

BID TABULATION-REBID-RESTRICTED SUBSTANCE INTERVENTION PROGRAM (RSIP)

<b>REBID-RESTRICTED SUBSTANCE INTERVENTION PROGRAM (RSIP) BID OPENING 6-10-14</b>	<b>COMMUNITY SERVICES OF MO INC</b>	<b>ASSESSMENT &amp; COUNSELING SOLUTIONS (Private Probation Services of Jefferson County)</b>
	1175 CAVE SPRINGS ST PETERS MO 63376	11648 GRAVOIS STE 245 ST LOUIS MO 63126
AFFIDAVIT COMPLETED	YES	YES
COPY OF INSURANCE PROVIDED	YES	YES
<b>COMMENTS:</b>	See Attached Info Sheets.	See Attached Info Sheets.



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

**Request for Proposal: REBID-RESTRICTED SUBSTANCE INTERVENTION PROGRAM (RSIP)**

**Date Issued: 5-13-14**

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, JUNE 10, 2014, AT 2:00 P.M. LOCAL TIME.

**Specification  
 Contact:**

**VICTOR MELENBRINK**  
 Municipal Prosecutor  
 636-797-5553

**Contract  
 Contact:**

**VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5382

**Mail (3) Three  
 Complete Copies  
 With Vendor And  
 Proposal  
 Information As  
 Shown In Sample:**

**SAMPLE ENVELOPE**

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	<b>DEPARTMENT OF THE COUNTY CLERK</b>
	<b>JEFFERSON COUNTY MISSOURI</b>
	<b>729 MAPLE ST / PO BOX 100</b>
	<b>HILLSBORO MO 63050-0100</b>
SEALED PROPOSAL: (PROPOSAL NAME)	

**Contract Term:  
 Upon approval by  
 the County Council  
 and County  
 Executive**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
 Information:**

<i>Community Services of Mo Judy Cowdry</i>	<i>Judy Cowdry</i>
Company Name	Authorized Agent (Print)
<i>1175 CAVE Springs Est Dr.</i>	<i>Judy Cowdry</i>
Address	Signature
<i>ST Peters, Mo 63376</i>	<i>President</i>
City/State/Zip Code	Title
<i>636 441-9002</i>	<i>5/24/14</i>
Telephone #	Date
<i>Dwigambler@aol.com</i>	<i>431626726</i>
E-mail	Tax ID #
	<i>636441-4834</i>
	Fax #

**Community Services of MO, Inc.**

1175 Cave Springs Estates Drive  
St. Peters, MO 63376  
(636) 441-9002 Fax (636) 441-4834

Wednesday, May 28, 2014

Proposal for Restricted Substance Intervention Program (RSIP)

Community Services of Missouri, Inc. is a SATOP certified corporation with 20 offices in Missouri. We have provided ADEP classes in Missouri since 1993. Currently we provide classes in Des Peres (Saint Louis County, MO) and Saint Peters (Saint Charles County, MO). We have provided ADEP classes in Hillsboro (Jefferson County, MO) in the past. We are the only current provider of ADEP classes that has ever held certified classes in Jefferson County.

We would provide an eight hour RSIP class at the site chosen by the Jefferson County contract. The classes would be eight hours in length on a Saturday. We would collect fees via cash or money order. All students would provide photo identification when at the class. Students would be able to sign up for classes by calling our Hillsboro office (636-797-5249) Monday-Friday, our St. Peters office (636-441-9002 or 1800-767-9002) Monday through Saturday, or our Arnold office (636-282-2426) Monday through Saturday. Phones are answered until 8:00 PM Monday through Thursday, 5:30 PM on Friday, and 12:00 PM on Saturday. Students may also sign up in person to complete the classes. Our Hillsboro office is located at 10904 Highway 21, Hillsboro, MO 63050. Our Arnold office is located at 3488 Jeffco Boulevard, Arnold, MO 63010. We can also provide classes at the Jefferson County Municipal Court building.

Completion certificates and payments would be delivered to the county offices the following work day. All class materials will be provided, including an ADEP journal, which follows the outline for the state of Missouri. We will supplement the program with informational handouts. We would charge \$50 per student, with a minimum of 15 students per class.

List of SATOP certified employees:

Judy Cowdry	Angela Branum	Willie Laney
Nicole Foti	Anna Bray	Mary Kay Lammers
Alan Carney	Jim Browning	Keith Mayfield
Monica O'Conner	Robert Conner	Arlene O'Brien
Leslie Rundquist	Julie Horstmann	Desiree Whitlock
Jim Perkins	Christopher Strohm	Mark Wiggins
Cindy Edwards	April Shaw	Misty Brackney
Michael Goodman	Diane Flaherty	

Outline of Class:

1. Introduction
2. Laws and Consequences
3. Alcohol and Drugs- Their Effects
4. Use, Abuse, and Dependence
5. Self-Evaluation
6. Life Skills
7. Looking Ahead-Planning



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**SAMPLE ENVELOPE**

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VENDOR ADDRESS	
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**Vendor Information:**

Assessment & Counseling Solutions Jane West  
 Company Name PRIVATE Probation Services of Jefferson County Authorized Agent (Print)  
 11648 Gravois Ste 245 Jane West  
 Address Signature  
 St. Louis, Mo 63126 Owner / Partner  
 City/State/Zip Code Title  
 314-849-2800 5-21-14 810629612  
 Telephone # Date Tax ID #  
 acssunsetjw@sbccglobal.net 314-849-2852  
 E-mail Fax #



**ASSESSMENT & COUNSELING SOLUTIONS/  
PRIVATE PROBATION SERVICES OF  
JEFFERSON COUNTY  
11648 Gravois Ste. 245  
St. Louis, MO 63126**

**Ph: 314-849-2800 FAX: 314-849-2852 Email: [acssunset@sbcglobal.net](mailto:acssunset@sbcglobal.net)**

**PROPOSAL  
RESTRICTED SUBSTANCE INTERVENTION PROGRAM**

**PROGRAM INTRODUCTION AND OVERVIEW**

A Restricted Substance Intervention Program (RSIP) is being proposed for people under the age of twenty-one (21) who have been cited, arrested, or violated probation agreements with behaviors related to minor alcohol and/or drug offenses. Assessment & Counseling Solutions will provide a program designed to educate adolescents concerning the negative aspects of alcohol and drug use and how to implement appropriate decision making skills to reduce recidivism.

**PROGRAM DESCRIPTION**

**RSIP** - a one day education program will be held on a Saturday between 9:00 am. and 5:00 pm. The program will be provided by a certified SATOP professional trained in providing the SATOP ADEP program. RSIP will be conducted in the Hillsboro Municipal Court Building. Clients will be able to register for the program through Assessment & Counseling Solutions with availability Monday through Saturday. Assessment & Counseling Solutions is certified by Missouri's Department of Mental Health, Alcohol and Drug Abuse Division to conduct such programs. This agency has been providing a similar program for seven years and is experienced in fulfilling the needs of the client, court, and community.

**PROGRAM CONTENT**

1. Laws and Statistics governing alcohol and drug use.
2. The effects of alcohol and drugs on the body, mind, and brain development.
3. DSM IV criteria: abuse vs. dependency.
4. Physiological aspects of addiction.
5. Drug classification, properties and half life.
6. Blood alcohol concentrations/including combining alcohol and energy drinks.
7. Heroin, Marijuana, Methamphetamine Epidemic.
8. Benefits of not using.
9. Peer pressures.
10. Self Esteem.
11. Positive decision making
12. Stages of Change.
13. Healthy alternatives to alcohol and drug use.

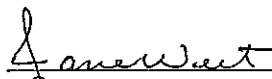
**PROGRAM SUPPLEMENTS**

RSIP programming can be supplemented with videos specific to the needs of the participants including topics on marijuana, alcohol, methamphetamine, and heroin.

**PROGRAM RESPONSIBILITIES**

1. Provide registration for the program
2. Provide a list of participants to the court
3. Provide completion forms to the participants, court and other interested parties, with consent of the client
4. Provide certified instructors
5. Collection of fees for the class and delivering them to the appropriate court representative
6. Provide all materials
7. Provide Workman's Compensation Insurance and Professional Liability Insurance

RSIP can be provided by Assessment & Counseling Solutions at the rate of:  
\$50 per participant.

  
\_\_\_\_\_  
Jane West  
SIGNATURE

5-21-14  
\_\_\_\_\_  
DATE