;
- Helping individuals to make independent choices and to take a proactive role in their recovery;
- Assisting individuals with identifying strengths and personal resources to aid in their setting and achieving recovery goals;
- Assisting individuals in setting and following through with their goals;
- Supporting efforts to find and maintain paid, competitive, integrated employment; and
- Assisting with health and wellness activities, teach life skills, provide support and encouragement and help consumers recognize his/her potential and set positive goals.

### ***Relapse Prevention Counseling***

Mission Missouri will provide relapse prevention counseling services which are defined as a professional intervention that assists an addicted person to define and cope with high-risk situations, identify and respond appropriately to internal and external cues that serve as relapse warning signals, and implement individualized strategies to reduce both the risk of relapse and the duration of relapse should it occur.

### ***Treatment Court Day***

Treatment Court Day is Mission Missouri staff participating in treatment court staffing and hearings, as required by the treatment court.

### ***Drug/Alcohol Testing***

Mission Missouri will 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 and will submit a completed Collector Guidance Acceptance form before providing this service.

## **Program Service Requirements**

### ***Intake/Assessment***

Mission Missouri will provide a face to face intake session with all participants within seven (7) calendar days of the date of referral from the treatment court unless otherwise amended and/or directed by the treatment court. Any exceptions must be documented in the client record.

Mission Missouri's assessment will:

- Be completed by a qualified substance abuse professional (QSAP),
- Include all components required of a comprehensive assessment included in DMH certification standards;
- Include screening for an individual's history of trauma and current personal safety,
- Identify information including, but not limited to, name, age, sex, race, sexual orientation and presenting problem,
- Provide presenting situation,
- Contain substance abuse history;
- Contain social and family history;
- Provide medical evaluation: HIV/STD/TB/ Risk and Service needs,
- Contain educational and vocational history,
- Contain treatment history including the date, length of stay, outcome and name of the facility for all psychiatric and substance abuse services, and
- Provide recommendation and clinical justification for the level of care of the treatment services,
- Include screening for Medicaid, private insurance or other medical benefits.

Mission Missouri will obtain if requested a five-axis diagnosis by a qualified diagnostician.

### ***Treatment Planning***

Mission Missouri will develop a treatment plan for each participant and review the document with the treatment court within fourteen (14) calendar days of admission to the program and periodically as directed by the treatment court.

Mission Missouri will agree and understands that the treatment court has the final authority on the assignment of treatment level and approval of any changes in treatment level. Mission Missouri will attend meetings as required by the treatment court.

### ***Level of Treatment***

Mission Missouri will notify the treatment court if there is a need for detoxification services and will assist the treatment court in the referral process for such services, if requested. Mission Missouri will only provide treatment services at the request of the treatment court. Any exceptions and/or changes to the levels of service will be approved in writing by the treatment court and documented in the participant's treatment record prior to services being provided.

### ***Reporting Requirements***

Mission Missouri will document each service provided in the participant's clinical record. Progress notes will include the following information:

- Type of service;
- Date;
- Beginning and ending time;
- Synopsis of the service; and
- Signature of service provider.

Mission Missouri will provide regular communication with the treatment court, including: a written and verbal report from the treatment provider(s) at each staffing that includes;

- Attendance of the participant at treatment appointments;
- Compliance (to include level of participation and completion of assignments, etc);
- Progress (is participant moving forward in achieving treatment plan goals and objectives);
- Recommendations by the treatment provider concerning : (a) current treatment services and any modifications needed (if the participant is doing well and making progress in treatment), (b) concerns (if the participant is not progressing), suggested improvements or sanctions if warranted, and (c) additional direction (recommendations for other services or action);
- A summary of material covered in treatment in order for the judge to ask the participant open-ended questions about their treatment and progress; and in treatment; and
- Drug test results.

Mission Missouri will notify the treatment court in the event any of the following occur:

- Missed appointments;
- Positive urinalysis;
- Changes in the participant's treatment plan;
- Need for additional services;
- Changes in the participant's family and/or living situation, such as major illness or injury, death, pregnancy, or other;
- Incidents involving participants where threats, assaults or possible crimes may have occurred.

Mission Missouri will upon referral evaluate every participant for eligibility of Medicaid benefits, private insurance coverage or any other medical benefits. Mission Missouri will submit an OSCA Monthly Medical Benefit Report indicating a summary of the number of participants who have medical coverage through Medicaid private insurance or other sources as well as the dollar amount submitted for reimbursement. Mission Missouri will provide detailed supporting documentation to the treatment court coordinator on a monthly basis for verification purposes. Supporting documentation should be submitted even when invoices are not submitted.

**SECTION 3  
RENEWAL OPTIONS**

## **RENEWAL OPTION**

The Office of State Courts Administrator shall have the sole option to renew the contract 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 30 days prior the effective renewal.

**SECTION 4  
VENDOR'S REFERENCES  
EXHIBIT A**

**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: Mission Missouri</b>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Department of Mental Health, Division of Alcohol and Drug Abuse
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	1706 East Elm, Jefferson City, MO 65102
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Mark Shields, Director Access to Recovery 573-751-4942 mark.shields@dmh.mo.gov
Dates of Prior Services:	2005-present
Dollar Value of Prior Services:	\$387,339.81
Description of Prior Services Performed:	Recovery Support Services, Individual and Group Counseling, Housing, Care Coordination, Screening, Assessment, Treatment Planning and Review, Case Management, Drug Testing, Parenting Classes, Financial Management, Anger Management, Process and Education Groups

*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*

<b>Offeror Name or Subcontractor Name: Mission Missouri</b>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Children's Division
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	106 Arthur Street, Suite B Sikeston, MO 63801
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Sharon Ray, MSW 573-472-5222 Sharon.A.Ray@dss.mo.gov
Dates of Prior Services:	2007 to Present
Dollar Value of Prior Services:	\$58,057.01 dollar value for services provided through DSS; reimbursement for services was through Access to Recovery or was provided without reimbursement
Description of Prior Services Performed:	Recovery Support Services, Individual and Group Counseling, Care Coordination, Screening, Assessment, Treatment Planning and Review, Case Management, Drug Testing, Parenting Classes, Financial Management, Anger Management, Process and Education Groups

*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*

<b>Offeror Name or Subcontractor Name: Mission Missouri</b>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	Drug Court, 33 <sup>rd</sup> Judicial District
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	Mississippi County Courthouse Box 369 200 North Main Street Charleston, MO 63834
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Steve Sikes, Administrator 573-683-2146, Ext. 253 Steve.Sikes@courts.mo.gov
Dates of Prior Services:	2007-Present
Dollar Value of Prior Services:	\$296,735.82 reimbursed through Access to Recovery or services for which no reimbursement was available
Description of Prior Services Performed:	Recovery Support Services, Individual and Group Counseling, Care Coordination, Screening, Assessment, Treatment Planning and Review, Case Management, Drug Testing, Parenting Classes, Financial Management, Anger Management, Process and Education Groups

*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*

**SECTION 5  
PERSONNEL EXPERTISE SUMMARY  
EXHIBIT B**

**EXHIBIT B**

**PERSONNEL EXPERTISE SUMMARY**

<b>Personnel</b>	<b>Background and Expertise of Personnel and Planned Duties</b>
1. <u>Jane Pfefferkorn</u> (Name) Executive Director <u>Director, Counselor, Group</u> Facilitator (Title) <u>Facilitator</u> (Proposed Role/Function)	Certified Criminal Justice Professional Missouri Recovery Services Specialist Medication Assisted Treatment Specialist BS in Business Management 15 years experience in nonprofit arena, working in social services with 10 years experience in substance abuse field 4 years working with Drug Court providing Recovery Support Services 10 years working in the field of prevention Will provide program oversight, management and coordination; screening and assessment; counseling, both group and individual; group facilitation for process and education; treatment coordination, and program and client evaluation; drug testing
2. <u>Mark Heeb</u> (Name) Recovery Support Tech/Coach <u>Recovery Coordination; Group</u> Facilitator; Drug Testing (Title) (Proposed Role/Function)	Recognized Associate Substance Abuse Counselor II; MARS; MRSS-P; Associate Degree of Nursing; Recovery Support Tech/Coach at Mission Missouri from May, 2004 through February, 2007 and August, 2009 through Present; resident staff, recovery coach, anger management facilitator, residential 12 step group facilitator, log and dispense client medications, transport clients, screening, assessment, intake, counseling, care coordination and case management/referrals; residential support staff.
3. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
4. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	

**JANE FRANCES PFEFFERKORN, BS, CCJP, MRSS, MATS**  
**Executive Director**  
**Mission Missouri**

*Education/Certifications*

Chaffee High School

Central Methodist College

Southeast Missouri State University

William Woods University  
B.S. Business Management

Certified Criminal Justice Professional  
Missouri Substance Abuse Professional Certification Board  
2009-Present

Missouri Recovery Support Specialist  
Missouri Substance Abuse Professional Certification Board  
2009-Present

Medication Assisted Treatment Specialist  
2010-Present

*Awards*

2003 Sikeston Area Chamber of Commerce Citizen of the Year  
(First woman recipient in 52 year history of award)  
2000 Daughters of Sunset Honoree  
1999 Missouri Community Betterment Adult Leadership Award

*Work Experience*

**Mission Missouri –A Founding Member and Executive Director**

**1998—Present Sikeston, Missouri** Mission Missouri is a faith-based social services organization located in Southeast Missouri. Basic needs are met through a daily soup kitchen and Recovery Support Services. A substance abuse recovery and continuing care program named Crossing Addiction Freedom Program began in 2003 serving nine counties of Southeast Missouri, funded through the Missouri Foundation for Health for \$1.5 million. This program included post-treatment transitional housing at the Mission's House of Liberty Life Change Station in Sikeston as well as serving as a home plan for men coming from Department of Corrections. Mission Missouri was credentialed as a Recovery Support Services Provider through the Access To Recovery program with Missouri Department of Mental Health, Division of Alcohol and Drug Abuse in 2005. The Mission received Certification for Outpatient Services in 2010 from the Division of Alcohol and Drug Abuse. The Mission has developed into a comprehensive social services organization with emphasis in prevention and

recovery support services. Mission Missouri also serves as Lead Agency in the Southeast Missouri Drug Free Communities Coalition addressing youth substance abuse through environmental change strategies.

The Mission was created after two successful Christian Block Parties were held in 1996 and 1997 the goal of which was to “pull down walls between races and denominations.” The position of Executive Director was a full-time volunteer position for five years in order for the grassroots organization to strengthen and acquire funding through grants and foundations. Since that time we have grown to a fully staffed professional organization that specializes in substance abuse treatment and recovery support services and has managed grants and programs through the Substance Abuse and Mental Health Services Administration, Department of Mental Health, Missouri Foundation for Health, Nonprofit Services Center, and Center for Substance Abuse Prevention and Center for Substance Abuse Treatment.

***Education Director—Morley Baptist Church***

1992-1997 - Morley, Missouri

Served as lay leader and Education Director for rural mid-sized church; conducted training, administrative duties, and program creation.

***Executive Secretary, St. Louis Junior Chamber of Commerce***

1973-1977 – St. Louis, Missouri

Served as administrative secretary for personal development and community action organization; hosted 1977 World Congress of International Jaycees in St. Louis, Birthplace of Junior Chamber of Commerce.

***Receptionist, St. Louis Regional Commerce and Growth Association  
1971-1973***

***Training/Leadership***

Precept Inductive Bible Study Teacher and Group Leader, 1989, 1990, 1991

(taught Inductive Study 1989 through 1997)

DFS/Bootheel Initiative Training, Malden, MO 1999-2000 (Oct.—Jan.)

The Performance Institute, 2001, Washington, D.C.

Faith-based Mentoring, Department of Social Services, quarterly trainings, Jefferson City, MO

Committed Caring Faith Community Addictions Academy, Jefferson City, MO May, 2004

The Grantsmanship Center, Grant Writing, New Orleans, June, 2004

Board President, SEMO Health Network, January, 2006

Board Member, SEMO Health Network, 2003-Present

Project Director, SEMO Prevention, CSAP Meth and Inhalant Prevention Grant, 2003-2006

Project Creator and Executive Director, Crossing Addiction Freedom Program, 2004-2007, funded by  
Missouri Foundation for Health

Project Director, Drug Free Communities Coalition, SAMHSA, 2005-2010 and 2010-2015

Trainer/Facilitator, Crossing Addiction Freedom Program and Access to Recovery I, II and III

Board Member, Missouri Recovery Network 2008 to Present

Treasurer, Missouri Substance Abuse Professional Certification Board 2010, 2011

Since 1988 I have completed workshops and training sessions on leadership, church growth, discipleship training, outreach, administration, communication and motivational skills, family learning experiences for parents of children with disabilities, personal growth, public speaking, writing skills, risk management and have facilitated and participated in support group settings addressing addictive behaviors and dysfunctional relationships. I currently serve as creator and facilitator of an 8 week Parenting Skills class that is a pilot program for agencies and ministries working with parents involved with the criminal justice and social services systems. In particular, I have completed several hundred hours of training in substance abuse disorders, co-dependency, co-occurring disorders, recovery, Recovery-Oriented Systems of Care, prevention, and community change.

*Interests, Hobbies and Activities*

My interests include being part of networks bringing about systemic change and resulting in transformed lives. I am a communicator and contributor in groups and enjoy public speaking and writing. My hobbies include singing in a bluegrass band, writing, reading, and speaking.

## Mark C. Heeb

**OBJECTIVE:** Work in the field of substance abuse and recovery, utilizing medical training and experience

**EXPERIENCE:** Recovery Coach/Tech in residential recovery house  
Recognized Associate Substance Abuse Counselor II  
Circulating ORN 1995-1998  
Physician Assistant (1<sup>st</sup>/2<sup>nd</sup>) 1981-1986  
Patient transport (X-Ray), night shift 1981-1982

### **June, 2013 – Present**

#### **Mission Missouri, Sikeston, MO**

Director, Drug Court Program; drug court team liaison; counselor; Phase 3 and 4 drug court team member coordinating services for drug court clients; provider of aftercare services for drug court graduates. RASAC II; MARS; MRSS-P.

### **August, 2009 - Present**

#### **Mission Missouri, Sikeston, MO**

Resident staff recovery coach; anger management facilitator; 12 Step Group facilitator; log and dispense client medications; drug testing; transport clients when needed; under clinical supervision while becoming proficient in screening, assessment, intake, counseling, case management, recovery management, referrals and care coordination. RASAC II.

### **March, 2007 – May, 2009**

#### **Chris Brown Painting, Inc., Sikeston, MO**

Commercial and residential painting

### **May, 2004 – February, 2007**

#### **Mission Missouri, Sikeston, Missouri**

Resident staff, recovery support coach, facilitated 12 Step Faith-based meetings, administered client medications, transported clients to appropriate destinations.

### **1999-2002**

#### **Show Me, Inc., Sikeston, Missouri**

Purchasing Agent. Responsible for million-dollar JAN/SAN business inventory and purchasing decisions. Goal was constantly to meet consumer demand without carrying excessive inventory on hand. Other duties involved meeting with sales representatives. Oversaw warehouse facility checking to make sure that the correct product shipped to the proper customer.

### **1998-1999**

#### **Wermer's Construction**

Crew leader for 5-10 laborers keeping project on schedule.

### **1995-1998**

#### **Missouri Delta Medical Center, Sikeston, MO**

Circulating RN, rotations as charge nurse responsible in facilitating orderly case turnover, responsible for restocking rooms and activating autoclaves. Each morning make sure OR room is properly prepared for case, anticipating ahead for unforeseen situations. Monitor patients during controlled sedation (b/p, EKG, pulse ox.). On call rotation with willingness to take coworkers turn in rotation.

**1993-1994**

**Show Me, Inc., Sikeston, MO**

Delivered diverse product to four county area as well as picking up chemicals twice a month at various industries in the St. Louis area.

**1989-1993**

**Bizzel Lawn Care, Sikeston, MO**

Performed shrub trimming, lawn care and landscaping.

**1987-1989**

**McTavish Construction**

Worked as a crew leader overseeing 5-10 laborers insuring projects remained on schedule. Often required 18 hour days.

**1981-1986**

**Ferguson Medical Group, Sikeston, MO**

Surgical assistant to four surgeons doing major cases at Missouri Delta Medical Center. Assisted with minor surgeries at FMG, prepared patients for doctors visit and cast work. Also during 1981-1982, worked the night shift in the x-ray department.

**1976, Summer**

**Ferguson Medical Group, Sikeston, MO**

Worked summer 1976 as (1<sup>st</sup>/2<sup>nd</sup>) assistant in major surgery Junior year high school. Mornings doing major surgery at hospital, afternoons at FMG doing minor surgeries, cast work and preparing patients for appointment by physician.

***EDUCATION:***

University of Missouri 1977-1981  
Southeast Missouri University 1986  
Sikeston Public School LPM program 1994 (President of class)  
Park College 1005 (3rd in class)

***ORGANIZATIONS:*** AORN

## **Responsibility and Reliability**

**Mission Missouri** is a faith-based social services agency specializing in Recovery Support Services. Its grassroots conception began in 1996 as a Christian Block Party reconciliation effort to bring people of different races, denominations and economic backgrounds together in a once-a-year, all day event much like a community picnic. The Block Parties continued annually for five years and after year two the organizing committee identified that something more than a once-a-year event had to be considered for the overall health of our community. The committee became Mission Missouri, opened a Soup Kitchen on January 5, 1998, created a culturally diverse Board of Directors and received 501(C)3 status in 1999. This grassroots not-for-profit faith-based organization located in Sikeston, MO, (a city in both Scott and New Madrid Counties) eventually focused on substance abuse work and was funded by the Missouri Foundation for Health for a nine-county Crossing Addiction Freedom Program in 2003. The once volunteer network has grown to a professional experienced team that is credentialed by the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse, to provide Recovery Support Services through the federal Access to Recovery Program. In 2010 Mission Missouri was chosen by the Division of Alcohol and Drug Abuse to be one of four Access Sites in the state for the Access to Recovery 3 program. ATR 3 focuses on Recovery-Oriented Systems of Care, and in Southeast Missouri the Mission serves as the hub for the Southeast Missouri Recovery-Oriented System of Care (ROSC). In 2010 Mission Missouri received certification from Division of Alcohol and Drug Abuse to provide outpatient counseling services. Mission Missouri has provided Drug Court services for four years for the 33<sup>rd</sup> Judicial Circuit, providing leveraged dollars through ATR. Family Support Division and Children's Services have utilized Mission Missouri services for the past five years including assessment, counseling and classes. In addition, prevention work became a major focus beginning in 2003. At that time Mission Missouri was invited to be part of a Missouri Institute of Mental Health's federal program addressing meth and inhalants. A steering committee giving oversight to this three-year program became the foundation for submission of a federal Drug Free Communities Coalition program for which Mission Missouri is the lead agency and which has functioned effectively for over in years. Due to mentoring and support from leaders across the country, Mission Missouri has blazed a path for other faith-based agencies to serve in their communities and offers guidance to those desiring to follow their model. All resources and manpower of Mission Missouri contribute to the success of our work with the 33<sup>rd</sup> Judicial District's Drug Court Treatment Program.

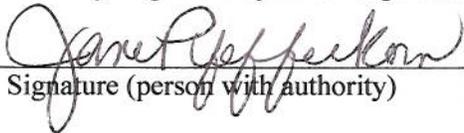
**SECTION 6**  
**AFFIDAVIT OF WORK AUTHORIZATION**  
**EXHIBIT C**

**EXHIBIT C**

**AFFIDAVIT OF WORK AUTHORIZATION**

Comes now **Jane Pfefferkorn** as **Executive Director** first being duly sworn on my oath  
(NAME) (OFFICE HELD)  
affirm **Mission Missouri** 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 **Mission Missouri** does not and will not knowingly  
(COMPANY NAME)  
employ a person who is an unauthorized alien in connection with the contracted services related to  
**OSCA 11-036** 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).*



Signature (person with authority)

**Jane Pfefferkorn**

Printed Name

**Executive Director**

Title

**March 17, 2014**

Date

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)  
\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

Signature of Notary

Date

**SECTION 7  
MISCELLANEOUS INFORMATION  
EXHIBIT D**

**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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Describe and provide details:		

**SECTION 8  
DEBARMENT CERTIFICATE  
EXHIBIT E**

RFP OSCA 11-036

**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 voluntarily 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.

Jane Pfefferkorn, Executive Director

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

March 9, 2014

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

