



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

Request for Proposal: ADOLESCENT DIVERSION
EDUCATION PROGRAM (ADEP)

Date Issued: 11-4-11

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, DECEMBER 6, 2011, 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:**

Contract Term:
To be determined

**Vendor
Information:**

SAMPLE ENVELOPE

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED PROPOSAL: (PROPOSAL NAME)

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. 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.

Community Services of Mo Judy Cowdry
Company Name *Community Services of Mo Judy Cowdry* Authorized Agent (Print) *ST Peters Mo 63376*
Address *1151175 CARSpring Est Dr. St Peters Mo 63376* Signature *Judy Cowdry*
City/State/Zip Code *310 Locust Hillsboro Mo 63050* Title *President*
Telephone # *636441-9002 6367975249* Date *11/29/11* Tax ID # *431626726*
E-mail *m50aisy9002@aol.com* Fax # *6364414834*

Community Services of MO, Inc.

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

December 1, 2011

Proposal for Adolescent Diversified Education Program

Community Services of Missouri 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, St. Louis, MO and St. Peters, St. Charles, MO. We have provided ADEP classes in Jefferson County, Hillsboro, MO until recently. We had discontinued those due to lack of referrals. We are the only current provider of ADEP classes that has ever held certified classes in Jefferson County.

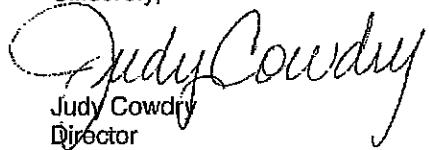
We would provide an eight hour ADEP/RSIP class at the site chosen by the Jefferson County contract. The classes would be eight hours in length on a Saturday. We would collect fees via cash or money order. All students would provide identification when at the class. Students would be able to sign up for classes by calling our Hillsboro office (636-797-5249) Monday – Friday or the St. Peters office (636-441-9002 or 1-800-767-9002) Monday – Saturday or Arnold office (636-282-2426) Monday – Saturday, phones are answered till 8:00 PM on Monday – Thursday, 5:30 PM on Friday, and 12:00 noon on Saturday. Completion certificates and money/money orders would be delivered to county offices the following work day. All class materials will be provided. We would charge \$50 per student.

Students may also, come in person to sign up for classes. Our office address in Hillsboro is as follows: 310 Locust, Hillsboro, MO 63050. We would also be able to provide an alternate Jefferson County site at our Arnold office 3488 Jeffco Blvd. Suite 02, Arnold, MO 63010.

List of SATOP certified employees:

Judy Cowdry	Angela Branum	Willie Laney
Ken Allen	Anna Bray	Patricia Marsh
Alan Carney	Jim Browning	Keith Mayfield
John Burns	Robert Conner	Arlene O'Brien
Julie Horstman	Desiree Whitlock	Jim Perkins
Christopher Strohm	Mark Wiggins	
Misty Brackney	Michael Goodman	

Sincerely,


Judy Cowdry
Director



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

ADDENDUM #1:

Request for Proposal: ADOLESCENT DIVERSION
EDUCATION PROGRAM (ADEP)

Date Issued: 11-4-11

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, DECEMBER 6, 2011, 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:

Contract Term:
To be determined

Vendor
Information:

SAMPLE ENVELOPE

VENDOR NAME	
VENDOR ADDRESS	
CONTACT NUMBER	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100

SEALED PROPOSAL: (PROPOSAL NAME)

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. 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.

Assessment & Counseling Solutions/ Jane West
Company Name Private Probation services Authorized Agent (Print)
of Jefferson County

11648 Gravois Ste. 245 Jane West
Address Signature

St. Louis, MO 63126 Owner/ Partner
City/State/Zip Code Title

314-849-2800 12-5-11 810629612
Telephone # Date Tax ID #

acssunsetiw@sbcglobal.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

**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 RESPONSIBILITES

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 or a minimum of \$800.

Jane West
SIGNATURE

12-5-11

DATE



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

ADDENDUM #1:

Request for Proposal: ADOLESCENT DIVERSION
EDUCATION PROGRAM (ADEP) Date Issued: 11-4-11

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, DECEMBER 6, 2011, 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:

Contract Term:
To be determined

Vendor
Information:

SAMPLE ENVELOPE

VENDOR NAME	
VENDOR ADDRESS	
CONTACT NUMBER	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100

SEALED PROPOSAL: (PROPOSAL NAME)

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. 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.

SAFETY COUNCIL OF GREATER ST. LOUIS CARLTON R. TAGGI
Company Name Authorized Agent (Print)

2330 HAMPTON AVE Carlton R. Taggi
Address Signature

ST. LOUIS, MO 63139 EXECUTIVE DIRECTOR
City/State/Zip Code Title

314-621-9200 29 NOV 2011 43-065735670
Telephone # Date Tax ID #

DIRECTOR@STLSAFETY.ORG 314-621-9204
E-mail Fax #



Safety Council of Greater St. Louis

2330 Hampton Avenue
St. Louis, Missouri 63139
Phone (314) 621-9200
Fax (314) 621-9204
www.stlsafety.org

29 November 2011

Department of the County Clerk
Wes Wagner
729 Maple Street
PO Box 100
Hillsboro, MO 63050

Re: Proposal for Restricted Substance Intervention Program (RSIP)

To Whom it May Concern:

On behalf of the Safety Council of Greater St. Louis, I am pleased to submit, for your consideration, our proposal for participation in the Jefferson County RSIP program.

The Safety Council of Greater St. Louis is a non-profit, 501(c) (3), non-governmental, non-political, public service organization dedicated to serving the Greater St. Louis Metropolitan Area through safety and health education. Our **Mission** is to help people live longer and healthier lives through accident prevention. The Safety Council does not receive federal or state funding, but rather, generates revenue through memberships, donations, and education programs.

HISTORY: The Safety Council of Greater St. Louis had its beginnings in 1916 when a small Safety First Committee of the old Business Men's League was organized. Its original purpose was for the promotion of industrial accident prevention work. Until 1918, the Safety Council operated as a part of the Chamber of Commerce and had no budget. In 1918 with a paid staff, the Safety Council left the Chamber of Commerce and began to devote itself to traffic matters as well as industrial issues. In 1919 the Safety Council became a chapter of the National Safety Council. By 1920, the Safety Council expanded its work into the home, school and other fields. Annual reviews by the National Safety Council are necessary to continue chapter status.

PROGRAMS: The Safety Council currently serves the St. Louis community through a variety of programs, a sampling of some of these are: Community Safety - SafeLife®, Safetyville; Community Traffic Safety - Defensive Driving, Alive @25; Occupational Safety & Health - education, training, & conferences; Behavior Based – Anger Management, Financial Management, Petty Larceny; and Drug and Alcohol - SATOP, REACT, ADEP, Victim Impact Panel.

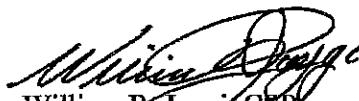
The Safety Council of Greater St. Louis has been successfully providing SATOP and court related educational programs for more than 20 years. We are confident we can satisfy the needs of Jefferson County through our certified, competent, well qualified, and experienced instructors who have extensive backgrounds in probation, parole, training, and counseling.

We are confident we can meet all the requirements of the Jefferson County RSIP program and we propose a fee of 45.00 per student.

By selecting the Safety Council of Greater St. Louis for your Court, the funds received from the RSIP program will allow us to continue to offer our outreach programs to help the children of the region become safer and to promote our mission of living safety at work, home, and play. Much more information can be found at our website stlsafety.org.

We are grateful for this opportunity to submit our quotation, and we will gladly answer any questions you may have.

Most sincerely,



William R. Jaggi, CSP
Executive Director
Safety Council of Greater St. Louis
314-621-9200
director@stlsafety.org

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

ADDENDUM #1:

Request for Proposal: ADOLESCENT DIVERSION
EDUCATION PROGRAM (ADEP) Date Issued: 11-4-11

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, DECEMBER 6, 2011, 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:

Contract Term:
To be determined

Vendor
Information:

SAMPLE ENVELOPE

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

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. 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.

Community Services of Mo Inc Judy Cowdry
Company Name Authorized Agent (Print)

1175 Cave Springs Est Dr. St Peters Mo 63376
Address 310 Locust Hillsboro, Mo 63050 Signature

City/State/Zip Code	Title
<u>636 441-9002</u>	<u>President</u>
Telephone #	Date
	<u>11/29/11</u>
	Tax ID #
<u>MSDaisy9002@aol.com</u>	<u>636 441-4834</u>
E-mail	Fax #
	<u>636 441-4834</u>