



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:**

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)

**Contract Term:
To be determined**

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.

**Vendor
Information:**

Company Name

Authorized Agent (Print)

Address

Signature

City/State/Zip Code

Title

Telephone #

Date

Tax ID #

E-mail

Fax #

ADDENDUM #1:

THE REQUEST FOR PROPOSAL FOR ADOLESCENT DIVERSION EDUCATION PROGRAM (ADEP) HAS BEEN RENAMED AS SHOWN AND THE REVISIONS ARE LISTED BELOW:

Request for Proposal: RESTRICTED SUBSTANCE INTERVENTION PROGRAM (RSIP)

Date Issued: 11-18-11

SPECIFICATIONS

RSIP Proposal

Proposal Summary:

The Jefferson County Municipal Prosecutor's Office is looking for an organization to offer a program for a Restricted Substance Intervention Program (RSIP) to be located in the Jefferson County Municipal Court in Jefferson County.

Background

On August 23, 2011, a number of new ordinances went into effect which enabled Jefferson County Sheriff's deputies to issue municipal ordinance violation citations for conduct which had previously only been chargeable under Missouri statutes. It is expected that a majority of these cases will be issued for Possession of Marijuana, Possession of Drug Paraphernalia, and Minor in Possession of Alcohol. It is the belief of both the Municipal Prosecutor and the Municipal Judge that individuals under the age of 21 who are charged with such violations would benefit from attending a Restricted Substance Intervention Program (RSIP). To encourage those individuals to participate, the Municipal Prosecutor and Judge will be significantly more lenient with regard to individuals who complete the program. The program will be similar in nature to the A-DEP portion of the Substance Abuse Traffic Offender program, but will not be certified by the State of Missouri.

In preparing for these new cases, the Municipal Prosecutor and Judge discovered that very few Jefferson County organizations offer a similar program, and that no such program is offered in the central or southern areas of the County. The Municipal Court facility itself, however, would offer suitable facilities for such a program to be given, as well as a central location convenient for all residents of Jefferson County.

Objectives

To provide an additional option for Jefferson County Municipal Court defendants in completing an RCIP program (defendants would still be able to attend an equivalent certified outside provider's drug/alcohol education program if they wish).

Requirements

The Municipal Prosecutor's Office suggests that Jefferson County enter into a contract with an organization certified by the State of Missouri to provide RCIP classes. The contract would require the following:

- 1) That the organization provide a SATOP-certified instructor to put on an 8-hour RCIP program at the Municipal Court location, either one or two Saturdays per month, as attendance requires.
- 2) That the instructor collect payment (cash or money orders only) from the attendants.
- 3) That the instructor verify the identity of the participants (by ID card or driver's license) when issuing completion certificates.
- 4) That the instructor deliver the payments and completion certificates to the Municipal Court on the next business day.
- 5) That the organization provide a contact phone number and administrative system enabling defendants to reserve a spot in the RCIP program (which will be limited to 50-55 participants).
- 6) Instructor must bring any necessary class materials for full 55 participant class.
- 7) Multiple instructors available (county will reserve right to have a different instructor upon request).
- 8) Bids must be in per person format (i.e., \$15 per participant).