

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

November Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 17th day of November 20 11

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby accept a Certificate of Deposit from Bank of America in the amount of \$97,748.00 on behalf of Dubas LLC for stormwater improvements on land located at 9950 E Turner Farm Road, Columbia, MO 65201.

Said Certificate of Deposit to be entrusted to the safekeeping of the Boone County Treasurer.

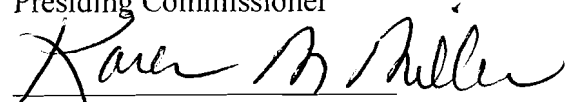
Done this 17th day of November, 2011.

ATTEST:

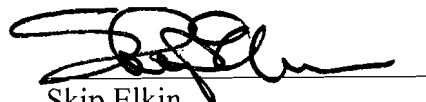
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

Stormwater Erosion and Sediment Control Security Agreement

Date: November 2, 2011

Developer/Owner Name: Dubas, LLC
Address: PO Box 1797

Development: 9950 E Turner Farm Rd Parcel # 18-400-17-00-001.00 01

This agreement is made by and between the above named developer (herein "Developer") and Boone County, Missouri, a political subdivision of the State of Missouri, through its Resource Management Department, (herein "County") and shall be effective on the above date when signed and approved by all persons listed below.

In consideration of the performance based by each party of their respective obligations described in this agreement, the parties agree to the following:

- 1. Background and Purpose of Agreement** – The Developer is the owner or authorized agent of the owner for the real estate contained within the development described above which is subject to the Boone County Stormwater Regulations. This agreement is made pursuant to Section 8, in Chapter 28 of the Subdivision Regulations of Boone County, Missouri in order to permit the Developer to disturb land on the development described above, and to assure County of the required erosion and sediment control and stormwater management. By entering into this agreement the developer is agreeing to comply with the erosion and sediment plan described below in accordance with the County Stormwater Regulations and specifications and provide to County financial security in the event the developer fails to comply with the plan, or complete the improvements within the time and manner provided for by this agreement.
- 2. Description of Improvements** – The Developer agrees to adhere to the Stormwater Pollution Prevention Plan (SWPPP) and Erosion and Sediment Control (ESC) Plans for Construction activities at 9950 E Turner Farm Road. The SWPPP and ESC was prepared by Allstate Consultants, LLC on March 29, 2011.
- 3. Time for Completion** – The Developer agrees to complete the land disturbance activities and stabilize the site as described in the SWPPP no later than the 1st day of November, 2012, and all such improvements shall pass County inspection as of this date.
- 4. Security for Performance** – To secure the Developer's performance of its obligations under this agreement, Developer hereby agrees to provide the County with security in the amount of \$97,748, which County may use and apply for Completion of the above described improvements in the event the Developer fails to complete the above described improvements within the time or within manner required by County under its regulations.

The Security shall be provided to County as a condition precedent to the effectiveness of this agreement in the following form:

- Cash deposit with County Treasurer
 - Irrevocable standby letter of credit, with form to be approved by County and issued to Treasurer of Boone County, Missouri
 - Certificate of Deposit issued by FDIC insured bank for a term of **18 months**.
 - Corporate surety bond issued to Boone County, Missouri
5. **Use of Security** – The Developer hereby authorized County to use, redeem, or otherwise obtain payment as applicable, from the security described above for purposes of completing improvements required of the Developer under this agreement in the event that such improvements are not completed within the time provided for by this agreement, or any extension thereof granted by County in its discretion, or in the event such improvements are not completed in accordance with regulatory requirements or specifications imposed by County. In the event Developer fulfills its obligations in the time and manner required by this agreement and obtains a satisfactory final inspection from the County prior to November 1, 2012, then County shall provide Developer with written proof that the requirements of this Security Agreement are satisfied and the Certificate of Deposit can be released to Developer. If no written proof has been provided to the financial institution issuing the Certificate of Deposit that Developer has complied with the requirements of this Agreement, then the financial institution shall, on November 1, 2012, or such extended period as mutually-agreed by the parties in writing, shall immediately transfer the balance of the Certificate of Deposit to the account then-designated by the Boone County Treasurer. If the total sum of the Certificate of Deposit is not used for completion of any necessary permit items, then the remaining balance shall be paid to Developer within thirty (30) days of completion and acceptance of any required work, along with an itemization of charges detailing the expenditures made by the County.
6. **Authority of Representative Signatories** – Signatories to this agreement who execute this agreement in a representative capacity for a corporation, limited liability company or partnership, or other business entity, hereby affirmatively represent that they have obtained all resolutions or orders needed to enter in this agreement and are duly authorized to enter into this agreement and bind the parties which they represent to all terms and conditions herein.
7. **Binding Effect** – This agreement shall be binding upon the parties hereto in their respective heirs, personal representative, administrators, successors and interest in successors in assigned offices.

In Witness Whereof the Developer and the County have executed this agreement to be effective on the day and year first above written.

ACKNOWLEDGED AND AGREED TO:

Developer/Owner:

Dubas, LLC.

By: _____



Printed Name: CARL EDWARDS

Title: MANAGING MEMBER

BOONE COUNTY, MISSOURI:

County Commission:

Attest:

Wendy B. Noren, Boone County Clerk

County Treasurer

Nicole Galloway, County Treasurer

Approved as to form:

C.J. Dykhouse, County Counselor

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STATE OF MISSOURI }
County of Boone } ea.

November Session of the October Adjourned

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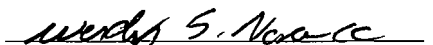
In the County Commission of said county, on the 17th day of November 20 11

the following, among other proceedings, were had, viz:

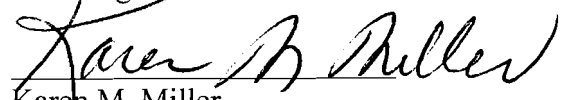
Now on this day the County Commission of the County of Boone does hereby award bid 40-17OCT11 – Signage and Installation to 2/90 Sign Systems. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

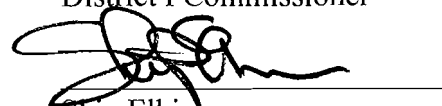
Done this 17th day of November, 2011.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Boone County Purchasing

Tyson Boldan
Buyer



613 E. Ash St., Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Tyson Boldan
DATE: November 14, 2011
RE: 40-17OCT11 – Signage and Installation

The bid for Signage and Installation closed on October 17, 2011. One bid was received. Purchasing recommends award to 2/90 Sign Systems for offering the lowest and best bid for Boone County.

This contract will be paid from departments 4010 – Admin Building Construction, 4090 – Johnston Paint Building Remodel, and account 71231 – Owner Cost. The total cost of materials and installation for this contract will be \$9,634.78. The budgeted amount was \$10,000.

Attached is the Bid Tabulation for your review.

ATT: Bid Tabulation

cc:
Bid File

Boone County Purchasing

Tyson Boldan,
Buyer



601 E. Walnut, Rm. 209
Columbia, MO 65201
(573) 886-4392
(573) 886-4390

TO: Bob Davidson
Facilities Maintenance Manager

FROM: Tyson Boldan,
Buyer

DATE: March 14, 2011

RE: Bid Award Recommendation – 40-17OCT11 – Signage and Installation

Attached is the bid tabulation for the one bid response was received for the above referenced bid. Please return this cover sheet with your recommendation by **fax to 886-4390** after you have completed the evaluation of this bid. If you have any questions, please call or e-mail me.

DEPARTMENT REPLY:

Please complete the following:

Department Number: _____

Account Number: _____

Budgeted: \$ _____

Award Bid by low bid to 2/90 Sign Systems.

Recommend accepting the following bid(s) for reasons detailed on attached page. (Attach department recommendation).

Recommend rejecting bid for reasons detailed on attached page. (Attach department recommendation).

Administrative Authority Signature: _____

Date: 10-26-11

40-17OCT11 - Signage and Installation

BID TABULATION		290 Sign Systems		
Item #	Decals As Per section 2.3.1.1., 2.3.1.2., Glass Door Decals, and	Estimated Quantity	Unit Price	Extended Total
4.7.1.	West Entry (Double)	1	\$75.60	
4.7.2.	West Entry (ADA Single)	1	\$10.56	
4.7.3.	West Vestibule (ADA Single)	1	\$10.56	
4.7.4.	West Vestibule	1	\$32.40	
4.7.5.	West Collector (Double)	1	\$40.32	
4.7.6.	East Collector (Single)	1	\$40.32	
4.7.7.	East Entry (Double)	1	\$50.40	
4.7.8.	East Vestibule (ADA Single)	1	\$10.56	
4.7.9.	Recorder (Double)	1	\$40.32	
4.7.10.	Recorders Window	1	\$16.80	
4.7.11.	Assessor (West)	1	\$40.32	
4.7.12.	Assessor (East)	1	\$40.32	
4.7.13.	Treasurer (Double)	1	\$40.32	
4.7.14.	Conference (Single)	1	\$32.40	
4.7.15.	Counselor (Single)	1	\$40.32	
4.7.16.	Conference (Double)	1	\$50.40	
4.7.17.	IT (Double)	1	\$45.36	
4.7.18.	Conference	1	\$50.40	
4.7.19.	East Clerk (Double)	1	\$40.32	
4.7.20.	West Clerk (Double)	1	\$40.32	
4.7.21.	Conference (Single)	1	\$32.40	
4.7.22.	Conference-Counting (Single)	1	\$32.40	
4.7.23.	Conference (Double)	1	\$50.40	
4.7.24.	Auditor (Single)	1	\$40.32	
4.7.25.	Conference (Single)	1	\$32.40	
4.7.26.	Conference (Single)	1	\$32.40	
4.7.27.	Resource Management (Double)	1	\$40.32	
4.7.28.	Conference (Single)	1	\$32.40	
4.7.29.	Commission	1	\$65.52	
4.7.30.	South Entrance	1	\$60.48	
4.7.31.	Conference (Double)	1	\$50.40	
4.7.32.	North Entrance	1	\$38.88	
Item #	Decals As Per section 2.3.1.3. and Attachment 1	Estimated Quantity		
4.8.1.	Recorder of Deeds	1	\$23.40	
4.9.	Total For All Decals		\$1,280.04	
Item #	Plaques As Per Section 2.4.1.1.	Estimated Quantity	Unit Price	Extended Total
4.10.1.	Plaques Numbers and Office Titles	42	\$47.30	\$1,986.60
4.10.2.	Plaques "EMPLOYEE ONLY"	12	\$47.30	\$567.60
4.10.3.	Plaques for Stairwells and Floor Indication	6	\$47.30	\$283.80
4.10.4.	Plaques for "Fire Alarm Room"	2	\$47.30	\$94.60
4.10.5.	Plaques for "Sprinkler Room"	1	\$47.30	\$47.30
4.10.6.	Plaques "Men's" as per section 2.4.2.1.	3	\$52.99	\$158.97
4.10.7.	Plaques "Women's" as per section 2.4.2.1.	3	\$52.99	\$158.97
4.10.8.	Plaques "In Case of Fire, Don't use Elevator" as per section 2.4.3.1.	3	\$52.99	\$158.97
4.10.9.	Plaques "Elevator" as per section 2.4.4.1	3	\$52.99	\$158.97
4.11.	Total For All Plaques		\$448.46	\$3,615.78
Item #	Directories As Per Section 2.5.2.1 and 2.6.	Estimated Quantity	Unit Price	Extended Total
4.12.1.	First Floor Directories as per section 2.5.1.1.	2	\$811.48	\$1,622.96
4.12.2.	Second Floor Directory	1	\$337.82	\$337.82
4.12.3.	Third Floor Directory	1	\$337.82	\$337.82
4.13.	Total For All Directories		\$1,487.12	\$2,298.60
GRAND TOTAL FOR ALL DECALS PLAQUES AND INSTALLATION (The sum of 4.9., 4.11., and 4.13 Extended Totals)				\$7,194.42
S-Free-Paint Match			\$100.00	
Freight			\$182.26	
Installation			\$2,158.00	
GRAND TOTAL			\$9,634.78	
% over cost for signs not noted above			N/A	
COOP (Yes or No)			N/A	

7194.06

**PURCHASE AGREEMENT
FOR
Signage and Installation**

THIS AGREEMENT dated the 10th day of NOVEMBER 2011 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **2/90 Sign Systems**, herein "Contractor".

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for **Signage and Installation**, County of Boone Request for Bid, bid number **40-17OCT11**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response dated **October 14** and executed by **Peg Brenner**, on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County. All items/service will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County

3. **Delivery** - For furnishing delivery and installation, contractor agrees to deliver the equipment as stated above to the Boone County Resource Management Department within four (4) weeks after receipt order. All deliveries will be FOB destination.

4. **Billing and Payment** - All billing shall be invoiced to the Boone Facilities Maintenance Department. Billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

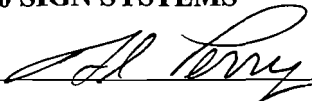
7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

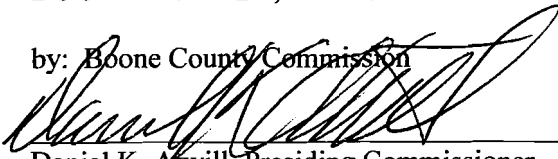
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

2/90 SIGN SYSTEMS

BOONE COUNTY, MISSOURI

by 
title CO-PRESIDENT

by: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:


County Counselor


Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification is not required if the terms of this contract do not create a measurable county obligation at this time.)

4010/4090 - 71231 - \$9,634.78

<u>June Pitclford by JMG</u>	<u>11/15/2011</u>	<u>4010/4090 - 71231 - \$9,634.78</u>
Signature	Date	Appropriation Account

4. Response Form

- 4.1. Company Name: 2/90 Sign Systems
- 4.2. Address: 5350 Corporate Grove Blvd SE
- 4.3. City/Zip: Grand Rapids, MI 49512
- 4.4. Phone Number: (616) 656-4310
- 4.5. Fax Number: (616) 656-4300
- 4.6. Federal Tax ID: 53-0205705
- 4.6.1. Corporation
 Partnership - Name _____
 Individual/Proprietorship - Individual Name _____
 Other (Specify) _____

4.7. Pricing			
Decals for Glass Doors			
Item #	Decals As Per section 2.3.1.1., 2.3.1.2., Glass Door Decals, and Attachment 1	Estimated Quantity	Unit Price
4.7.1.	West Entry (Double)	1	\$ 75.60
4.7.2.	West Entry (ADA Single)	1	\$ 10.56
4.7.3.	West Vestibule (ADA Single)	1	\$ 10.56
4.7.4.	West Vestibule	1	\$ 32.40
4.7.5.	West Collector (Double)	1	\$ 40.32
4.7.6.	East Collector (Single)	1	\$ 40.32
4.7.7.	East Entry (Double)	1	\$ 50.40
4.7.8.	East Vestibule (ADA Single)	1	\$ 10.56
4.7.9.	Recorder (Double)	1	\$ 40.32
4.7.10.	Recorders Window	1	\$ 16.80
4.7.11.	Assessor (West)	1	\$ 40.32
4.7.12.	Assessor (East)	1	\$ 40.32
4.7.13.	Treasurer (Double)	1	\$ 40.32

4.7.14.	Conference (Single)	1	\$ 32.40
4.7.15.	Counselor (Single)	1	\$ 40.32
4.7.16.	Conference (Double)	1	\$ 50.40
4.7.17.	IT (Double)	1	\$ 45.36
4.7.18.	Conference	1	\$ 50.40
4.7.19.	East Clerk (Double)	1	\$ 40.32
4.7.20.	West Clerk (Double)	1	\$ 40.32
4.7.21.	Conference (Single)	1	\$ 32.40
4.7.22.	Conference-Counting (Single)	1	\$ 32.40
4.7.23.	Conference (Double)	1	\$ 50.40
4.7.24.	Auditor (Single)	1	\$ 40.32
4.7.25.	Conference (Single)	1	\$ 32.40
4.7.26.	Conference (Single)	1	\$ 32.40
4.7.27.	Resource Management (Double)	1	\$ 40.32
4.7.28.	Conference (Single)	1	\$ 32.40
4.7.29.	Commission	1	\$ 65.52
4.7.30.	South Entrance	1	\$ 60.48
4.7.31.	Conference (Double)	1	\$ 50.40
4.7.32.	North Entrance	1	\$ 38.88

Item #	Decals As Per section 2.3.1.3. and Attachment 1	Estimated Quantity	Unit Price
4.8.1.	Recorder of Deeds	1	\$ 23.04

			Extended Total
4.9.	Total For All Decals		\$ 1279.68

Plaques				
Item #	Plaques As Per Section 2.4.1.1.	Estimated Quantity	Unit Price	Extended Total
4.10.1.	Plaques Numbers and Office Titles.	42	\$ 47.30	\$ 1986.60
4.10.2.	Plaques "EMPLOYEE ONLY"	12	\$ 47.30	\$ 567.60
4.10.3.	Plaques for Stairwells and Floor Indication	6	\$ 47.30	\$ 283.80
4.10.4.	Plaques for "Fire Alarm Room"	2	\$ 47.30	\$ 94.60
4.10.5.	Plaque for "Sprinkler Room"	1	\$ 47.30	\$ 47.30
4.10.6.	Plaques "Men's" as per section 2.4.2.1.	3	\$ 52.99	\$ 158.97
4.10.7.	Plaques "Women's" as per section 2.4.2.1.	3	\$ 52.99	\$ 158.97
4.10.8.	Plaques "In Case of Fire, Don't use Elevator" as per section 2.4.3.1.	3	\$ 52.99	\$ 158.97
4.10.9.	Plaques "Elevator" as per section 2.4.4.1	3	\$ 52.99	\$ 158.97

		Unit Price	Extended Total
4.11.	Total For All Plaques	\$ 448.46	\$ 3615.78

Directories				
Item #	Directories As Per Section 2.5.2.1 and 2.6.	Estimated Quantity	Unit Price	Extended Total
4.12.1	First Floor Directories as per section 2.5.1.1.	2	\$ 811.48	\$ 1622.96
4.12.2.	Second Floor Directory	1	\$ 337.82	\$ 337.82
4.12.3.	Third Floor Directory	1	\$ 337.82	\$ 337.82

		Unit Price	Extended Total
4.13.	Total For All Directories	\$ 1487.12	\$ 2298.60

GRAND TOTAL FOR ALL DECALS PLAQUES AND INSTALLATION (The sum of 4.9., 4.11., and 4.13 Extended Totals)	<p style="text-align: right;">\$ 9,634.42</p>
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4.12. Percentage over cost for signs not noted above: n/a % over cost


Describe Warranty
See attached.

4.13. _____

4.14. Delivery and Installation After Receipt of Order: 4 weeks Calendar Days

4.15. The undersigned offers to furnish and deliver and install the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

4.16. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?
 Yes No

4.16.1. Authorized Representative (Sign By Hand): 

4.16.2. Type or Print Signed Name: Peg Brenner

4.16.3. Today's Date: 10.14.2011

Quotation Document



5350 Corporate Grove Blvd SE
 Grand Rapids, MI 49512
 P: (800) 777-4310
 F: (616) 656-4300
 W: www.290signs.com

Quotation: 051800-00

Customer / Prospect: 099145

Quote Date: 10/14/2011

To :

Boone County Purchasing
Attn: Tyler Boldan
601 E. Ash, Room 109
Columbia MO 65201

Expiration Date: 12/14/2011

Terms: TBD

Project: Boone County Government Center

Phone: (573) 886-4392

Fax: (573) 886-4390

Thank you for this opportunity to provide you with the following Quotation. 2/90 takes pride in delivering quality products in a timely manner, and we look forward to serving your organization. CASEY GROSS

Item	Part / Description / Details	Quantity	Unit Price	Extended Price
001	S-Copy, Prespaced WEST ENTRY (DOUBLE) Prespaced copy MISC COLORMATCH MISC * * * * * VNL CM* SP C PRESPAVED VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; SP= 1 1/2" TEXT AND 10" SEAL; ALL CAPS; COPY STYLE TBD	1.000	75.6000 EA	\$ 75.60
002	S-Copy, Prespaced WEST ENTRY (ADA SINGLE) Prespaced copy MISC COLORMATCH MISC * * * * * VNL CM* 1 1/2 * PRESPAVED VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; ALL CAPS; COPY STYLE TBD	1.000	10.5600 EA	\$ 10.56
003	S-Copy, Prespaced WEST VESTIBULE (ADA SINGLE) Prespaced copy MISC COLORMATCH MISC * * * * * VNL CM* 1 1/2 *	1.000	10.5600 EA	\$ 10.56

2/90 Quotation
Duplicate Copy

Authorized Signature

Date

Printed Name

Quotation Document



5350 Corporate Grove Blvd SE
 Grand Rapids, MI 49512
 P: (800) 777-4310
 F: (616) 656-4300
 W: www.290signs.com

Quotation: 051800-00

Customer / Prospect: 099145

Quote Date: 10/14/2011

To :

Boone County Purchasing
 Attn: Tyler Boldan
 601 E. Ash, Room 109
 Columbia MO 65201

Expiration Date: 12/14/2011

Terms: TBD

Project: Boone County Government Center

Phone: (573) 886-4392

Fax: (573) 886-4390

Item	Part / Description / Details	Quantity	Unit Price	Extended Price
PRESPACED VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; ALL CAPS; COPY STYLE TBD				
004	S-Copy, Prespaced	1.000	32.4000 EA	\$ 32.40
	WEST VESTIBULE Prespaced copy			
	MISC SILVER COLORMATCH			
	MISC * * * * * 150VNL CM* 10 *			
10" VINYL DECAL SEAL FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE				
005	S-Copy, Prespaced	1.000	40.3200 EA	\$ 40.32
	WEST COLLECTOR (DOUBLE) Prespaced copy			
	MISC COLORMATCH			
	MISC * * * * * VNL CM* 1 1/2 C			
PRESPACED VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; ALL CAPS; COPY STYLE TBD				

Authorized Signature

Date

Printed Name

Quotation Document



5350 Corporate Grove Blvd SE
 Grand Rapids, MI 49512
 P: (800) 777-4310
 F: (616) 656-4300
 W: www.290signs.com

Quotation: 051800-00

Customer / Prospect: 099145

Quote Date: 10/14/2011

To :

Boone County Purchasing
Attn: Tyler Boldan
601 E. Ash, Room 109
Columbia MO 65201

Expiration Date: 12/14/2011

Terms: TBD

Project: Boone County Government Center

Phone: (573) 886-4392

Fax: (573) 886-4390

Item	Part / Description / Details	Quantity	Unit Price	Extended Price
006	S-Copy, Prespaced EAST COLLECTOR (SINGLE) Prespaced copy MISC COLORMATCH MISC * * * * * VNL CM* 1 1/2 C PRESPAVED VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; ALL CAPS; COPY STYLE TBD	1.000	40.3200 EA	\$ 40.32
007	S-Copy, Prespaced EAST ENTRY (DOUBLE) Prespaced copy MISC COLORMATCH MISC * * * * * VNL CM* 1 1/2 C PRESPAVED VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; ALL CAPS; COPY STYLE TBD	1.000	50.4000 EA	\$ 50.40
008	S-Copy, Prespaced EAST VESTIBULE (ADA SINGLE) Prespaced copy MISC COLORMATCH MISC * * * * * VNL CM* 1 1/2 *	1.000	10.5600 EA	\$ 10.56

Authorized Signature

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Item	Part / Description / Details	Quantity	Unit Price	Extended Price
011	S-Copy, Prespaced ASSESSOR (WEST) Prespaced copy MISC COLORMATCH MISC * * * * * VNL CM* 1 1/2 C PRESPACED VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; ALL CAPS; COPY STYLE TBD	1.000	40.3200 EA	\$ 40.32
012	S-Copy, Prespaced ASSESSOR (EAST) Prespaced copy MISC COLORMATCH MISC * * * * * VNL CM* 1 1/2 C PRESPACED VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; ALL CAPS; COPY STYLE TBD	1.000	40.3200 EA	\$ 40.32
013	S-Copy, Prespaced TREASURER (DOUBLE) Prespaced copy MISC COLORMATCH MISC * * * * * VNL CM* 1 1/2 C	1.000	40.3200 EA	\$ 40.32

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Fax: (573) 886-4390

Item	Part / Description / Details	Quantity	Unit Price	Extended Price
016	S-Copy, Prespaced CONFERENCE (DOUBLE) Prespaced copy MISC SILVER COLORMATCH MISC * * * * * 150VNL CM* 10 * 10" VINYL DECAL SEAL FOR DIRECT APPLICATION TO GLASS DOOR. CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE	3.000	50.4000 EA	\$ 151.20
017	S-Copy, Prespaced IT (DOUBLE) Prespaced copy MISC COLORMATCH MISC * * * * * VNL CM* 1 1/2 C * PRESPACED VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; ALL CAPS; COPY STYLE TBD	1.000	45.3600 EA	\$ 45.36
018	S-Copy, Prespaced CONFERENCE Prespaced copy MISC SILVER COLORMATCH MISC * * * * * 150VNL CM* 10 *	1.000	50.4000 EA	\$ 50.40

Quotation Document



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601 E. Ash, Room 109
Columbia MO 65201

Expiration Date: 12/14/2011
Terms: TBD
Project: Boone County Government Center

Phone: (573) 886-4392

Fax: (573) 886-4390

Item	Part / Description / Details	Quantity	Unit Price	Extended Price
	10" VINYL DECAL SEAL FOR DIRECT APPLICATION TO GLASS DOOR. CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE			
019	S-Copy, Prespaced EAST CLERK (DOUBLE) Prespaced copy MISC MISC * * * * * VNL CM* 1 1/2 C PRESpaced VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; ALL CAPS; COPY STYLE TBD	1.000	40.3200 EA	\$ 40.32
020	S-Copy, Prespaced WEST CLERK (DOUBLE) Prespaced copy MISC MISC * * * * * VNL CM* 1 1/2 C PRESpaced VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; ALL CAPS; COPY STYLE TBD	1.000	40.3200 EA	\$ 40.32

Quotation Document



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 Columbia MO 65201

Expiration Date: 12/14/2011

Terms: TBD

Project: Boone County Government Center

Phone: (573) 886-4392

Fax: (573) 886-4390

Item	Part / Description / Details	Quantity	Unit Price	Extended Price
026	S-Copy, Prespaced NORTH ENTRANCE Prespaced copy MISC COLORMATCH MISC * * * * * VNL CM* 1 1/2 C PRESPACED VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; ALL CAPS; COPY STYLE TBD	1.000	38.8800 EA	\$ 38.88
027	S-Copy, Prespaced RECORDER OF DEEDS Prespaced copy MISC COLORMATCH MISC * * * * * VNL CM* SP C PRESPACED VINYL LETTERS FOR DIRECT APPLICATION TO GLASS DOOR CM= CUSTOM COLOR MATCH FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE; SP= 1 3/4" & 3" TEXT; ALL CAPS; COPY STYLE TBD	1.000	23.0400 EA	\$ 23.04
028	S-Plaque ROOM NUMBER & NAMES PLAQUES Plaque RC PLAQUE LIGHT GRAY WHITE 6 X 6 * * A 6 X 6 * N 210PP 208* 5/8C	63.000	47.3040 EA	\$ 2,980.15

Authorized Signature

Date

Printed Name

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Item	Part / Description / Details	Quantity	Unit Price	Extended Price
	BRAILLE * * * * *			
	6"H X 6"W LIGHT GRAY ROUND CORNER PLAQUES WITH WHITE PHOTOPOLYMER COPY WITH BRAILLE AND A-TAPE MOUNT; ALL CAPS; COPY STYLE TBD			
029	S-Plaque	12.000	52.9920 EA	\$ 635.90
	RESTROOM, IN CASE OF FIRE, & ELEVATOR PLAQUES Plaque			
	RC PLAQUE LIGHT GRAY WHITE 8 X 6. * * A 8. X 6. * N 210PP 208* 5/8C			
	BRAILLE * * * * *			
	8"H X 6"W LIGHT GRAY ROUND CORNER PLAQUES WITH WHITE PHOTOPOLYMER COPY WITH BRAILLE AND A-TAPE MOUNT; ALL CAPS; COPY STYLE TBD			
030	S-Sign	2.000	811.4820 EA	\$ 1,622.96
	FIRST FLOOR DIRECTORIES 1 Sided Sign			
	STND 36 X 34. * * D * * * * * * * * * * * * * * * * *			
	PARTS TREC * * * * * * * * * * * * * * * * *			

 Authorized Signature Date

 Printed Name

Quotation Document



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Quote Date: 10/14/2011

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Attn: Tyler Boldan
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Columbia MO 65201

Expiration Date: 12/14/2011
Terms: TBD
Project: Boone County Government Center

Phone: (573) 886-4392 Fax: (573) 886-4390

Item	Part / Description / Details	Quantity	Unit Price	Extended Price
	* * * 6. X 34. N * D2S * * * *			
	* * * 2. X 17. N * D2S * * * *			
	36"H X 34"W STANDARD (1/2" THICK) MODULAR SIGN WITH D-SCREW MOUNT SIGN CONSISTS OF: ONE 6X34 HEADER PANEL WITH DIRECT TO SUBSTRATE COPY THIRTY 1X17 INSERTS WITH DIRECT TO SUBSTRATE COPY FOR ROOM NAMES TO BE PLACED IN TWO COLUMNS OF 15 INSERTS ***ENDCAP STYLE AND COLOR TBD; ALL COLORS AND COPY OPTIONS TBD			
031	S-Sign	2.000	337.8240 EA	\$ 675.65
	SECOND AND THIRD FLOOR DIRECTORIES 1 Sided Sign			
	STND 30 X 17. * * D * * * * * * * * * * * * *			
	* * * 6. X 17. N * D2S * * * *			
	* * * 2. X 17. N * D2S * * * *			
	30"H X 17"W STANDARD (1/2" THICK) MODULAR SIGN WITH D-SCREW MOUNT SIGN CONSISTS OF: ONE 6X17 HEADER PANEL WITH DIRECT TO SUBSTRATE COPY TWELVE 2X17 INSERTS WITH DIRECT TO SUBSTRATE COPY FOR ROOM NAMES ***ENDCAP STYLE AND COLOR TBD; ALL COLORS AND COPY OPTIONS TBD			

Quotation Document



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 Columbia MO 65201

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Terms: TBD

Project: Boone County Government Center

Phone: (573) 886-4392

Fax: (573) 886-4390

Item	Part / Description / Details	Quantity	Unit Price	Extended Price
032	S-Fee-Paint Match CUSTOM COLOR MATCH FEE FOR SHERWIN WILLIAMS BM 1637 BLUE SPRUCE	1.000	100.0000 EA	\$ 100.00
033	Freight Freight	1.000	182.3600 EA	\$ 182.36
034	INSTALLATION Installation LOCATION: Columbia, MO 65201 OTHER: Installation to occur during one extended visit, during normal working hours, and assuming normal site conditions. Additional trip(s) due to customer delays may be charged accordingly. Sign location plans or physical escort to identify sign locations shall be provided. Sign removal is not included unless prior arrangements have been made. 2/90 Sign Systems standard installation services terms and conditions apply. Please contact 2/90 Customer Service for a copy of our terms and conditions.	1.000	2,158.0000 EA	\$ 2,158.00
Terms and Conditions: All prices are NET and based on standard 2/90 Sign Systems finishes and materials unless noted otherwise.			Quote Total:	\$ 9,634.70

Quotation Document



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Attn: Tyler Boldan
601 E. Ash, Room 109
Columbia MO 65201

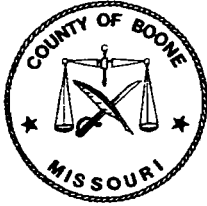
Expiration Date: 12/14/2011

Boone County Government Center

Phone: (573) 886-4392

Fax: (573) 886-4390

Item	Part / Description / Details	Quantity	Unit Price	Extended Price
	Product will ship FOB factory in approximately 3-4 WEEKS from date of order entry.			
	INSTALLATION AND APPLICABLE SALES TAXES ARE NOT INCLUDED.			
	This quotation is subject to all Terms and Conditions contained in the 2/90 Sign Systems Price List dated June 1, 2011.			



Request for Bid (RFB)

Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201

Tyson Boldan, Buyer
(573) 886-4391 – Fax: (573) 886-4390
Email: tboldan@boonecountymo.org

Bid Data

Bid Number: **40-17OCT11**
Commodity Title: **Signage and Installation**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **MONDAY, OCTOBER 17, 2011**
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Johnston Paint Building
613 E. Ash, Room 109
Columbia, MO 65201**
Directions: **The Johnston Paint Building is located on the Southeast corner at 7th St. and Ash St. Enter the building from the South Side. Wheel chair accessible entrance is available.**

Bid Opening

Day / Date: **MONDAY, OCTOBER 17, 2011**
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**
Location / Address: **Boone County Purchasing Department
Boone County Johnston Paint Building
613 E. Ash, Room 109
Columbia, MO 65201**
Pre-Bid Conference: **An optional pre-bid conference has been scheduled for Tuesday, October 11 at 9:15 a.m. in the Boone County Purchasing Conference Room, Boone County Johnston Paint 613 E. Ash, Columbia, Missouri 65201. The purpose of the meeting will be to address any questions or concerns regarding the bid. All bidders are strongly urged to attend.**

Bid Contents

- 1.0: Introduction and General Conditions of Bidding**
- 2.0: Primary Specifications**
- 3.0: Response Presentation and Review**
- 4.0: Response Form**
Glass Door Decals
Attachment 1
Attachment 2
Government Center Room Signs
Standard Terms and Conditions
“No Bid” Response Form

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department/s or Office/s - The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.
Designee - The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business/s entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department Buyer of Record. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to compare the lowest bid received with the current State contract pricing, and award in the best interest of the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
1) the provisions of the Contract (as it may be amended);
2) the provisions of the Bid;
3) the provisions of the Bidder's Response.
- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for the furnishing and delivery of interior **Signage and Decals** for Boone County in accordance with the specifications outlined within.
- 2.2. Signage will be installed by County personnel.
- 2.3. **PRODUCT SPECIFICATIONS** .
 - 2.3.1. **Decals for glass Doors**
 - 2.3.1.1. **Boone County Seal** - The Boone county seals shall be made of vinyl graphics. The background color of the seal must be a metallic silver color. All lettering and graphics shall match Sherwin Williams paint color: “BM 1637 Blue Spruce”. Seal shall be 10” in diameter [REDACTED]
 - 2.3.1.2. **Office Holder and Department Director Identification** – Background and lettering colors shall match Boone County Seal. Lettering shall be 1 ½” in height. See attached Glass Door Seals for lettering and placement specification.
 - 2.3.1.3. **Boone County Recorder of Deeds** – Background and lettering colors shall match Boone County Seal. “Boone County” shall be above in 13/4” lettering. “Recorder of Deeds” shall be below in 3” lettering.
 - 2.4. **PLAQUES**
 - 2.4.1. **Room Number and Names Plaques**
 - 2.4.1.1. All room number signs shall be 6” X 6” light gray plaques with white lettering and double-sided tape for mounting. Forty two plaques will contain room numbers and office titles. These will be mounted on the wall beside the doors indicated on Attachment Government Center Room Signs. Twelve plaques will read “ EMPLOYEE ONLY”. The Employee Only plaques will be mounted on the door and are indicated by an X on Attachment 3. Six plaques will mount on the walls beside doors in stairwells and indicate the three floor levels in stairwells S-1 and S-2. Two plaques will read “Fire Alarm Room”. One plaque will read “Sprinkler Room”.
 - 2.4.2. **Men’s and Women’s plaques**
 - 2.4.2.1. All Men’s and Women’s Accessible, 1st and 2nd floor restrooms plaques shall be 6”X8” light gray plaques with white lettering and have double-sided tape for mounting and meet all current codes for signage and ADA requirements.
 - 2.4.3. **In Case of Fire Plaques**
 - 2.4.3.1. All In Case of Fire plaques shall read “In case of fire, don’t use elevator”, shall be be 6”X8” light gray plaques with white lettering, and have double-sided tape for mounting and meet all current codes for signage and ADA requirements.
 - 2.4.4. **Elevator Plaques**
 - 2.4.4.1. There will be two elevator plaques that read “Elevator” using 2” lettering and will be mounted perpendicular to the wall at the elevator on each floor.
 - 2.5. **BUILDING DIRECTORIES**
 - 2.5.1. **First Floor Directories**
 - 2.5.1.1. There will be two identical directories for the first floor. This bid is for the back panels and lettering only. Lettering shall be white 5/8”. The panel surface shall match Sherwin Williams paint color: “ BM 1637 Blue Spruce”.
 - 2.5.2. **Second and Third Floor Directories**
 - 2.5.2.1. There will be one second and one third floor directories. Both directories shall be made for existing frames. This bid is for the back panels and lettering only. Lettering shall be white. The panel surface shall match Sherwin Williams paint color: “BM 1637 Blue Spruce”. The back panel will be fitted to the frame.
 - 2.6. Signage style provided under this bid shall match existing signage. See [REDACTED] or schedule a walk through with Bob Davidson, Facilities Maintenance Manager. Bidders can reach Bob at Phone: 573-886-4401 or email: bdavidson@boonecountymo.org .

- 2.7. **Product Installation** – All purchased products are to be installed by the contractor unless otherwise specified.
- 2.8. **WARRANTY** - The bidder should include a description of the manufacturer's warranty included with equipment and any and all other warranties offered as part of this contract. At a minimum, the warranty period shall be two years from date of shipment.
- 2.9. **OR EQUAL:** Bidders are to bid as specified herein or bid an approved equal. Determination of equality is solely Boone County's responsibility.
- 2.10. **DESCRIPTIVE LITERATURE:** Bidders proposing to furnish items other than specified must submit Complete Descriptive Literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.11. **DEVIATION(S):** It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the specifications described within this Request for Bid and attachments and identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder's bid response as non-responsive and not capable of consideration for award. Bidders should note that a descriptive brochure of the model bid may not be sufficient or acceptable as proper identification of deviations from the written specifications.
- 2.12. All deliveries shall be made FOB Destination with freight prepaid and charged back. The seller pays the freight and charges back the buyer by adding the freight charges to the invoices. The freight charge may not exceed the amount that the Bidder lists on the Response Page.
- 2.13. **DESIGNEE** – Boone County Facilities Maintenance Manager Bob Davidson, 613 E. Ash Street, Columbia, MO 65201.
- 2.14. **BID CLARIFICATION:** Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Tyson Boldan, Buyer, 613 E. Ash, Room 109, Columbia, Missouri 65201. Phone: (573) 886-4392 Fax: (573) 886-4390 or Email: tboldan@boonecountymo.org
- 2.15. **INVOICES:** Contractor must submit an invoice and charges must only include prices listed in the contractor's bid response. No additional fees or taxes shall be included as additional charges. The County's purchase order must appear on the invoice. The County agrees Correct monthly statements within thirty (30) days from receipt of a correct statement and all other required documents..
- 2.16. **SAMPLES:** Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder's expense. A request for the return of samples must be made within ten days following shipment of samples. Each individual sample must be labeled with the bidder's name and manufacturer's brand name and number.

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Advice of Award** - If you wish to be advised of the outcome of this Bid, the results may be viewed on our web page www.showmeboone.com.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud.
 - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** - The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
 - 3.4.1. **Rejection or Correction of Responses** - The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** - The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
 - 3.5.1. **Method of Evaluation** - The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** - The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
 - 3.5.3. **Endurance of Pricing** - Bidder's pricing must be held until contract execution or 60 days, whichever comes first.
 - 3.5.4. No Bid transmitted by fax machine will be accepted.

4. Response Form

- 4.1. Company Name: _____
- 4.2. Address: _____
- 4.3. City/Zip: _____
- 4.4. Phone Number: _____
- 4.5. Fax Number: _____
- 4.6. Federal Tax ID: _____
- 4.6.1. () Corporation
- () Partnership - Name _____
- () Individual/Proprietorship - Individual Name _____
- () Other (Specify) _____

4.7. Pricing			
Decals for Glass Doors			
Item #	Decals As Per section 2.3.1.1., 2.3.1.2., Glass Door Decals, and Attachment 1	Estimated Quantity	Unit Price
4.7.1.	West Entry (Double)	1	\$ _____
4.7.2.	West Entry (ADA Single)	1	\$ _____
4.7.3.	West Vestibule (ADA Single)	1	\$ _____
4.7.4.	West Vestibule	1	\$ _____
4.7.5.	West Collector (Double)	1	\$ _____
4.7.6.	East Collector (Single)	1	\$ _____
4.7.7.	East Entry (Double)	1	\$ _____
4.7.8.	East Vestibule (ADA Single)	1	\$ _____
4.7.9.	Recorder (Double)	1	\$ _____
4.7.10.	Recorders Window	1	\$ _____
4.7.11.	Assessor (West)	1	\$ _____
4.7.12.	Assessor (East)	1	\$ _____
4.7.13.	Treasurer (Double)	1	\$ _____

4.7.14.	Conference (Single)	1	\$
4.7.15.	Counselor (Single)	1	\$
4.7.16.	Conference (Double)	1	\$
4.7.17.	IT (Double)	1	\$
4.7.18.	Conference	1	\$
4.7.19.	East Clerk (Double)	1	\$
4.7.20.	West Clerk (Double)	1	\$
4.7.21.	Conference (Single)	1	\$
4.7.22.	Conference-Counting (Single)	1	\$
4.7.23.	Conference (Double)	1	\$
4.7.24.	Auditor (Single)	1	\$
4.7.25.	Conference (Single)	1	\$
4.7.26.	Conference (Single)	1	\$
4.7.27.	Resource Management (Double)	1	\$
4.7.28.	Conference (Single)	1	\$
4.7.29.	Commission	1	\$
4.7.30.	South Entrance	1	\$
4.7.31.	Conference (Double)	1	\$
4.7.32.	North Entrance	1	\$

Item #	Decals As Per section 2.3.1.3. and Attachment 1	Estimated Quantity	Unit Price
4.8.1.	Recorder of Deeds	1	\$

			Extended Total
4.9.	Total For All Decals		\$

Plaques				
Item #	Plaques As Per Section 2.4.1.1.	Estimated Quantity	Unit Price	Extended Total
4.10.1.	Plaques Numbers and Office Titles.	42	\$	\$
4.10.2.	Plaques "EMPLOYEE ONLY"	12	\$	\$
4.10.3.	Plaques for Stairwells and Floor Indication	6	\$	\$
4.10.4.	Plaques for "Fire Alarm Room"	2	\$	\$
4.10.5.	Plaque for "Sprinkler Room"	1	\$	\$
4.10.6.	Plaques "Men's" as per section 2.4.2.1.	3	\$	\$
4.10.7.	Plaques "Women's" as per section 2.4.2.1.	3	\$	\$
4.10.8.	Plaques "In Case of Fire, Don't use Elevator" as per section 2.4.3.1.	3	\$	\$
4.10.9.	Plaques "Elevator" as per section 2.4.4.1	3	\$	\$

		Unit Price	Extended Total
4.11.	Total For All Plaques	\$	\$

Directories				
Item #	Directories As Per Section 2.5.2.1 and 2.6.	Estimated Quantity	Unit Price	Extended Total
4.12.1	First Floor Directories as per section 2.5.1.1.	2	\$	\$
4.12.2.	Second Floor Directory	1	\$	\$
4.12.3.	Third Floor Directory	1	\$	\$

		Unit Price	Extended Total
4.13.	Total For All Directories	\$	\$

**GRAND TOTAL FOR ALL DECALS
PLAQUES AND INSTALLATION (The
sum of 4.9., 4.11., and 4.13 Extended
Totals)**

\$ _____

4.12. Percentage over cost for signs not noted above: _____ % over cost

Describe Warranty

4.13. _____

4.14. **Delivery and Installation After Receipt of Order:** _____ **Calendar Days**

4.15. **The undersigned offers to furnish and deliver and install the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.**

4.16. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?
_____ Yes _____ No

4.16.1. Authorized Representative (Sign By Hand):

4.16.2. Type or Print Signed Name:

4.16.3. Today's Date: _____

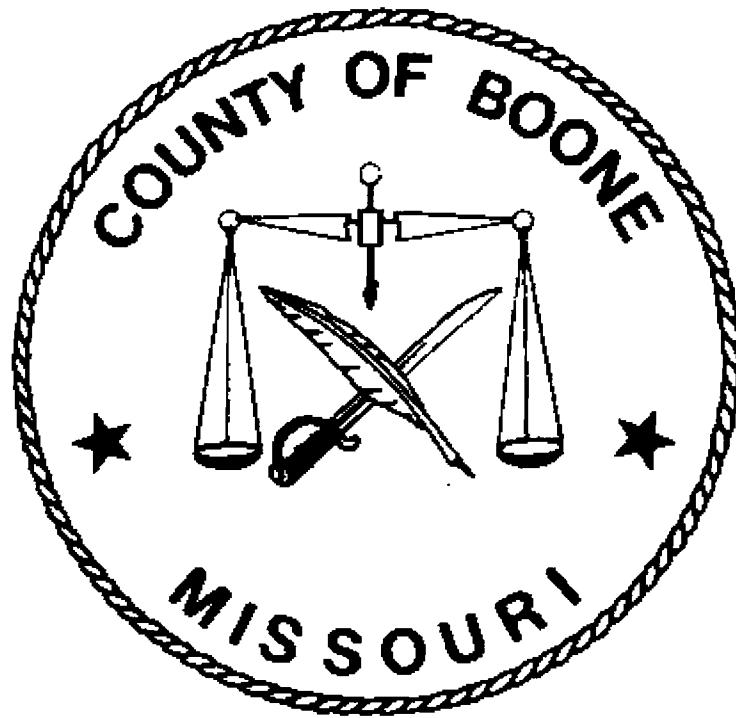
GLASS DOOR DECALS

		GOVERNMENT CENTER		
Door #	Description	Double Doors		Single Door
		Left	Right	
100	West Entry (double)	BOONE COUNTY GOVERNMENT CENTER SEAL 801 EAST WALNUT	SEAL NON-SMOKING BUILDING	
100A	West Entry (ADA single)			NON-SMOKING BUILDING
101	West Vestibule (ADA single)			
101A	West Vestibule	SEAL		
111	West Collector (double)	SEAL	BOONE COUNTY COLLECTOR Patricia S. Lensmeyer	
122	East Collector (single)			SEAL BOONE COUNTY COLLECTOR Patricia S. Lensmeyer
127	East Entry (double)	BOONE COUNTY GOVERNMENT CENTER SEAL 801 EAST WALNUT	NON-SMOKING BUILDING	
127A	East Vestibule (ADA single)			NON-SMOKING BUILDING
132A	Recorder (double)	SEAL	BOONE COUNTY RECORDER OF DEEDS Bettie Johnson	
	Recorders Window			BOONE COUNTY RECORDER OF DEEDS
140	Assessor (West)	SEAL	BOONE COUNTY ASSESSOR Tom Schauwecker	
140A	Assessor (East)			SEAL BOONE COUNTY ASSESSOR Tom Schauwecker
205	Treasurer (double)	SEAL	BOONE COUNTY TREASURER Nicole Galloway	
210	Conference (single)			SEAL
211	Counselor (single)			SEAL BOONE COUNTY COUNSELOR Charles J. Dykhouse

GLASS DOOR DECALS

Door #	Description	Double Doors		Single Door
		Left	Right	
214	Conference (double)	SEAL	SEAL	
220	IT (double)	SEAL	BOONE COUNTY INFORMATION TECHNOLOGIES And GIS Aron Gish, Director	
223	Conference	SEAL	SEAL	
236	East Clerk (double)	SEAL	BOONE COUNTY CLERK Wendy S. Noren	
236A	West Clerk (double)	SEAL	BOONE COUNTY CLERK Wendy S. Noren	
243	Conference (single)			SEAL
245	Conference-Counting (single)			SEAL
301	Conference (double)	SEAL	SEAL	
304	Auditor (single)			SEAL BOONE COUNTY AUDITOR June E. Pitchford
306	Conference (single)			SEAL
311	Conference (single)			SEAL
315	Resource Management (double)	SEAL	BOONE COUNTY RESOURCE MANAGEMENT Stan Shawveer, Director	
332	Conference (single)			SEAL
333	Commission	SEAL	BOONE COUNTY COMMISSION Ed Robb Presiding Commissioner Karen M. Miller District 1 Commissioner Skip Elkin District 2 Commissioner	
		Johnston Paint		
100A	South Entrance			SEAL 613 EAST ASH Departments: Facility Maintenance Human Resources Purchasing NON-SMOKING BUILDING
101	Conference (double)	SEAL	SEAL	
112B	North Entrance			SEAL EMPLOYEE ENTRANCE

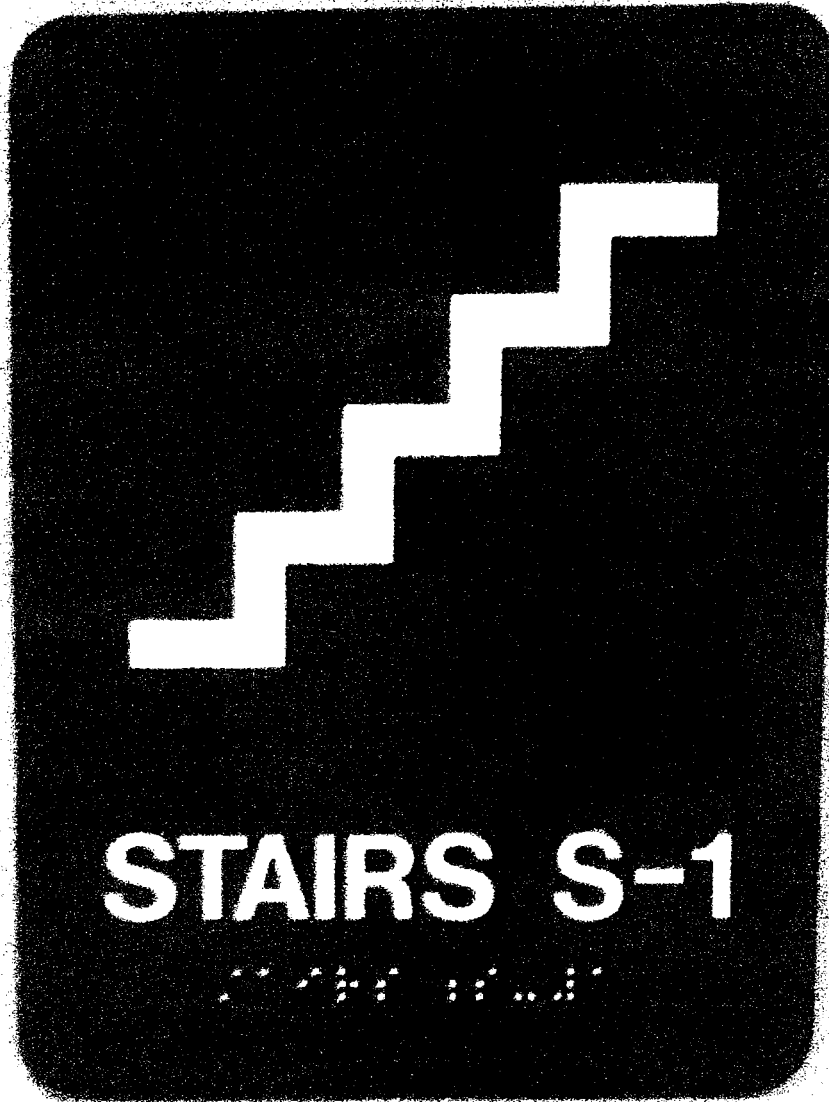
Attachment 1



Attachment 2

(Includes Pages 14, 15, 16, and 17)







JANITOR
309

Government Center Room Signs

Room Numbers needed	"Employees Only" sign
104 Janitor	X
105 Electrical	X
106 Womens	
107 Mens	
Stairs S-1	
110 Commission Chambers	
118 Collector	
122 Collector	
123 Storage	X
125 Mechanical	X
128 Elevator Mechanical	X
129	X
Stairs S-2	
132 Recorder of Deeds	
143 Assessor	
202 Womens	
203 Mens	
Stairs S-1	
205 Treasurer	
210 Conference Room	
211 County Counselor	
214 Conference Room	
220 GIS/Computer Services	
Stairs S-2	
222 Print Room	X
223 Conference Room	
236 Clerk (2)	
243 Conference Room	
244 Janitor	X
245 Counting/Conference Room	
301 Conference Room	
Stairs S-1	
304 Auditor	
306 Conference Room	
307 Mail Room	X
308 Mail Room	
309	X
310 Mechanical Room	X
311 Conference Room	
312 Break Room	
313	X
315 Resource Manangement	
332 Conference Room	
333 Commission	
Inside stairwells-1,2,3 for both S-1 and S-2	



Standard Terms and Conditions

Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201

Tyson Boldan, Buyer
(573) 886-4392 – Fax: (573) 886-4390

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Quotation and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the quotation and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
12. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.

Boone County Purchasing
Tyson Boldan,
Buyer



613 E.ASH-Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

“NO BID” RESPONSE FORM

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WISH TO SUBMIT A BID

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department. The reverse side of the form is pre-addressed, so that it can be folded in thirds, sealed with tape, and mailed. *If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.*

If you have questions, please call the Purchasing Office at (573) 886-4392. Thank you for your cooperation.

Bid Number: 40-17OCT11 – Signage and Installation

(Business Name)	(Date)
(Address/P.O. Box)	(Telephone)
(City, State, Zip)	(Contact)

REASON(S) FOR NOT SUBMITTING A BID:

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

November Session of the October Adjourned

Term. 20 11

County of Boone

} ea.

In the County Commission of said county, on the

17th

day of November

20 11

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award RFP 41-13SEP11 – Mental Healthcare Services for the Inmates of the Boone County Jail to Behavioral Health Concepts. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 17th day of November, 2011.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



601 E. Walnut, Room 208
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

COPY

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: October 13, 2011
RE: Request for Proposal Award Recommendation: *41-13SEP11 – Mental
Healthcare Services for the Inmates of the Boone County Jail*

The Request for Proposal for *Mental Healthcare Services for the Inmates of the Boone County Jail* closed on September 13, 2011. Two proposal responses were received.

The evaluation committee consisted of the following:
Chief Warren Brewer, Boone County Sheriff Department
Sergeant Mike Krohn, Mental Health Board of Trustees
Dr. Joel Blackburn

The evaluation committee recommends award to Behavioral Health Concepts for offering the lowest and best bid for Boone County per their attached evaluation report. The cost of this contract per year is \$153,081.96. Invoices will be paid from department 1255 – Corrections and 2902 – Corrections LE Sales Tax, account 85620 – Other Medical.

ATT: Evaluation Reports
Proposal Tabulation

cc: Proposal File

Evaluation Report for Request for Proposal

41-13SEP11 – Mental Healthcare Services for Inmates of the Boone County Jail

OFFEROR #1: CHC (Correctional Healthcare Companies) – Greenwood Village, CO

X It has been determined that CHC has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that CHC has submitted a **non-responsive** proposal.

Method of Performance

Strengths:

- CHC has in-house Pharmacy and can provide medications at highly competitive rates due to the collective volume of purchases throughout their family of companies (pg. 27).
- They meet the requirements of our request. They have good detail in their presentation. They appear to have answered all our questions
- They could possibly provide other services for cost reduction such as pharmaceutical services. Large scope of services.
- Thorough response. Answered all questions.
- 3.3.1.10 lists strong linkage and discharge planning with pre-release counseling and follow up.
- Faster turnaround time for mental health evaluations. Routine evaluations are 72 hours. (Page 72 under section 3.3.4.2 verses 7 days for BHC 3.3.1.2 on page 13.

Concerns:

- CHC wants the County to agree to indemnify and hold harmless CHC (pg. 35). County Legal will not agree to that.
- Not sure where proposed team: Dr. Falcon and Dr. Okuleye are located (proximity to Boone County)? (pg. 40). Corporate office is in Greenwood Village, Colorado and many members of the key management team are in Peoria, Illinois. Would they be sub-contracting locally?
- CHC provided their own 23 page agreement which would have to be reviewed by County Legal and Sheriff's Department.
- The evaluation committee believes the size of the company, and the many subsidiaries, are not necessarily a strength. Previous experience for the County jail has been that the larger a company is, and the further the company is from the facility in which they service, presents logistic problems that may not be overcome. The main care of the patients has to still be addressed by a local physician. Oversight, complaints, follow up, routines, and so on are best addressed, and problems are corrected faster by local assistance when having to speak with management. Sometimes a facility of our size gets lost in the jungle of the many other, and potentially more lucrative, facilities that a larger company is servicing.

Experience/Expertise of Offeror

Strengths:

- Established in 1992. 19 years experience providing correctional, healthcare services (pg. 39).
- Provided an extensive list of references, many of which are counties located in Missouri (Scott County, Stone County, Jefferson County).
- Appear to have all requirements met.
- Serve over 200 facilities with both jail and prison experience ranging from ADP of 10 to over 3,500.

Concerns:

- Not a local company.
- Size of the company and the many other facilities they service.
- Not convinced that they can “tailor” a solution that would be much different than what the jail currently has without causing more disruption. Boone County Jail has tried multiple different things to effect out-counts, medical cost, pharmacy cost, managerial services, and so on. The current policies, procedures, and protocols established have been put in place because it works for our particular set of circumstances. BCJ needs continuity of services, working with local business, and networking with local physicians, to work the cheapest way in the most efficient manner. A large company can rarely make a major change in that system unless they can provide some type of financial incentive for those in which they network with.
- CHC states on page 22 that they would house suicidal individuals in a “special housing unit.” Not sure where that housing unit would be based on the current facility?
- Not convinced that their pharmacy service can provide a large reduction in cost savings versus logistical nightmares previously experienced with these same types of companies making such claims. Previous experience has shown the larger companies are not willing to perform turnaround time, packaging requests, and other requests as they say they can. They usually state they “tailor” things but when it gets right down to it they can’t tailor what they do because they are providing services to so many facilities that it would cost them more in time and hassle to tailor what they do for ONE facility. Dr. Blackburn has had difficulty making contact with the supervisors, or the people who can make these decisions or changes in the larger companies which results in communication being a big problem. Using a local pharmacy, Dr. Blackburn can quickly make a phone call to get a problem taken care of. Local pharmacies easily do things to help out our facility because there are no major logistical roadblocks, and the money stays within the local economy. The small savings that could possibly be had in pharmacy costs is not necessarily worth the overhaul of the current system.

OFFEROR #2: BHC (Behavioral Health Concepts) – Columbia, MO

X It has been determined that **BHC** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

_____ It has been determined that **BHC** has submitted a **non-responsive** proposal.

Method of Performance

Strengths:

- Appear to have answered all questions and meet all necessary requirements
- All BHC jail personnel live in the local area, and can travel to the jail to help with emergencies if necessary (page 14).
- Provided a thorough, detailed staff back-up plan (page 22).
- BHC will be the sole contractor on this project (page 41).
- BHC will meet at least monthly with the Sheriff's representative (page 43).
- Thorough, succinct response.

Concerns:

- None identified

Experience/Expertise of Offeror

Strengths:

- Extensive experience as well in the correctional setting with both prisons and jail. 15 years experience providing mental health programming in correctional settings (pg. 2).
- Has been providing this service to Boone County successfully for the past five years.
- Good local track record, and also several other previous clients for extensive periods of time.
- Provides mental health services for the Missouri Department of Corrections - 21 correctional facilities for 30,000 inmates (page 26).
- Local company.
- The County has no major complaints, problems, or logistic complaints with BHC.
- Overall service proposal is better with \$153,081.96 with 2% cost renewal each year x 4, versus \$163,086.33 with 3.5% renewal x 4 years with CHC.
- When Dr. Blackburn has needed to speak with the CEO, Dr. Holcomb, he has been able to contact him easily and finds him to be responsive.
- BHC uses local psychiatrists.

Concerns:

- None identified

Summary:

Both proposal responses received were good. CHC listed some great services, but offers and putting things into practice are two different things. Again, what they consider strengths, the evaluation team sees as potential problems and weaknesses. The County has been happy with BHC.

The evaluation committee conducted an evaluation of the two proposal responses received on October 12, 2011. Following review, the two offerors were scored. Recommendation for award is Behavioral Health Concepts for offering the lowest price and best solution for Boone County.


The evaluation report represents our subjective opinion regarding Offeror's strengths and concerns and is based upon our analysis of the relevant facts, as contained in Offeror's proposal response.


EVALUATION REPORT FORM
PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI

REQUEST FOR PROPOSAL NUMBER - 41-13SEP11 - Mental Healthcare Services for Inmates of the Boone County Jail
 Melinda Bobbitt, CPPB

NAME OF OFFEROR	Method of Performance (30 points)	Experience/ Expertise of Contractor (20 points)	TOTAL SUBJECTIVE POINTS (50 pts.)	COST POINTS (50 pts.)	TOTAL POINTS (Max 100 pts.)
Behavioral Health Concepts, Inc.	30	20	50	50	100
Correctional Healthcare Companies	27	17	44	47	91

We hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent our best judgement of the subjective areas of the offerors' proposals. We have attached a brief narrative which highlights some, but not necessarily all, of the reasons for our evaluation of the proposals as indicated by the scores above. Our comments represent our opinions only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party.

 10/12/2011
 Evaluator's Signature Date
 Chief Warren Brewer

 10/12/11
 Evaluator's Signature Date
 Sergeant Mike Krohn

**PURCHASE AGREEMENT FOR
MENTAL HEALTHCARE SERVICES FOR INMATES OF THE BOONE
COUNTY JAIL**

THIS AGREEMENT dated the 17 day of November 2011 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Behavioral Health Concepts, Inc.**, herein "Contractor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for **Mental Healthcare Services for Inmates of the Boone County Jail**, County of Boone Request for Proposal number **41-13SEP11** including Instructions and General Conditions, Introduction and General Information, Scope of Services, Proposal Submission Information, the unexecuted Response/Pricing Page, Work Authorization Certification, Addendum(s) Number One, Two, Three, Clarification Number One & Two, as well as the Contractor's proposal response dated September 13, 2011 and Clarification Number One response dated September 20, 2011, Clarification Number Two response dated October 18, 2011, executed by Lisa Lloyd on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with proposal response may be permanently maintained in the County Purchasing Office proposal file for this proposal if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement and the terms, conditions, provisions and requirements contained in the Request for Proposal specifications, Addendum Numbers One, Two, Three, and Clarification Number One and Two, shall prevail and control over the Contractor's proposal response.

2. **Purchase** – The County agrees to purchase from the Contractor and the Contractor agrees to furnish and deliver Mental Healthcare Services for the Inmates of the Boone County Jail for the period **January 1, 2012 through December 31, 2012**. The contract shall have four, one-year renewal periods following the completion of the initial contract term. After the completion of the final renewal term, this Agreement will continue on a month-to-month basis until either party terminates this Agreement by providing the other party with 30 days prior written notice.

3. **Service** – The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with Mental Healthcare Services for Inmates of the Boone County Jail on an as needed basis and as agreed upon by both parties.

4. **Delivery** – Contractor agrees to provide the services in accordance with the Request for Proposal requirements and the Contractor's response.

5. **Billing and Payment** - All billing shall be invoiced to the Boone County Sheriff's Department, and may only include the prices as identified in the Contractor's proposal response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's proposal response to the specifications. The County agrees to pay all Monthly Statements within thirty days of receipt of a correct statement; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if County makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

6. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

7. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

8. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products/services are delayed or products/services delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

BEHAVIORL HEALTH CONCEPTS, INC.

By: *Lia Lloyd*
Title: CFO/COO

BOONE COUNTY, MISSOURI

By: Boone County Commission
[Signature]
Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

[Signature]
County Counselor

ATTEST:

Wendy S. Noren-CC
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

		1255 / 2902 / 85620 – Term and Supply
<u><i>Jane Pitchford by JMG</i></u>	<u>11/10/2011</u>	
Signature	Date	Appropriation Account



Behavioral Health Concepts, Inc.

Victoria Park, 2716 Forum Blvd., Suite 4, Columbia, MO 65203

(573) 446-0405 (phone)

(573) 446-1816 (fax)

(866) 463-6242 (toll-free)

www.bhcinfo.com

October 18, 2011

Boone County Purchasing
Attn: Melinda Bobbitt, CPBB
613 E. Ash Street, Room 110
Columbia, MO 65201

Re: Clarification #2 to 41-13SEP11 – Mental Healthcare Services for Inmates of the Boone County Jail

Dear Ms. Bobbitt

Below you will find our response you requested to the four items listed in Clarification #2:

1. BHC will use the EMR system of medical records used by BCJ if awarded the contract.
2. BCJ will follow the alcohol detoxification protocol used by the medical department and will be supportive of detoxification efforts by the medical department in all of our services. BHC does not have our own detoxification protocol but will support the medical staff in the use of the current detoxification protocol.
3. It is understood and accepted that BHC will not manage the detoxification program. We will provide support to the medical department through adjunct counseling, referral and consultation when needed. It is clearly understood that the medical department in the BCJ has the responsibility to manage all aspects of drug and alcohol withdrawal of inmates and that referral to a hospital setting would be the course in some circumstances and that BHC does not assume responsibility or any authority over the detoxification from alcohol and/or drugs of the inmates in the BCJ.
4. BHC will provide a supportive role to the medical staff in all detoxification efforts including any referrals for methadone treatment or suboxone. BHC does not represent ourselves as providing this service in the BCJ and will work with medical staff in a supportive way in making needed referrals and further developing policies and procedures that could be helpful in reducing recidivism with inmates that have alcohol/drug problems. We will provide supportive counseling and referral services to assist the medical staff in all substance abuse services when such services are deemed needed by the medical staff.

Please contact me if you have any questions or need additional information.

Sincerely,

Lisa Lloyd, CPA

CFO/COO

Behavioral Health Concepts, Inc.

Boone County Purchasing



Melinda Bobbitt, CPPB
Director

613 E. Ash Street, Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

October 17, 2011

Behavioral Health Concepts, Inc.
Attn: Lisa Lloyd
2716 Forum Blvd., Suite 4
Columbia, MO 65203
E-mail: lviero@bhinfo.com

RE: Clarification #2 to 41-13SEP11 – *Mental Healthcare Services for Inmates of the Boone County Jail*

Dear Ms. Lloyd:

Please provide a response to the following requests by **2:00 p.m. Thursday, October 20, 2011** by e-mail to mbobbitt@boonecountymo.org.

- 1) The County would like BHC to use BCJ's current EMR (electronic medical record) system if awarded a contract.
- 2) BCJ has a separate alcohol detoxification protocol. The medical director and the medical department manage this protocol and have done so successfully for approximately six years. The Medical Director is open to input from BHC.
- 3) The medical director and medical department manage any drug withdrawal such as narcotics and benzodiazepines. The medical department was handling all associated complications with drug and alcohol withdrawal anyway. Therefore, care has been assumed by the medical department. Concerns over interpretation of Missouri statutes concerning management of benzodiazepines in the jail system led to the medical department taking this over. Any other extensive or life threatening withdrawal would not be managed by BHC and would be sent to the hospital for inpatient admission because it would be beyond the scope of BHC's capability. Proper "Fit For Confinement" policies, and evaluation prior to a inmate patient being booked may necessitate the patient going to the hospital prior to acceptance for booking to BCJ. Therefore, the Substance Abuse Program, 3.3.4.5, may need to be amended.
- 4) BCJ does not currently participate in methadone treatment or suboxone treatment programs. The facility is not licensed to do so, and it therefore, would be illegal. BCJ's medical director is open to discussing these items, and any others with the contracted mental health company, and discussing any programs which they feel may reduce recidivism.

If you have any questions regarding this clarification request, please call (573) 886-4391 or e-mail Mbobbitt@boonecountymo.org. I sincerely appreciate your efforts in working with Boone County - Missouri to ensure a thorough evaluation of your proposal.

Sincerely,

Melinda Bobbitt, CPPB
Director of Purchasing

cc: Proposal File

Boone County Purchasing



Melinda Bobbitt, CPPB
Director

601 E. Walnut, Room 208
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

September 20, 2011

Behavioral Health Concepts, Inc.
Attn: Lisa Lloyd
2716 Forum Blvd., Suite 4
Columbia, MO 65203

E-mail: lviero@bhinfo.com

RE: Clarification #1 to

Mental Healthcare Services for Inmates of the Boone County Jail

Dear Ms. Lloyd:

Please provide a response to the Revised Pricing Page. You are requested to respond to this clarification request by **2:00 p.m. Thursday, September 22, 2011** by e-mail to mbobbitt@boonecountymo.org.

If you have any questions regarding this clarification request, please call (573) 886-4391 or e-mail Mbobbitt@boonecountymo.org. I sincerely appreciate your efforts in working with Boone County - Missouri to ensure a thorough evaluation of your proposal.

Sincerely,

A handwritten signature in cursive script that reads "Melinda Bobbitt".

Melinda Bobbitt, CPPB
Director of Purchasing

cc: Proposal File



5. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: Behavioral Health Concepts, Inc.

Address: 2716 Forum Blvd., Ste. 4
Columbia, MO 65203

Telephone: 573-446-0405 Fax: 573-446-1816

Federal Tax ID (or Social Security #): 43-1775781

Print Name: Lisa Lloyd Title: CFO/COO

Signature: Lisa Lloyd Date: 9/20/11

E-Mail Address: llloyd@bhcinfo.com or LLloyd@bhcinfo.com

5.1. Pricing for Mental Healthcare Services for Inmates of the Boone County Jail

The Offeror shall provide a firm, shall not exceed price contract for the Original Contract Period. All costs associated with the performance of the services shall be included in the firm, shall not exceed price.

The hours of service for the different categories below may be amended during the contract term as needs dictate. The "hours of service" shown below shall not be construed as a maximum for contract audit purposes; rather, the fixed pricing items, the rate per hour of service and the total contract not to exceed dollar amount shall be considered firm for billing audit purposes.

Lump Sum Payment – These lump sum costs plus the 7% overhead will be paid upon completion of the contract documents and receipt of all required insurance certifications and the receipt of an invoice reflecting these costs.

Description of Services Provided	Lump Sum	Overhead	Total Due	Annual Total
Additional Insurance Costs	\$ 1,400.00	\$ 98.00	\$ 1498.00	\$ 1498.00
Training Materials for Officers	\$ 950.00	\$ 66.50	\$ 1016.50	\$ 1016.50

Annualized Lump Sum Payments – This service will be paid on a monthly basis at 1/12th of the lump sum rate identified and the 7% overhead, upon receipt of a correct invoice following the month for which services were provided. This fee is paid to cover on-call services twenty-four hours per day seven days per week. Expected telephone response time shall be within 30 minutes from the time a page is placed. The County will strive to utilize this service in crises situations or when a service issue arises during a period of time when a service provider will not be on site for an extended period of time. Every effort will be made by the County to address standard issues/questions when professional service providers will be on site.

Description of Services Provided	Lump Sum	Overhead	Monthly Payment Amount	Annual Total
On-Call	\$ 12,000.00	\$ 840.00	\$ 1070.00	\$ 12,840.00

Hourly Professional Payments – Firm fixed hourly rates plus 7% overhead will be paid on a monthly basis following the receipt of a correct invoice for actual hours of service performed by each profession. These rates will be paid for any hours

for which identified staff are on site with the exception of the successful contract administrator's position. The Contractor's Administrator shall document the work performed for the hours billed.

Description of Services Provided	Hourly Rate	Overhead	Cost Per Hour of Service(s)	Maximum Annual Hours of Service	Annual Total
Psychiatrist Supervision Services - 0 Hours Per Week for 12 months	\$ 126.65	\$ 8.87	\$ 135.52	0	\$0.00
Psychiatric Nurse Practitioner - 0 Hours Per Week	\$ 71.22	\$ 4.99	\$ 76.21	0	\$0.00
Psychiatric Primary Care Services - 8 Hours Per Week for 12 months	\$ 173.56	\$ 12.15	\$ 185.71	416	\$ 77,255.36
Counselor - 20.6 Hours Per Week	\$ 43.01	\$ 3.01	\$ 46.02	1071	\$49,287.42
Program Administrator - 2 Hours Per Week	\$ 88.10	\$ 6.17	\$ 94.27	104	\$ 9,804.08
Officer Training - 30 Hours Total	\$ 43.01	\$ 3.01	\$ 46.02	30	\$ 1,380.60
Annual "Not to Exceed" Grand Total	(Services Above, Insurance, Materials and on-call services)				\$153,081.96

5.2. Renewal Option:

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes No

If no, please indicate the maximum percentage of increase or decrease off hourly professional rate pricing for each renewal:

First Renewal (through 12/31/13): + 2 % - ___ %
 Second Renewal (through 12/31/14): + 2 % - ___ %
 Third Renewal (through 12/31/15): + 2 % - ___ %
 Fourth Renewal (through 12/31/16): + 2 % - ___ %

Note: These renewal options will be used in the evaluation.

5.3.1. Mid-Missouri Public Purchasing Cooperative:

Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

Yes No

5.4. The Offeror MUST state the number of days required before the services described herein could be provided:
0 days after effective date of contract award.



BOONE COUNTY, MISSOURI
Request for Proposal #: 41-13SEP11 - Mental Healthcare Services for Inmates of the Boone County Jail

ADDENDUM #3 - Issued September 9, 2011

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

Change location to turn in proposal and open proposal: Sealed proposals will be accepted until 1:30 p.m. on Tuesday, September 13, 2011 in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

Proposals will be opened shortly after 1:30 p.m. on Tuesday, September 13, 2011. Proposals will be opened publicly, but only names of Offerors will be read aloud.

By: Melinda Bobbitt
Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #3 to Request for Proposal # 41-13SEP11 - Mental Healthcare Services for Inmates of the Boone County Jail, receipt of which is hereby acknowledged:

Company Name: Behavioral Health Concepts, Inc.
 Address: 2716 Forum Blvd., Ste. 4
Columbia, MO 65203

Phone Number: 573-446-0405 Fax Number: 573-446-1816
 E-mail address: lviero@bhainfo.com

Authorized Representative Signature: Lisa Lloyd Date: 9/9/11

Authorized Representative Printed Name: Lisa Lloyd

Mental Healthcare Services for Inmates of the Boone County Jail



RFP No. 41-13SEP11

Boone County Purchasing

Proposal due September 13, 2011 at 1:30 p.m. (CST)
Submitted by:

BHC[®]

Behavioral Health Concepts, Inc.
Victoria Park
2716 Forum Boulevard, Suite 4
Columbia, MO 65203
(573) 446-0405 : local ph
(573) 446-1816 : fax
(866) 463-6242 : toll-free ph



Behavioral Health Concepts, Inc.

Victoria Park, 2716 Forum Blvd, Suite 4 Columbia, MO 65203

(573) 446-0405 (phone)

(573) 446-1816 (fax)

(800) 463-6242 (toll-free)

<http://www.bhcinfo.com>

Melinda Bobbitt, CPPB, Director
Boone County Purchasing Department
613 E. Ash Street
Columbia, MO 65201-4460

Dear Ms. Bobbitt,

Behavioral Health Concepts, Inc. (BHC) is pleased to submit this bid in response to RFP No. 41-13SEP11, Mental Healthcare Services for Inmates of the Boone County Jail. BHC is a specialized service company with more than fifteen years' experience in overseeing and managing mental health programming in correctional settings, both large and small. We offer state and regional jail and correctional agencies a variety of service options to manage the mental health needs of their offender populations in cost effective and efficient ways. We have received national acclaim for our innovative, outcome-based expertise and programming approaches. In all of our endeavors, our focus is on quality services through our staff's expertise and dedication to excellence.

Thank you for taking the time to consider this proposal. We look forward to working with you and will await notification of award of this contract.

Sincerely,

A handwritten signature in black ink that reads 'Lisa Lloyd'.

Lisa Lloyd, CPA
CFO/COO of Behavioral Health Concepts, Inc.

Enclosures: One (1) original proposal and six (6) copies

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Cost



BOONE COUNTY, MISSOURI
Request for Proposal #: 41-13SEP11 - Mental Healthcare Services for Inmates of the Boone County Jail

ADDENDUM #1 - Issued August 29, 2011

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County received the following questions and is providing a response below:

- 1) **Question:** Would it be acceptable for the contractor to maintain a fixed training schedule for Boone County Jail Staff? The established schedule would be approved by Boone County Jail administration. For example, the contractor would hold quarterly staff training during the first week of every third month (March, June, September, December).

Response: The County will accept the training proposed above as an "option", if Offeror wants to propose it that way, but not a mandatory requirement because of the volatility of our staffing and other training needs.

By: Melinda Bobbitt
Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal # 41-13SEP11 - **Mental Healthcare Services for Inmates of the Boone County Jail**, receipt of which is hereby acknowledged.

Company Name: Behavioral Health Concepts, Inc.
Address: 2716 Forum Blvd, Ste. 4
Columbia, MO 65203

Phone Number: 573-446-0405 Fax Number: 573-446-1816
E-mail address: lviera@bhcinfd.com

Authorized Representative Signature: Lisa Lloyd Date: 9/13/11

Authorized Representative Printed Name: Lisa Lloyd



BOONE COUNTY, MISSOURI
Request for Proposal #: 41-13SEP11 - Mental Healthcare Services for Inmates of the Boone County Jail

ADDENDUM #2 - Issued August 29, 2011

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- 1) **Change:** Change paragraph 1.8. b. to ... **Tuesday, September 13, 2011 at 1:30 p.m.**...

Proposals are due no later than 1:30 p.m. central time on Tuesday, September 13, 2011.

By: Melinda Bobbitt
Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #2 to Request for Proposal # 41-13SEP11 - **Mental Healthcare Services for Inmates of the Boone County Jail**, receipt of which is hereby acknowledged:

Company Name: Behavioral Health Concepts, Inc.
Address: 2716 Forum Blvd., Ste. 4
Columbia, MO 65203

Phone Number: 573-446-0405 Fax Number: 573-446-1816
E-mail address: lviero@bhcinfo.com

Authorized Representative Signature: Lisa Lloyd Date: 9/13/11

Authorized Representative Printed Name: Lisa Lloyd



5. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: Behavioral Health Concepts, Inc.
 Address: 2716 Forum Blvd., Ste. 4
Columbia, MO 65203
 Telephone: 573-446-0405 Fax: 573-446-1816
 Federal Tax ID (or Social Security #): 43-1775781
 Print Name: Lisa Lloyd Title: CEO/COO
 Signature: *Lisa Lloyd* Date: 09/13/11
 E-Mail Address: lvicro@bhcinfo.com

5.1. Pricing for Mental Healthcare Services for Inmates of the Boone County Jail
 The Offeror shall provide a firm, shall not exceed price contract for the Original Contract Period. All costs associated with the performance of the services shall be included in the firm, shall not exceed price

Lump Sum Payment – These lump sum costs plus the 7% overhead will be paid upon completion of the contract documents and receipt of all required insurance certifications and the receipt of an invoice reflecting these costs.

Description of Services Provided	Lump Sum	Overhead	Total Due
Additional Insurance Costs	\$ 1400.00	\$ 98.00	\$ 1,498.00
Training Materials for Officers	\$ 950.00	\$ 66.50	\$ 1,016.50

Annualized Lump Sum Payments – This service will be paid on a monthly basis at 1/12th of the lump sum rate identified and the 7% overhead, upon receipt of a correct invoice following the month for which services were provided. This fee is paid to cover on-call services twenty-four hours per day seven days per week. Expected telephone response time shall be within 30 minutes from the time a page is placed. The County will

strive to utilize this service in crises situations or when a service issue arises during a period of time when a service provider will not be on site for an extended period of time. Every effort will be made by the County to address standard issues/questions when professional service providers will be on site.

<i>Description of Services Provided</i>	<i>Lump Sum</i>	<i>Overhead</i>	<i>Monthly Payment Amount</i>
On-Call	\$ 12,000.00	\$ 840.00	\$ 1,070.00

Hourly Professional Payments – Firm fixed hourly rates plus 7% overhead will be paid on a monthly basis following the receipt of a correct invoice for actual hours of service performed by each profession. These rates are to be paid for any hours for which identified staff are on site with the exception of the successful contract administrator's position. The Contractor's Administrator shall document the work performed for the hours billed.

<i>Description of Services Provided</i>	<i>Hourly Rate</i>	<i>Overhead</i>	<i>Cost Per Hour of Service(s)</i>	<i>Maximum Annual Hours of Service</i>	<i>Total</i>
Psychiatrist - 0 Hours Per Week for 12 months	\$126.65	\$8.87	\$135.52	0.00	\$0.00
Psychiatric Nurse Practitioner - 0 Hours Per Week	\$71.22	\$4.99	\$76.21	0.00	\$0.00
Psychiatrist - 8 Hours Per Week for 12 Months	\$173.56	\$12.15	\$185.71	416.00	\$77,255.36
Counselor - 20.6 Hours Per Week	\$43.01	\$3.01	\$46.02	1071.00	\$49,287.42
Program Administrator - 2 Hours Per Week	\$88.10	\$6.17	\$94.27	104.00	\$9,804.08
Officer Training - 30 Hours Total	\$43.01	\$3.01	\$46.02	30.00	\$1,380.60

5.2. Renewal Option:

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes No

If no, please indicate the maximum percentage of increase or decrease off hourly professional rate pricing for each renewal:

First Renewal (through 12/31/13):	+	<u>2</u> %	-	___ %
Second Renewal (through 12/31/14):	+	<u>2</u> %	-	___ %
Third Renewal (through 12/31/15):	+	<u>2</u> %	-	___ %
Fourth Renewal (through 12/31/16):	+	<u>2</u> %	-	___ %

Note: These renewal options will be used in the evaluation.

5.3. Mid-Missouri Public Purchasing Cooperative:

Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

Yes No

5.4. The Offeror **MUST** state the number of days required before the services described herein could be provided: ___ days after effective date of contract award.

As BHC already has staff in place, there would be no delay in implementing the services outlined in this contract.

(Please complete and return with Proposal Response)

**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.

Lisa Lloyd, CFO/COO

Name and Title of Authorized Representative

Lisa Lloyd

Signature

9/13/11

Date

Method of Performance

Company Overview

Behavioral Health Concepts (BHC), Inc. was founded in 1994 and incorporated in 1996 by Dr. William Holcomb, its current President. BHC is headquartered in Victoria Park, a modern office complex in Columbia, Missouri. BHC provides a variety of behavioral healthcare services to clients nationwide. BHC is dedicated to providing the highest quality services to our clients for every contract we accept. Our entire staff is committed to this goal, as reflected in our mission statement:

The mission of Behavioral Health Concepts is to provide high quality products, specialized consulting, research, administration, and management services for business, government, and health care. We are committed to being a growing and successful business through the expertise and dedication of our staff to excellence.

Behavioral Health Concepts is a financially sound company that has been providing quality services to clients for over 15 years (see Appendix B for recent financial statements). BHC is submitting this proposal for mental health services because we believe we are the most qualified company to manage and further develop the quality of care at the jail in a cost-effective manner. Correctional health care has generated a movement toward specialized, quality expertise and services that combine knowledge of the unique aspects and challenges of providing mental health care within the corrections system, along with principals and practices from managed health care that ensure cost effectiveness and consistent quality. BHC fully understands these challenges and can provide quality care at a reasonable cost.

3.3.1. – General Duties of the Contractor (RFP pg. 11)

3.3.1.1: Onsite Mental Health Services

BHC will provide all the necessary onsite mental health services for inmates who reside at the Boone County Jail (BCJ). We understand that the average daily population is about 190 inmates and that approximately 33-39% of these inmates require mental health services at different levels. The overall treatment system will be implemented in full collaboration with BCJ staff. We believe it is important to emphasize this collaboration to maximize the effectiveness of treatment to inmates and the security and safety of inmates, BCJ staff, and BHC staff. BHC personnel have provided mental health services in the BCJ and plan to continue care with feedback from our program staff and jail administration personnel.

3.3.1.2: Assessments

BHC will conduct face-to-face assessment and evaluations of inmates within seven (7) days of referral or fourteen (14) days of admission for indications of mental illness, and/or alcohol and drug abuse, and significant behavior management problems related to psychiatric distress. All of these assessments will be documented in the medical record.

Assessments will include a systematic screen that addresses suicidal risk and prior psychiatric history. National Commission on Correctional Health Care (NCCHC) standards specify that a number of additional content areas should be included in this assessment and that all inmates must be assessed within 14 days. BHC will comply fully with NCCHC and American Correctional Association (ACA) standards for mental health services in jails. BHC will design our system and adjust our staff hours accordingly, to screen all inmates as described in NCCHC standards, and will perform assessments on those inmates referred by BCJ staff.

3.3.1.3: Mental Health Program and NCCHC Standards

BHC will comply with all NCCHC and ACA standards and operating principles of BCJ in regard to the total mental health program. We will work in collaboration with BCJ staff to insure that policies and procedures accurately reflect these standards and that we are following these policies and procedures in regard to mental health care. It is understood that any recommendations that BHC staff make regarding protocols and procedures for providing mental health services must be approved by the Sheriff and jail administrative staff. Appendix A outlines the NCCHC standards relevant to this contract and BHC's plan to address each.

3.3.1.4: Treatment Plans

BHC staff will develop treatment plans jointly with BCJ staff and with input from the individual inmate. Any treatment plan that includes medication protocols will be submitted to the BCJ Medical Director for review and approval.

3.3.1.5: Medication Management

BHC will provide medication management for individuals coming into the jail who are on psychiatric medications and for all individuals who receive a psychiatric diagnosis and are in need of medications while they are in jail. Dr. Tina Drury, our psychiatrist, has a good deal of experience in providing medication coverage of people in correctional settings. She understands the types of medications to offer to reduce symptoms and, at the same time, minimize the potential for drug abuse while in BCJ. Our perspective is that medications alone are seldom an effective approach to psychiatric and emotional problems and that crisis intervention and psychological counseling with medications is the most appropriate approach. Often, crisis or problem-solving counseling can reduce the need for medications and/or maximize the effectiveness of medications, when prescribed.

3.3.1.6: On-Call Duties

BHC has implemented an on-call system for the BCJ. Dr. Tina Drury, our psychiatrist, is on call 24 hours a day, 7 days a week to address any medication issues that may arise. In addition to our psychiatrist, Nancy Chapman, Sarah Froese, Kristi Scaggs and Andrea Whitler (all licensed social workers) share the primary and backup on-call duties for all other issues. At any point, BHC has one primary person on-call and one backup on-call staff member. We have also put a system into place so that BCJ personnel always know who is on call or who to call for a specific issue or question that may arise. All BHC jail personnel live in the local area, and can travel to the jail to help with emergencies if necessary.

It is understood that BCJ staff will be the determiner of crisis situations when BHC staff will be called. It is also understood that these situations will primarily involve episodes or circumstances in which the safety of staff or inmates are at risk.

3.3.1.7: Staff Training

As the resumes of our mental health professionals verify, all are experts in providing forensic services and in providing training to others concerning the provision of mental health services in correctional settings. BHC shall provide one annual extensive eight-hour training session for approximately 60 officers of BCJ. This shall be followed up by approximately two hours of training per quarter for up to 60 officers. Training will be performed during standard business hours of 6:00 a.m. to 6:00 p.m. CST Monday through Friday. BHC has developed an extensive mental health training course titled "Managing Individuals with Special Mental Health Needs".

Training programs will be coordinated with the Jail Administrator and documentation of the successful completion of the training for each staff member shall be submitted to the Jail Administrator in a training report. The training shall be organized with clear objectives that will be achieved. The various programs will be modified or adjusted depending upon the level of expertise of the correctional officers that are attending the annual session and the follow-up sessions. The course description and objectives are as follows:

Training Course Description and Objectives

Increasingly, police and correctional officers find themselves interacting with people who are suffering from a mental illness. As first responders, law enforcement officers are often the first to interact with these individuals. This full-day workshop is specifically designed to help officers develop the knowledge and skills necessary to successfully interact with individuals who have a mental illness so that public safety is promoted and these individuals are helped in the most appropriate way. All training sessions will be facilitated by trained mental health professionals with extensive experience in working with people with mental illnesses. At the conclusion of this 8-hour course, the attendee will:

1. be able to better understand mental illness and its most common forms
2. possess knowledge of the various treatments available for mental illness
3. have a basic understanding and possess real-world tools for interacting with individuals who are mentally ill
4. understand how cultural differences can affect mental health needs
5. better understand personality disorders and mental retardation, and how these can affect one's interaction with the person with this disorder
6. recognize the signs of drug intoxication and withdrawal and how this can mimic a mental illness
7. understand the dangers of drug intoxication and withdrawal and how to help prevent serious and/or deadly consequences
8. know how to initiate a Civil Involuntary Detention and how to properly complete the forms required
9. know the signs of an emergency and what can be done to help prevent suicide
10. possess a basic understanding of medication therapy as it pertains to mentally ill individuals

3.3.1.8: Crisis Reduction

BHC staff will consult on an ongoing and as-needed basis with BCJ staff on inmate behaviors in order to help apply strategies to reduce stress and minimize crises. As mentioned above, BHC staff will work with BCJ staff to formulate individualized treatment plans, and the planning process will be a systematic way of providing consultation to BCJ staff. However, whenever appropriate, our staff will consult with BCJ staff to recommend and apply strategies in order to reduce stress, minimize crises, and promote effective care of mentally ill inmates.

3.3.1.9: Policies and Procedures

BHC will review the current jail policies and procedures and identify those that relate specifically to NCCHC and ACA standards for possible review and modification. Any revisions will be submitted to the Boone County Mental Health Board of Trustees, the BCJ Medical Director and any other agency identified by the Boone County Sheriff's Department for review. When policies and procedures do not currently exist, BHC will develop policies related to NCCHC standards and ACA standards.

3.3.1.10: Aftercare Planning

Providing aftercare planning and referral services for inmates of BCJ who are mentally ill and are being released is a priority. Our psychiatrist and social workers have worked in this community and are very familiar with agencies that can be used for aftercare purposes. In addition, we are also familiar with groups such as Al-anon, Alcoholics Anonymous, and other self help strategies that may be appropriate as referral sources for inmates being released from BCJ. Aftercare planning will be an important part of the treatment planning process and will involve input from the inmate and, when feasible, from significant others and/or family members of the inmate.

3.3.1.11: Medical Records

BHC staff will maintain accurate, complete, and confidential mental health treatment records. All services provided to an inmate and initial assessments and screenings will be documented in the mental health record. The treatment plan will be included in the medical record, and progress notes will detail the type of service, date, beginning and ending time, and specific treatment goals being addressed. Each of our service providers will clearly sign their names indicating that they have provided these services. Mental health treatment records will be made available to the BCJ Medical Director and medical staff to ensure a multi-faceted approach to inmate treatment.

Medical records will be kept in a secure place in BCJ. BHC will be the official custodian of these records. Any release of information from these records to agencies in the community providing follow-up care or other agencies or institutions requesting these records will only be done with proper, informed consent from the inmate.

3.3.4 – Services to be Provided by the Contractor (RFP pg. 19)**3.3.4.1: Administration**

The following is our proposed staffing plan.

Dr. Tina Drury is BHC's psychiatrist and will work eight (8) hours per week.

Sarah Froese, MSW, LCSW; Kristi Scaggs, MSW, LCSW; Andrea Holt, MSW, LCSW and Nancy Chapman, MSW, LCSW will be assigned to BCJ as needed for a combined twenty (20) hours per week.

Bill Holcomb, Ph.D. will serve as Program Administrator. He will also work with other BHC staff to offer support services for the BCJ as needed. He will work with the BCJ contract for two hours per week.

The trainings for BCJ staff will be conducted by these staff members.

As the resumes of all of these individuals indicate, they are experts in forensic services and are recognized as leaders by other health care professionals working in correctional, jail, and forensic services. These individuals will provide the direct services to BCJ and will be

in charge of the overall administration of screening, evaluating, and treating inmates with mental health problems.

3.3.4.2: Psychiatric Care & Forensic Unit

BHC will provide close supervision and ongoing counseling for stress management, anger control, victim trauma, sex offender behavior, substance abuse and dependency, and depression and/or suicidal behavior. We will provide psychological services that are oriented toward problem-solving: cognitive behavioral approaches to coping with emotional stress.

We believe that, with some inmates, family distress can be a major contributor to their arrest and potential re-arrest after their release from BCJ. Therefore, we will stress family intervention for some inmates with psychiatric problems. BHC will also coordinate and work closely with community agencies both for continuity of care for incoming inmates and aftercare for released inmates.

BHC staff will work with BCJ personnel and the inmate to develop individualized treatment plans that will best benefit the person receiving services. Although individualized counseling opportunities may be limited, BHC will offer therapy groups to help provide therapeutic intervention in a cost effective manner. Groups will be conducted for both men and women that focus on aftercare issues/reintegration into the community and building useful skills. These groups have been successful, and we will include them into our treatment program.

All of our personnel are highly trained in suicide watch protocols and reducing suicide risk. Signs of suicidal behaviors and how to reduce the risk of suicide are topics covered in BHC's staff training course on mental health concerns. It is our goal that all BHC and BCJ staff know what signs to look for to reduce suicidal risk as much as possible.

Although we believe that medication alone is rarely an effective treatment for a mental disorder, there are times when medication may be necessary. Dr. Tina Drury, our psychiatrist, will be on-site at BCJ each week to address medication issues identified with BCJ inmates. BHC staff will be on-call 24 hours a day, 7 days a week for any mental health emergencies or issues that may arise.

3.3.4.3: Medications

It is understood that BHC will be responsible for the coordination of medication delivery at BCJ. Dr. Drury will have the primary responsibility of overseeing the diagnosing and prescribing of medication for inmates in need of mental health services. Our social workers will assist with medication management and monitoring, including follow-up on all lab work that may be ordered by Dr. Drury.

BHC will follow the current established protocol for administering medications, working closely with BCJ staff to assure the use of the most cost-effective selection of medications and that the protocol for their administration is up to date and meets all appropriate jail

standards. We will work closely with the current jail medical staff who have the primary responsibility to administer all medications.

3.3.4.4: Pharmaceutical Services

It is the intent of BHC to utilize the current existing BCJ pharmacy arrangement. We will prescribe medications using the current arrangement and will work with BCJ staff to continue to assess whether there are ways to reduce medication costs. Also, we will collaborate with the current jail nurse and staff to review and maintain an appropriate formulary for BCJ which will allow the county to purchase medications in the most cost-effective manner.

3.3.4.5: Substance Abuse Program

BHC will follow the current protocol for detoxification, understanding that we will be involved in the oversight and treatment of any detoxification inmate that has comorbid psychiatric problems. We will work closely with the BCJ staff to review and revise the detoxification program as necessary. Dr. Drury and our other staff members have many years of experience in evaluating alcohol and drug abuse and dependency and in detoxification services.

3.3.4.6: Lab Work

BHC intends to utilize the current program in place with Boyce and Bynum Laboratories for any lab work that must be performed.

3.3.5 – Information for Scope of Work (RFP pg. 21)**3.3.5.1: Implementation Plan**

BHC currently provides mental health services to inmates in the Boone County Jail. If awarded this contract, no break in services will occur as all processes and personnel are already in place. Implementation would be a seamless transition from the current contract to this one.

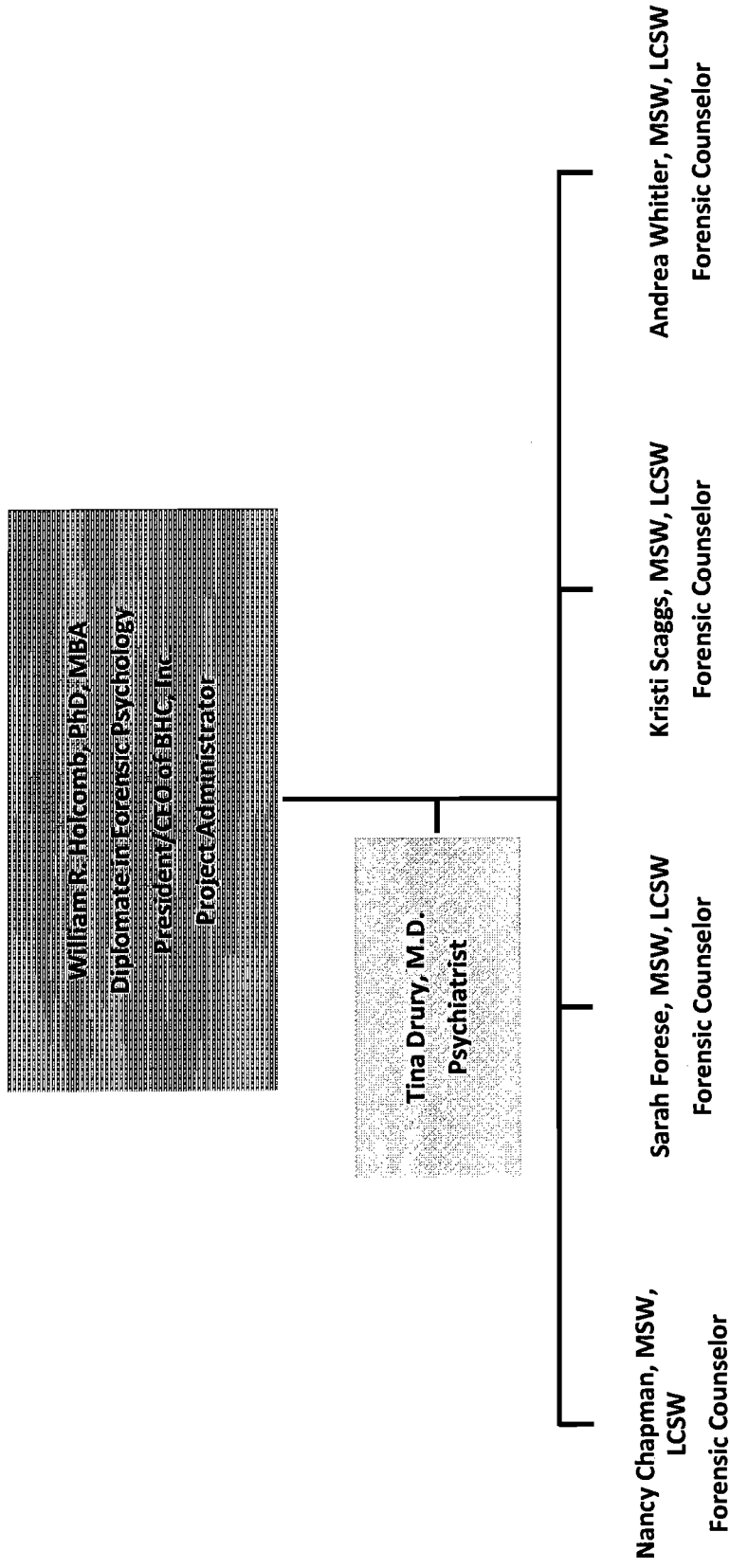
3.3.5.2: Staffing Plan

BHC will provide a total of six (6) staff members to the BCJ for this contract. Dr. Tina Drury is a board-certified psychiatrist who will provide medication prescription and direct services for eight (8) hours per week. Kristi Scaggs, Sarah Froese, Andrea Whitler and Nancy Chapman are counselors who will provide crisis intervention, group, and individual therapy for inmates for a combined total of twenty (20) hours per week. Additionally, they will provide yearly staff training of 30 hours. Nancy Chapman, MSW, LCSW will manage operations and staff scheduling of BHC personnel with regard to this contract. William Holcomb, the Program Administrator, will oversee the contract as needed (two (2) hours per week). These hours can be adjusted as the needs of the BCJ demand. The following table shows this staffing plan, and an Organizational Chart (Figure 1) is also included.

Table 1 – BHC’s Staffing Plan for the Boone County Jail

Position	Personnel	Avg. Hours Per Week
Psychiatrist	Tina Drury, MD	8
Counselor	Kristi Scaggs, MSW, LCSW Sarah Froese, MSW, LCSW Andrea Whitler, MSW, LCSW Nancy Chapman, MSW	20
Program Administrator	William Holcomb, PhD, MBA	2
Staff Training	Kristi Scaggs, MSW, LCSW Sarah Froese, MSW, LCSW Andrea Whitler, MSW, LCSW Nancy Chapman, MSW	30 hours annually

Figure 1 – BCJ Mental Health Services Organizational Chart



3.3.5.3: Staff Training

Please see Section 3.3.1.7 on page 14 of this proposal for details regarding BHC's staff training program.

3.3.5.4: Continuing Prescription Medications

When an individual enters the Boone County Jail already taking prescription medications, the inmate will continue to receive the same medications they are currently prescribed. If the inmate is incarcerated for a short-term stay, the medications are continued and no other steps are taken. If the incarceration is determined to be more long-term, the inmate continues on the medications until they can be evaluated by BHC staff. After evaluation, a determination is made as to if the medication should simply be continued, or if the inmate could be transitioned to a similar, more cost-effective medication. The jail currently contracts with D&H Drug Stores to obtain medications; after release, inmates can receive a refill 30-day supply to the drug store of their choice, at the patient's expense. This prescription typically remains on file for a couple of months after the inmate's release to allow them time to seek treatment. BHC has in place a formulary for medications that conforms to Missouri Department of Corrections specifications; this formulary is available upon the County's request.

3.3.5.5: Exceptions to Scope of Work

BHC takes no exceptions to the current proposed scope of work as defined in RFP No. 41-13SEP11. We plan to provide all required and requested services outlined as part of this contract.

3.3.5.6: Exceptions to the General Contract Terms

BHC takes no exceptions to the general contract terms as defined in RFP No. 41-13SEP11. We will comply with all required elements of the contract terms as stated.

3.3.5.7: Exceptions to Insurance Requirements

BHC takes no exceptions to the proposed insurance requirements as defined in RFP No. 41-13SEP11. We will comply with all insurance requirements stated in the contract.

3.3.6 – General Information Items (RFP pg. 22)**3.3.6.1: Staff Backup Plan**

BHC has provided mental healthcare services in central Missouri and across the country for many years. In addition to Dr. Drury, we have worked with several other board-certified psychiatrists and forensic psychiatrists. Likewise, we have contacts with many other LCSWs, RNs, MSWs, and MSNs. If a vacancy in BHC staff were to occur due to an extended absence, we could provide another highly qualified individual to fill-in.

In the current staffing structure, we have one individual that is on call for medication concerns, and four that can be on call for crises/other issues. At all times, one staff member is on-call, and a second is on standby call. This “backup” structure helps to avoid any break in service when one staff member takes a leave of absence.

3.3.6.2: Additional Information

BHC has not included any additional information at this time. However, if in the course of reviewing this proposal the County finds additional information would be helpful, we will be glad to provide anything requested.

Experience/Expertise of Offeror

Prior Experience: Attachment B (RFP pg. 33)**1. Services Performed – Governmental Agency**

Company Name: Colorado Division of Youth Services
Address: 7862 W. Mansfield Pkwy
Denver, CO 80235

Contact Name: Michael Barrows
Telephone Number: 303-987-4659

Date of Contract: 2004 to present
Length of Contract: 7 years

Description of Prior Services:
BHC holds a contract with the Colorado Division of Youth Services to staff and provide mental health treatment, services, and programming for the Everest Program at the Mountain View Youth Center. This center serves high security adolescent males committed for treatment by the juvenile courts.

2. Services Performed – Governmental Agency

Company Name: Missouri Dept. of Corrections, Board of Probation and Parole
Address: 220 S. Jefferson, 2nd Floor
St. Louis, MO 63103

Contact Name: Nancy J. McCarthy
Telephone Number: (314) 877-1148

Date of Contract: July 2008 – June 2010
Length of Contract: 2 years

Description of Prior Services:
BHC contracted with the MO DOC P&P to provide the Impact of Crime on Victims Classes. The ICVC classes helped offenders develop sensitivity towards victims and help prevent further victimization.

3. Services Performed – Governmental Agency

Company Name: Boone County Jail
Address: 2121 County Drive, Columbia 65202

Contact Name: Warren Brewer
Telephone Number: (573) 876-2128

Date of Contract: July 2000 – Present
Length of Contract: 11 years

Description of Prior Services:
BHC provides mental health services, screenings, and crisis care for inmates at the Boone County Jail. Services include crisis intervention and 24/7 on-call staff.

Additional BHC experience providing services similar to those in this contract can be seen in the following Experience Matrix (Table 2).

Table 2 – BHC Experience Matrix

(This table highlights selected contracts only, and is not intended as a complete list of BHC's experience.)

	<i>Quality Improvement</i>	<i>Staff Training</i>	<i>Management Experience</i>	<i>Services for Special Populations</i>	<i>Clinical Services</i>
Mt. View Youth Center in Colorado: Current contract with the Colorado Division of Youth Services to staff and provide mental health treatment, services, and programming for the Everest Program (Mountain View Youth Center) serving high security adolescent males committed for treatment by the juvenile courts (2004-present)	✓	✓	✓	✓	✓
Missouri External Quality Review of MC+: Perform external quality review of Missouri's Medicaid Managed Care program for the Division of Medical Services (2001-present)	✓	✓	✓	✓	
Children's Trust Fund: Provide strategic planning consultation and assist six Missouri communities in measuring outcomes of early intervention services for families at risk for child abuse and neglect (1996-present)	✓			✓	
Boone County Jail: Provide mental health services and screenings, as well as staff training, at the Boone County Jail (2000-present)		✓	✓	✓	✓
Missouri Department of Mental Health: Contract to provide POST certified training titled "Managing Individuals with Special Mental Health Needs" to law enforcement personnel (2004-2005)		✓		✓	
Missouri Department of Corrections: Division of Probation and Parole; provide psychiatric evaluation services for inmates selected by the Parole Board (1999-2005)		✓		✓	✓
Missouri Department of Corrections: Contract to provide mental health services at 21 correctional facilities for 30,000 inmates (2001-2005)	✓	✓	✓	✓	✓

Resumes of Key Personnel**CURRICULUM VITAE**

Lina M. Drury, M. D.

Personal Data

Home Address: 209 West Boulevard South
Columbia, MO 65203
573-864-7658

Work Address: Fulton State Hospital
600 East Fifth Street
Fulton, MO 65251

Professional Interests

Forensics; Bipolar Disorders; Personality Disorders; Infanticide

Professional Licenses

State of Missouri Nursing
Physician & Surgeon (permanent license)

Professional Affiliations

American Medical Association
American Psychiatric Association
American Medical Women's Association
National Association of Pediatric Nurse Practitioners
American Academy of Child and Adolescent Psychiatrists

Professional Training and Education

Forensic Psychiatry Fellowship	University Hospital & Clinics One Hospital Drive Columbia, MO 65212	July 2002 - June 2004
Child Psychiatry Fellowship	University Hospital & Clinics One Hospital Drive Columbia, MO 65212	July 2001 - June 2002
Residency General Psychiatry	University Hospital & Clinics One Hospital Drive Columbia, MO 65212	July 1998 - June 2001
Externship - Psychiatry	University Hospital & Clinics One Hospital Drive Columbia, MO 65212	January 1997 - May 1998
Medical Degree	University Hospital & Clinics One Hospital Drive Columbia, MO 65212	August 1993 - May 1997

Curriculum Vitae**Tina M. Drury, M. D.****Page 2**

Pre-Med Studies	University of Missouri – St. Louis 8001 Natural Bridge Road St. Louis, MO 65121	Winter 1990 – Summer 1993
Bachelor of Science Nursing	Webster University 470 East Lockwood St. Louis, MO 63119	1989
Certificate Pediatric Nurse Practitioner	Washington University School of Medicine 660 Euclid St. Louis, MO 63110	1980
Diploma Nursing	DePaul Hospital School of Nursing 12303 DePaul Drive Bridgeton, MO 63044	1977
<u>Work Experience</u>		
Unit Medical Director – Biggs Forensic Center	Fulton State Hospital 600 East Fifth Street Fulton, MO 65251	February 2005 – Present
Staff Psychiatrist	Fulton State Hospital 600 East Fifth Street Fulton, MO 65251	July 2002 – February 2005
Medical Director / Consulting Psychiatrist	Woodhaven	2001 – 2002
Consulting Psychiatrist	Missouri Girls Town	2001 – Present
Consulting Psychiatrist	Missouri Department of Corrections	1998 – 2001
Compensation and Pension Examiner	Veterans Administration Hospital	1999 – 2000
Moonlighter Psychiatry	Mid Missouri Mental Health Center	1998
Pediatric / Adolescent Nurse Practitioner	Family Health Center	1993 – 1997
Pediatric / Adolescent Nurse Practitioner	St. Louis County Health Department	1981 – 1997
Behavioral / Medical Respite / Foster Care Provider	Division of Family Services	1994 - Present

Curriculum Vitae
Tina M. Drury, M. D.
Page 3

Honors and Awards

Chief Fellow – Child and Adolescent Psychiatry Fellowship Program	2002
Outstanding Resident Teaching Award in Psychiatry	1999
Chief – Moonlighting Program / Psychiatry	1998
Member in Training Representative to American Psychiatric Association	1998
Integrated Residency Program in Psychiatry	1997
Dowd Scholarship - UMC School of Medicine	1996 - 1997
Phi Kappa Phi	1990
The National Dean's List	1990
University Scholar	1990
Recipient Public Health Grant	1979 - 1980

Hobbies and Community Activities

Behavioral / Medical Foster Parent
Avid reader and movie viewer

Sarah Ann Froese
MSW, LCSW
(573) 874-7030

Professional Summary

- An organized Clinical Administrator with an established history of program development, system analysis and problem clarification, resulting in greater operating efficiencies.
- Management skills include hiring, training, motivating a high volume of staff, maintaining quality assurance for program systems, development and implementation of policy, fiscal management, and incentive initiatives.
- Communication skills with emphasis on presentation abilities
- Consultation experience with mandates for special populations with school districts, mental health facilities, hospitals, and state and federal agencies.

Professional Experience*Psychiatric Social Worker-Harry S. Truman Hospital (Columbia, Missouri) 2007-Present*

- Oversee Inpatient programming for psychiatric unit.
- Provide therapy and groups to individuals in Behavioral Health program.
- Consultation and recommendations to existing programming.

Forensic Therapist - Correctional Medical Services (Vandalia, Missouri) 2004 - 2007

- Provide therapy to women incarcerated in a maximum security prison.
- Instruct prison staff about mental health issues and suicide prevention.
- Work with offenders who are housed in the mental health program on site.

Forensic Social Worker - Behavioral Health Concepts (Columbia, Missouri) 2002 - Present

- Provide mental health evaluations, counseling and consultation for Boone County Sheriff's Department and Callaway County Jail.
- Conduct educational presentations for the Missouri Department of Corrections throughout the state.
- Make recommendations and provide needed therapy for inmates.

Consultant - Center Pointe Hospital (St. Charles, Missouri) 2004-2006

- Provided mobile assessments and consultations for Center Pointe Hospital.
- Presented mental health trainings for school systems across the State of Missouri and specific populations as requested.

Community Liaison - Center Pointe Hospital (St. Charles, Missouri) 2001-2004

- Provided mental health education through public speaking for various agencies and school systems in the State of Missouri.
- Assisted in bridging communities together through networking services and providing instructive workshops.
- Responsibilities included: marketing, business development and providing consultation to organizations dealing with mental health issues.

Social Work Instructor - School of Social Work (University of Missouri-Columbia) 2003- 2003

- Taught **Strategies for Counseling with Children and Their Parents** for graduate and undergraduate Social Work majors.

Director of Admissions and Out Patient Services, Spirit of St. Louis Hospital (St. Charles, Columbia, Cape Girardeau, Missouri) 1999-2001

- Responsible for helping department become compliant with federal and state mandates for a level four Emergency Room.
- Responsibilities included: maintaining positive relationships with state and federal licensing entities, physicians, referral sources and a variety of direct service agencies, adherence to policies for department, public speaking, quality assurance and fiscal responsibility.

Director of Admissions and Out Patient Services, Charter Behavioral Health Systems (Columbia, Missouri and Overland Park, Kansas) 1995-1999

- Directed the operation of hospital admissions and out-patient department.
- Responsibilities included: maintaining positive relationships with managed care companies, physicians, referral sources and a variety of direct service agencies, development and implementation of policies for department, public speaking, and quality assurance.

Manager of Needs Assessment and Referral Center/Intake - Charter Behavioral Health Systems (Columbia, Missouri) 1994-1995

- Accountable for the operation of the Needs Assessment Department in absence of the Director.
- Coordination of team-building programs and problem-solving techniques for high-risk children attending schools in Randolph and Carroll County.

Director of CLASS (Community Living Assistance and Support Services) - Visiting Nurse's Association (Dallas, Texas) 1993-1994

- Responsible for program development of new Medicaid Waiver program in the State of Texas, which provided services for persons with developmental and physical disabilities, aged infant to adult.
- Responsibilities included: Supervision of 1,000 plus employees, maintaining annual budget of \$2 million, administration of funding, accountability to federal

and state regulations, collaborating with school districts and other State agencies.

EDUCATION

MSW. University of Missouri-Columbia, Columbia, Missouri.

BSW. University of Missouri-Columbia, Columbia, Missouri.

Theatre. Stephens College, Columbia, Missouri.

PROFESSIONAL HONORS

Employee of the Year, Charter Behavioral Health Systems

Employee of the Year, Special Care and Career Center

Public Speaking Award, Charter Behavioral Health Systems

PROFESSIONAL MEMBERSHIPS

National Association of Social Workers

COMMUNITY SERVICE

- *Steering Committee for Art Gala benefiting Boys and Girls Town of Missouri*
- *Past Board Member for Head Start Program. Assisted with training and licensing.*
- *Past Board Member of CHAD (Children and Adults with Attention Deficit Disorder)*
- *Past Board Member of MMCAC (Mid-Missouri Coalition on Adolescent Concerns)*
- *Past Board Member of William Woods College for Social Work Advisory Committee*
- *Provide yearly seminar for the HOPE program at Hickman High School*
- *Provide yearly workshops for Smithton Middle School- Gifted Students*

Nancy Chapman, MSW, LCSW**EDUCATION**

University of Missouri-Columbia • Columbia, MO
Master's in Social Work

Southwest Missouri State University • Springfield, MO
B.S. in Sociology/Psychology

WORK HISTORY**Behavioral Health Concepts, Inc.**

2000 – Present

Provide mental health services at Boone County Jail including suicide assessment, crisis intervention, evaluating treatment needs, individual counseling and on-call coverage.

Missouri Department of Corrections • Columbia, MO

1999 – 2008

Provide mental health services at correctional facilities in the state of Missouri including crisis intervention, suicide assessment, evaluating need for psychotropic medications, individual and group counseling. Served as Chief of Mental Health at SECC in Charleston, MO from September 2002 to July 2003.

Biggs Forensic Center • Fulton State Hospital, Fulton, MO

1994 – 2000

Program Coordinator/Supervisor

Arranged DMH admissions to maximum security forensic hospital ensuring policy adherence. Managed two male admissions wards. Supervised five social workers. Also provided case management services to patients with primary Axis II diagnosis including individual/group therapy. Supervised five social workers.

Children's Services • Western MO Mental Health, Kansas City, MO

1991 -1994

Director

Administered programs in four levels of care (IP, OP, Residential, Group Home) for children/adolescents. Ensured compliance with accrediting standards, hospital policies. Provided leadership and supervision to middle managers.

Adolescent Unit • Fulton State Hospital, Fulton, MO

1989 -1991

Team Leader/Social Worker

Led treatment planning meetings. Collaborated with other agencies. Clinical duties of individual/family assessment and therapy. Supervised social work staff.

Child Placement Services • Independence, MO

1986 -1988

Executive Director

Directed counseling program for women with unplanned pregnancy and adoption program for couples. Wrote policy, provided staff support to Board. Developed/administered budget, assured compliance with regulations. Delivered assessment, education and post placement services to adoptive families.

Screening Clinic • Western MO Mental Health, Kansas City, MO

1981 -1986

Program Coordinator/Social Work Supervisor

Developed/implemented departmental policies, coordinated/reviewed daily work of multiple disciplines, ensured coverage for 24-hour crisis/intake service. Supervised nine social workers.

Family Support Unit • Western MO Mental Health, Kansas City, MO

1976 -1981

Coordinator (Social Worker 76-78)

Provided evaluation/treatment to parents accused of abuse through DPS referral. Participated in community collaboration, Supervised staff, provided training/public speaking to wide range of audiences.

Department of Child Health • University of MO Medical Center, Columbia, MO

1975 - 1976

Child Abuse Social Worker

Managed in-house abuse/neglect cases involving multiple disciplines and statewide agencies. Presented education at hospital, community, state level. Provided casework and aftercare services to families from statewide area.

Kristine A. Scaggs, MSW, LCSW

2504 Oakmeadows Dr.
Columbia, Missouri, USA 65202
SS 500-96-8778
573-884-1124 (Day)
573-999-5581 (Mobile)

Professional Aspiration

I seek employment as a clinical social worker in a setting that provides psychiatric care. I desire a position where I may continue to work as part of a multidisciplinary professional team serving individuals with medical and mental health needs.

Education

MSW (May 2003), University of Missouri School of Social Work, Columbia, Missouri. In the course of my MSW studies I developed clinical skills in assessment, family therapy, cognitive-behavioral therapy, motivational enhancement, case management, and crisis intervention. I also acquired understanding and appreciation of practice evaluation and methods of research as well as use of the DSM-IV-TR.

BSW (May 2002), Columbia College School of Social Work, Columbia, Missouri. During my BSW studies I was trained from the strengths perspective. I studied the significance of diversity and its impact on an individual's response to treatment. I also received training in individual, family, group, and community social work.

Associate's Degree (May 1997), Jefferson College, Hillsboro, Missouri

Diploma (May 1995), Festus High School, Festus, Missouri

Professional Experience

Licensed Clinical Social Worker (full-time), Mid-Missouri Mental Health Center (now Missouri Psychiatric Center), March 2006-present. I am currently employed as a primary therapist in an acute care inpatient psychiatric facility. I work with an interdisciplinary team to develop and implement treatment plans, provide brief therapy and crisis intervention, and to develop discharge plans. In this position I have had the opportunity to work with individuals with an array of mental health issues including psychotic disorders, personality disorders, PTSD, anxiety, depression, and substance abuse issues along with medical issues. I am also a member of the Treatment Planning Committee responsible for the development of a new treatment plan form.

Licensed Clinical Social Worker (full-time), Fulton State Hospital, Fulton, Missouri, and July 2003-March 2006. I was employed as a primary ward social worker in an intermediate security unit working with individuals with severe and persistent mental illness. I was trained on the Social Learning Program. I received my license on August 5, 2005. In this position I was a member of an interdisciplinary team that worked together to create detailed treatment plans, to monitor clients' changing needs, and to respond to those needs. I provided group therapy including sex offender groups, competency education, crime insight and problem solving. I also provided individual therapy. I completed risk assessments and thorough social service assessments. I also became familiar with the guardianship process.

Lead Staff/Direct Care (ranging from part-time to full-time), Integration PLUS, Inc., Columbia, Missouri, 1998-March 2003. Integration PLUS was a residential facility that served children with serious emotional and behavioral issues. I was a direct care worker

for two years after which I was hired for the Lead Staff position. In this role I maintained direct care duties but also became responsible for training staff, providing in-home transition services, acting as liaison between direct care staff and management, participating in the on-call rotation for crisis intervention, and managing grocery/shopping funds. During my employment I interacted with psychiatrists, other mental health professionals, schools, families, and hospital staff on a regular basis. I left this position in order to complete an approved internship for my master's program.

X-ray Attendant (full-time), Jefferson Memorial Hospital, Festus, Missouri, 1995-1998. I transported patients, filed charts, prepared charts for physicians, developed x-ray film, scheduled appointment, and attended to waiting patients. What I enjoyed most about this position was being able to talk to patients who were scared or anxious and being able to help comfort them. This experience was the catalyst for my decision to pursue a career in a helping profession where I could work with individuals and families in need. I left Jefferson Memorial Hospital to move to Columbia and begin my studies in Social Work.

Career-Related Experience

Social Work Intern, Fulton State Hospital, Fulton, Missouri, January 2003-June 2003. I completed a 21-week field practicum at Fulton State Hospital where I provided case management for individuals with severe and persistent mental illness. I was responsible for social service monthly notes, group notes, collaborating with a treatment team, annual social service assessments, and co-facilitating groups.

Social Work Intern, Salvation Army Harbor House, Columbia, Missouri, December 2001-May 2002. During my field practicum at the homeless shelter I provided case management to a variety of individuals with problems related to housing, legal issues, substance abuse, and relationship issues. I also conducted a research project concerning the number of clients who had both medical and mental health needs.

Volunteer, Camp Wonderland. I spent a week as a volunteer counselor at a camp for children with developmental disabilities and behavioral disorders.

Extracurricular Interests, Activities, and Awards

- Employee of the Month, Mid-Missouri Mental Health Center, August 2007
- Social Work Student of the Year, Columbia College School of Social Work, May 2002
- Graduated Magna Cum Laude, Columbia College School of Social Work, May 2002
- Phi Alpha, Social Work Honor Society, May 2001-2003
- Member of National Association of Social Workers, Student Member, 2001-2003

Trained and/or Certified in the following:

- Positive Behavior Support
- Social Learning
- Basic Mediation Training in Family Disputes
- First Aid and CPR
- Abuse and Neglect Identification and reporting
- Pro Act

email : andrea.holt@va.gov

Andrea L. Holt, MSW, LCSW

352-64-4292
4502 Wrenwood Drive
Columbia, Missouri, USA 65202

573-814-6276 (Day)
573-220-1717 (Evening)

Education

MSW (May 2003), University of Missouri School of Social Work, Columbia, Missouri

I acquired abilities in assessment, individual and family therapy, cognitive behavior therapy, crisis intervention therapy, and case management. In addition, I studied and applied the DSM-IV-TR and research and practice evaluation methods.

BSW (May 2002), Columbia College School of Social Work, Columbia, Missouri

I acquired knowledge of family, individual, group and community social work with an emphasis on the strength's perspective.

LPN (1996), Capital Area Vocational Training Center, Springfield, Illinois

Professional Experience

Suicide Prevention Case Manager, (full-time), Harry S. Truman Memorial Veteran Hospital, 800 Hospital Drive Columbia, Mo. 65201, July 2009 to present

I currently work as the case manager for the Suicide Prevention Team at the VA. The team consists of a case manager and a coordinator. I am responsible for providing intensive case management for veterans who have been identified as being at high risk for suicide. Any veteran identified as being high risk, will be followed by the Suicide Prevention Team for a minimum of ninety days. During that time I provide phone contact, individual counseling sessions, develop safety plans and provide ongoing assessments. I am a member of the Behavioral Health Triage Team and provide crisis intervention for veterans experiencing suicidal ideation. In addition, I am part of the multidisciplinary team that provides evaluation and treatment for veterans requiring acute in-patient psychiatric hospitalization.

Primary Therapist, LCSW (full-time), Mid-Missouri Mental Health Center, 3 Hospital Drive Columbia, Missouri 65201, June 2006 to July 2009

I worked as part of an interdisciplinary team in an acute psychiatric setting serving individuals with mental health needs. I created treatment plans, completed initial assessments, monitored client's needs and treatment, collected collateral information, provided group therapy and arranged appropriate out-patient psychiatric services upon discharge. In addition, I provided family therapy and obtain guardianships when appropriate.

Supervisor: Marla Smith (573) 884-1300

Therapist, LCSW (full-time), Boys and Girls Town of Missouri, 4304 Bearfield Road Columbia, Missouri 65203, August 2005 to June 2006

I was the primary therapist in a residential care facility for at risk girls. Issues targeted in therapy were Post Traumatic Stress Disorder, abuse and neglect, and behaviors and treatments related to disorders such as Bi Polar, Borderline Personality Traits and Depression. In addition, I facilitated group therapy and participated in bi-weekly on-call rotation for crisis intervention. Supervisor: Becca Nowlin (573) 881-5402

Therapist (full-time), Missouri Girls Town 6548 Jade Road Kingdom City, Missouri November 2003-August 2005

I provided weekly individual therapy for girls with a variety of mental health issues. In therapy sessions we addressed issues related to PTSD, abuse and neglect, and behaviors and treatments related to disorders such as Bi Polar, Depression, and Borderline Personality Traits. Provided weekly group therapy, participated in monthly on-call rotation for crisis intervention and provided family therapy when appropriate. Supervisor: Susanna Day (573) 642-5345

Clinical Case Practitioner (full-time), Fulton State Hospital, Fulton, Missouri June 2003-November 2003

I was a social worker in a maximum security unit working with females with severe and persistent mental illness. I was a member of an interdisciplinary team that combined efforts to develop treatment plans to appropriately monitor and address the client's needs. I provided group therapy teaching skills focused on Dialectical Behavior Therapy and provided case management services.

Supervisor: Tanya Craig (573) 268-3886

Career Related Experience

Root Cause Analysis Team, Harry S. Truman Memorial Veterans Hospital August 2010-September 2010

I was appointed to serve as a behavioral health representative on root cause analysis team regarding the death of an OEF/OIF veteran. For five weeks the team thoroughly reviewed the veteran's records in attempt to identify any systems issues that needed to be addressed. I developed and presented four recommendations to the director of Harry S. Truman Memorial Veterans Hospital in hopes to improve the overall quality of care we give to our veterans.

Social Work Intern (MSW), Fulton State Hospital, Fulton, Missouri January 2003-May 2003

I completed a 21-week field practicum at Fulton State Hospital, where I worked as a social worker on the Social Learning Ward in the maximum security hospital. I worked on an interdisciplinary team and was responsible for providing case management, completing initial and annual social service assessments, monthly group notes, and co-facilitating group therapies.

*Social Work Intern (BSW) McCambrige Center, Columbia, Missouri
December 2001-May 2002*

I completed a field practicum at an in-patient drug and alcohol rehabilitation center for women. I provided case management services, co-facilitated group therapy sessions and was responsible for weekly group notes and daily documentation of client's activities.

Extra Curricular Interests, Activities and Awards

- Special Contributions Award- Department of Veterans Affairs 2010
- Employee of the Year -Boys and Girls Town of Missouri 2005
- Graduated Magna Cum Laude 2002
- Social Work Student of the Year 2001
- Phi Alpha Social Work Honor Society 2000-2002
- Dean's List 1999-2001

Trained and/or Certified in the following:

- Qualified Clinical Social Worker 2009
- Assessing and Managing Suicide Risk 2010

References

Kathryn Crews
800 Hospital Drive
Columbia, Mo 65202
(573) 814-6279

Dr. Colin Duggan PsyD
#3 Hospital Drive
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(573) 884-1110

Tanya Craig, MSW, LCSW
800 Hospital Drive
Columbia, Missouri
(573) 268-3886

Sarah Froese
800 Hospital Drive
Columbia, Missouri
(573) 814-6684

Contractual Requirements

3.3.3 – Contractual Requirements (RFP pg. 13)

3.3.3.1: General

BHC will provide all mental health services for the inmates at the BCJ as outlined in this proposal. We are the sole contractor for this project; all services and personnel will be monitored directly by BHC. We will adhere to all contract requirements and stipulations as outlined in RFP 41-13SEP11 and as detailed in this proposal.

BHC will implement and provide daily management of all mental health services at the BCJ, including assessment, therapy and treatment, and medication management. BHC assumes all legal, financial, and operational responsibility for the mental healthcare program as subject to the provisions in the contract. We will ensure that all personnel maintain current licenses as required for the performance of contract duties. BHC will comply with all operational regulations and requirements of the BCJ.

3.3.3.2: Contract Pricing Structure, Billing and Payment

BHC will remit an invoice to the Sheriff at the close of each monthly billing period for services rendered in the previous period. This invoice shall be payable within 30 calendar days after the close of the billing period. If an incorrect invoice is submitted, payment shall occur within 30 calendar days of submission of the corrected invoice. Payments will be in 12 equal installments over the contract year, each at 1/12 of the annual contract price.

3.3.3.3: Contract Price Adjustments

BHC will hold firm the initial contract price through December 31, 2012. The contract price for each subsequent one-year period can be adjusted by the Boone County Purchasing Department based upon the following factors:

- US Department of Labor Consumer Price Index for Medical Care in the Urban Areas for the 12 month period ending in the month of the current contract year
- The average daily inmate population for the 12 month period ending in the month of the current contract year
- The percentage of inmates receiving mental healthcare services for the 12 month period ending in the month of the current contract year

3.3.3.4: New Programs

BHC is eager and willing to consider the addition of any new programming to the BCJ for which demand exists. Any new programs proposed by either the Sheriff or BHC will need to be added to this contract as an amendment prior to implementation. This amendment would include any provisions for the additional cost of these programs.

3.3.3.5: Subcontracts

At this time, BHC does not intend to utilize subcontractors for this contract. However, any subcontracting agreements that might arise will be submitted to the Sheriff for written approval prior to their implementation.

3.3.3.6: Quality Improvement Program

BHC will participate in a quality improvement committee composed of BCJ administrative staff, other jail staff, the jail nurse, the jail physician, BHC clinicians, and other representatives that may be able to contribute to the overall quality improvement process. The committee will participate in periodic review and evaluation of mental health services being provided in BCJ, including focus studies of high risk and common treatment procedures and approaches. Although the committee is scheduled to meet semi-annually, it is possible that the committee would meet more frequently, if necessary, in order to implement the improvement plans.

3.3.3.7: Records

Please see Section 3.3.1.11 on page 16 for details regarding BHC's policies for maintaining records for inmates receiving mental health services.

3.3.3.8: Training

BHC will provide training for the BCJ staff in dealing with mental health issues. Our 8-hour training course will be offered annually with approximately two (2) hours of follow-up training each quarter for up to 60 officers. This training will be performed during standard business hours (6:00am to 6:00pm Monday through Friday CST). Please see Section 3.3.1.7 on page 14 for more detail regarding this training program.

3.3.3.9: Contractor Reports

BHC will forward monthly reports and a year-end summary to the Sheriff which will detail the overall operation of mental health care services. The reports will include utilization data of mental health care services and progress reports on the functioning of the mental health care program and be tailored to meet the specific needs as stipulated by the Sheriff and the administrative staff of the jail. These statistical reports can be modified as needed to meet the needs of the Boone County Sheriff and his staff.

3.3.3.10: Coordination with Other Agencies

We will maintain a system for referrals of inmates to community resources upon their release back into the community. Our personnel are all very familiar with agencies that can be used for aftercare purposes, including groups such as Al-anon, Alcoholics Anonymous, and other self help strategies that may be appropriate as referral sources. BHC is willing to work with these groups to coordinate regular meetings within the jail.

3.3.3.11: Pre-Employment Screening of Healthcare Personnel

BHC personnel will follow all security regulations and submit to any process necessary to pass a pre-employment security and background clearance conducted by the Sheriff. All prospective employees will participate in the Sheriff's Office Orientation prior to service, and BHC will mandate that terminating employees return all keys, etc., to meet security requirements.

3.3.3.12: Security – BJC and Inmates

Any staff that BHC uses in the mental health program for the BCJ will pass the security clearance prior to working on-site. We recognize that BHC staff may be denied entrance to the jail by the Sheriff or other jail staff for security reasons and that BHC will hold no responsibility for the physical security of the BCJ or the custody of inmates. We will work with BCJ personnel to help ensure that the security of inmates is maintained at all times when providing mental health services.

3.3.3.13: Disciplinary Confinement by Sherriff

BHC acknowledges that no inmate shall be confined to the hospital or infirmary for disciplinary infractions.

3.3.3.14: Safety

BHC shall expect that the Sheriff and jail staff will maintain as safe an environment as is reasonably possible for all BHC employees, suppliers, and other authorized visitors.

3.3.3.15: Periodic Meetings

BHC staff will meet at least monthly with the Sheriff or his representative to submit any required statistical reports and to discuss BHC's compliance with contractual obligations in regard to mental health services. BHC will also provide weekly (or as required) group orientation in the intake housing units.

3.3.3.16: Mental Healthcare Staff

BHC assumes all responsibility for the performance of our staff in regard to this contract. We will conduct medication and chart reviews and establish/revise policies and procedures for the Medical Program as it pertains to providing mental health services. All policies and procedures will be reviewed on a six-month basis in accordance with NCCHC standards and established policy of the Medical Director. No new policy will be established that may affect the security or operation of the BCJ without prior approval from the Sheriff and the Medical Director.

The Sheriff will have the right to reasonably reject BHC staff or subcontractors assigned to the BCJ if issues arise. BHC will work to remedy any problems of this nature, and will provide replacement staff or subcontractors if the situation requires new staff be put into place. BHC will assume all responsibility for the day-to-day supervision of its employees assigned to the BCJ.

3.3.3.17: Third Party Payments

BHC will bill for any third party reimbursements on inmates that qualify for these reimbursements. Eighty percent (80%) of the payments recovered from third-party sources will be paid to the Boone County Sheriff and 20% will be retained by BHC as an administrative fee. It has been very difficult to collect third party payments in the BCJ. It is excluded from payment of services to Medicaid/Medicare and other private providers likely will exclude services while the inmate is incarcerated.

3.3.3.18: Termination

BHC holds the right to terminate this contract upon each anniversary date of the contract if we provide the County with 120 days advanced notice. We understand that any such termination under this clause would preclude us from participating in any re-bid of this or a similar contract for the remainder of the original term plus an additional three years. BHC recognizes that the Sheriff can also terminate the contract without cause upon the anniversary of the contract if deemed necessary, and would provide BHC with 60 days advanced notice.

3.3.3.19: Equipment and Space Available

BHC will carry the responsibility for repair or replacement of property or equipment if the damage were to result from negligence by BHC's mental health staff. Any damage caused by negligence on the part of BCJ staff will be the responsibility of the Sheriff.

The Sheriff will provide BHC with existing office space at the BCJ for BHC staff assigned to this contract. All utilities, including phone and facsimile, will be included. The space currently allotted to BHC mental health staff to provide services is sufficient for this contract; we are not requesting additional space be provided at this time.

3.3.3.20: Policies and Procedures

Written policies and procedures have been developed regarding providing mental health services in a detention setting. This policy manual will be reviewed annually by BHC's Program Administrator and the Director of Corrections; any necessary changes will be made. All policies meet the standards of the Missouri Department of Mental Health.

3.3.3.21: Termination of Employment

In the event of any staff member's resignation or termination, the BHC Program Administrator will send immediate written notification to the Sheriff. All employees will be required to return all keys, ID badges, and any other BCJ property issued to the employee prior to or by their effective termination date.

3.4.1 – Boone County Insurance Requirements (RFP pg. 22)

A listing of BHC's insurance coverage is shown below in Table 3. The insurance carried by Behavioral Health Concepts is adequate for all areas of service included in this contract.

**Table 3 - Summary of BHC's Insurance Coverage**

Type of Insurance	Policy Number	Policy Effective Date	Policy Expiration Date	Agent	Carrier	Limits
Commercial General Liability	84SBARR1055	4/28/2011	4/28/2012	Charles L. Crane Agency	Hartford Casualty Insurance Company	\$2,000,000
Umbrella	84XHUYH1367	4/28/2011	4/28/2012	Charles L. Crane Agency	Hartford Casualty Insurance Company	\$1,000,000
Workers Comp	WC003455116	4/28/2011	4/28/2012	Charles L. Crane Agency	Chartis	\$1,000,000
Auto	84UECIU0847	4/28/2011	4/28/2012	Charles L. Crane Agency	Hartford Casualty Insurance Company	\$1,000,000
Professional Liability Insurance	78G22483444	8/1/2011	8/1/2012	n/a	TRMS	\$1,000,000

3.4.3 – Indemnity Agreement (RFP pg. 23)

BHC will hold harmless the County, its directors, agents, and employees from all claims arising by reason of any act or failure to act to the extent permitted by law. This applies to all BHC staff or anyone for whose acts BHC may be liable in connection with providing mental health services. BHC will not, however, indemnify or hold harmless the County of Boone from its own negligent acts.

3.4.4 – Laws

In performing all services under the resulting contract agreement, BHC will comply with all local, state and federal laws.

3.5 – Term; Termination of Contract Agreement (RFP pg. 23)**3.5.1: Term**

BHC recognizes that the initial term of this contract is effective from January 1, 2012 through December 31, 2012. This agreement may automatically be renewed for four (4) additional one-year periods unless cancelled by the Purchasing Director in writing prior to the next renewal term. After the fifth renewal period, BHC will continue this contract on a month-by-month basis until either BHC or the County terminates the Agreement by providing the required written notice.

3.5.2: Termination

BHC acknowledges that the County may terminate this agreement upon 15 days written prior notice if BHC fails to substantially perform in accordance with the terms outlined in this proposal. The contract agreement may also be terminated at will by the County upon at least 60 days prior written notice to BHC.

Appendices

Appendix A – BHC Programming and NCCHC Jail Standards**Standard J-04 Policies and Procedures** (essential)

BHC will review all current written policies that pertain to mental health and include them in a separate policy manual for mental health care. If needed, these will be revised to come into compliance with NCCHC standards. If policies do not exist that address aspects of mental health services outlined in the standards, then these policies will be drafted and submitted to the Jail Administrator, the Sheriff, and any other appropriate authority for approval.

Standard J-05 - Comprehensive Quality Improvement Program (essential)

BHC will implement a Quality Improvement Program consistent with this standard. The overall objective of this program will be to, “monitor and evaluate the quality and appropriateness of patient care objectively and systematically, to pursue opportunities to improve patient care and to resolve identified problems.” BHC’s QI program will include:

1. Physician review of medical records through the application of a protocol of medical record audits,
2. Standardized assessment of inmate symptomatology, and
3. Assessment of inmate satisfaction with services.

Results of medical record audits, grievances from the inmates, and clinician ratings of symptom changes shall be reported to the Quality Improvement Committee quarterly.

The QI committee should include the jail nurse, physician, BHC psychiatrist, Sheriff or administrative representative, and BHC social worker. In addition to the above data, information on services provided, medications prescribed, medication errors or side effects, other adverse patient outcomes, death or near death incidents, will be evaluated by the committee.

Standard J-06 Emergency Plan (essential)

BHC will work with jail staff to make sure that all BHC personnel involved in this contract have suitable roles in the overall Emergency Plan for BCJ. In addition, BHC will review the disaster plan and make sure that mental health services are included with health care services in preparation for possible man-made or natural disasters. BHC staff will participate with jail staff in practice implementation efforts of the disaster plan.

Standard J-07 Communications with Special Needs Patients (essential)

BHC will review BCJ policies to make sure that the policies reflect the importance of BHC's communicating with jail administrative staff about the special needs of mentally ill inmates or those with developmental disabilities. Specific time frames and procedures to assure that inmate needs are communicated will be clearly outlined.

Some of these needs may include:

1. housing assignments,
2. work assignment limitations,
3. program assignments,
4. disciplinary measures, and
5. admissions to and transfers from institutions.

Standard J-08 Privacy of Care (important)

This standard on privacy of care is very important. BHC will review the privacy policies of BCJ and make recommendations for changes in the current policy, if necessary, to assure compliance with this standard. Also, BHC will make maximum effort to always protect the privacy of the inmate. However, all BHC staff have worked with correctional populations for over 20 years, and we know that sometimes it is very important for the protection of the clinician, inmate, and correctional officers to have chaperons present. When this occurs, however, all efforts will be made to protect the auditory or visual privacy of the inmate.

Standard J-09 Notification in Emergencies (important)

BHC will follow procedures to notify family members, legal guardians or personal representatives concerning psychiatric emergencies or serious mental illness of the inmates. Our staff will work with jail staff to make sure policies reflect a clear protocol for notification of families or personal representatives, including time frames and responsibility for this contact.

Standard J-39 Mental Health Evaluation (important)

All inmates admitted to BCJ must be screened for mental illness. The standard is quite specific in outlining the following areas that must be assessed:

1. History of hospitalization and outpatient treatment
2. Current psychotropic medication
3. Suicidal ideation and history of suicidal behavior
4. Drug usage
5. Alcohol usage
6. History of sex offenses
7. History of expressively violent behavior
8. History of victimization due to criminal violence
9. Special education placement
10. History of cerebral trauma and seizures
11. Emotional response to incarceration, and
12. Testing to screen for mental retardation

The RFP indicates that BHC should perform a face-to-face assessment/ evaluation session with all inmates within seven (7) calendar days of the date of referral from BCJ staff. It is assumed that this RFQ requirement corresponds to this NCCHC standard and that all new inmates that remain longer than 14 days or that exhibit signs of severe emotional disturbance will be screened by BCJ according to this standard. Even though the jail admits 21 inmates per day, only approximately 20-25%, or about 4-5 inmates per day would need this evaluation screening, plus some other inmates that may exhibit obvious signs of emotional disturbance. BHC would then see those inmates referred for specialized mental health screening/evaluation.

The BHC social worker will do the majority of these screenings, with our psychiatrist providing some of the emergency screenings.

In addition, BHC will structure these screenings to make sure that important information is not missed.

Standard J-42 Continuity of Care (important)

All inmates that receive treatment in the jail from BHC staff will have a treatment plan developed. An important part of this plan will be follow-up in the community after the inmate is released. This focus will apply to both inmates on medications and those receiving counseling or crisis intervention. Part of this approach would involve BHC staff sitting down with the inmate and determining what aftercare is acceptable to him/her and then making efforts to set up appointments, send medical records, and notify family and friends of this aftercare planning. BHC believes that a major contributing factor to recidivism of mentally ill inmates and re-arrests can be related to inadequate planning and assistance provided to the inmate before he/she leaves incarceration. Aftercare planning can include housing, outpatient counseling, follow-up with medication checks from a psychiatrist, a visiting nurse, a sex offender program,

AA, an alcohol/drug treatment program, etc. There must be a balance in the number of services provided by BHC and costs, but enough professional time needs to be allocated to do adequate follow-up treatment planning.

All appropriate releases will be obtained from the inmate before efforts to acquire these records are made. Continuity of care is very important for psychiatric disorders, and medical records help to determine what treatment approaches have or have not worked in the past.

Standard J-49 Special Needs Treatment Plans (essential)

Every inmate that receives ongoing mental health services will have a treatment plan developed by BHC staff jointly with the inmate to address his/her treatment needs. This plan will identify mental health problems, strategies to address these needs, time frames for results, staff responsible, and aftercare plans. The plan will be multidisciplinary, individualized, and based on assessments made of the inmate and will include both short-term and long-term goals. It will be a working document that guides treatment and informs jail staff and mental health staff of a consistent approach to addressing the inmates emotional problems, including mental health issues that influence safety and security of the inmate and others. Many BCJ inmates receive crisis intervention services and then become stable or are released on bond within 72 hours, and thus cannot engage in ongoing services.

Standard J-51 Suicide Prevention (essential)

BHC staff have years of experience in suicide prevention with prison, jail, and forensic clients. Some of our staff currently work in the Department of Corrections and in the Department of Mental Health screening for suicide potential and designing and implementing programs to prevent suicide. We would be able to implement a process that includes

- γ identification,
- γ training and assessment,
- γ monitoring,
- γ housing,
- γ referral,
- γ communication,
- γ intervention,
- γ notification,
- γ reporting,
- γ review, and
- γ critical incident debriefing

concerning inmates in BCJ that are at risk for suicide. BHC staff will implement a screening procedure that contains observation and interview content related to the arrestee's potential suicide risk. We will work with the BCJ staff to train them to recognize verbal and behavioral cues that could indicate suicide potential. This training will be done 60 days after the contract is awarded, and we will continue to

provide subsequent training to insure that all staff can respond effectively to suicide prevention. Our psychiatrist and social workers are experienced in the assessment of suicidal risk.

BHC will also work with BCJ in making sure that policies and procedures are brought up to date concerning a protocol that should be followed in monitoring inmates that are at risk for suicide.

Standard J-52 Intoxication and Withdrawal (essential)

BCJ currently has an alcohol withdrawal severity assessment instrument and a protocol for detoxification. BHC will follow this detoxification protocol and will become involved when intoxicated clients have had a history of past psychiatric services. BHC staff will work with BCJ staff to refine and update the intoxication and withdrawal protocol as necessary. Part of the mental health screenings that will be conducted when individuals are admitted to BCJ will be an assessment of alcohol and drug abuse and the possibility of withdrawal symptoms arising from alcohol and drug abuse.

Standard J-53 Prenatal Care (essential)

The BHC licensed clinical social workers (LCSWs) will be available to work with pregnant inmates to provide counseling and to connect the inmate with other specialized services available in the community so that the pregnancy can be successfully completed, ensuring both the mother's and child's safety.

Pregnancy counseling will include discharge planning and referrals to appropriate community agencies when the inmate is released. BHC staff will work with BCJ medical staff to make sure that the appropriate counseling regarding prenatal care, nutrition, and infant care is provided.

Standard J-54 Inmates with Alcohol or Other Drug Problems (important)

This standard concerns services to inmates with alcohol and drug abuse problems. As indicated previously, BHC will perform an assessment of inmates that specifically addresses alcohol and drug abuse and dependency as part of the mental health evaluation. BHC staff will be available to provide alcohol and drug abuse counseling that utilizes the relapse prevention model. All four of the assigned mental health professionals have years of experience in counseling and providing services to alcohol and drug abuse clients in correctional settings. Part of the treatment planning for these clients would include appropriate referrals to community service providers and to self-help groups such as AA and Al-Anon.

Standard J-55 Sexual Assault (important)

BHC will work with BCJ staff to make sure that appropriate written policies and procedures are in place for providing mental health services to victims of sexual assault. These services include crisis intervention, post traumatic stress treatment,

supportive therapy, and referrals to community agencies that can continue treatment after the inmate is released from BCJ.

Standard J-56 Pregnancy Counseling (important)

This standard is related to J-53 that involves BHC's providing pregnancy counseling to appropriate inmates. This counseling will be directed to helping the pregnant inmate make difficult choices and appropriately follow-up with services in the community to help the inmate and the unborn child.

Standard J-64 Medical Restraints and Therapeutic Seclusion (essential)

This policy is an essential policy that addresses medical restraints and therapeutic seclusion. BHC will work with Jail staff to insure that policies and procedures regarding the standards are up to date and reviewed periodically. BHC personnel have experience in overseeing and supervising medical restraints and therapeutic seclusion. We understand that, in some circumstances, medical restraints and therapeutic seclusion are important for the protection of the inmate and jail staff. We will follow the guidelines included in J-64 in recommending medical restraints or therapeutic seclusion.

Standard J-65 Forced Psychotropic Medication (essential)

Another essential NCCHC standard concerns forced psychotropic medication. As with medical restraint and therapeutic seclusion, BHC will work with jail staff to insure that policies and procedures regarding these standards are up to date and are reviewed periodically. BHC will also be committed to following these policies and procedures in accordance with NCCHC guidelines. BHC personnel have experience in reviewing forced psychotropic medication situations. We understand that, according to state law and other guidelines, forced psychotropic medication can occur under certain conditions, including:

1. The inmate poses an imminent or immediate threat to self or others.
2. All restrictive or intrusive measures have been employed or have been judged by the treating physician or psychiatrist to be inadequate.
3. The physician or psychiatrist clearly documents inmate=s condition, the threat posed, and the reason for the proposed forcing of medication, including other treatments attempted in the medical record.
4. In all cases, except emergencies, a documented consultation with another psychiatrist or physician is obtained prior to forcing medication and the treatment plan addressed withdrawal of medication as soon as possible.
5. Where possible, orders for forced medications are reviewed through independent psychiatric evaluation and safeguard the inmate=s right to due process.

Standard J-66 Forensic Information (important)

This is an important NCCHC standard. In essence, this standard prohibits the practice of collecting any forensic information that can be used against inmates in the legal process. It is understood that the role of BHC staff is to serve the mental health needs of the inmates - patients. The position of BHC staff will be as neutral, caring, health care professionals. It is felt that this important role would be compromised if we are asked to collect information from the inmates that can be used against them.

All of the pertinent standards in the NCCHC manual, **Standards for Health Services in Jails**, and ACA **Standards for Jails** will be adopted and followed by BHC staff.

**Appendix B – Financial Statements**4:14 PM
09/08/11
Accrual Basis2004 Behavioral Health Concepts, Inc.
Profit & Loss
January through December 2009

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
4000 · Consulting Services	1,452,432.36
4200 · Patient Services	571,203.92
Total Income	<u>2,023,636.28</u>
Expense	
6000 · Automobile Expense	
6001 · Automobile Fuel and Repair	5,344.19
6002 · Automobile Lease Expense	5,047.58
Total 6000 · Automobile Expense	<u>10,391.77</u>
6100 · Contractual Services	988,187.35
6200 · Depreciation Expense	4,675.30
6300 · Employee Compensation	
6310 · Employee Salaries and Wages	641,788.40
6320 · Employee Benefits	
6326 · SIMPLE Plan - BHC Match	2,551.00
6321 · Health Insurance	13,914.89
6325 · Miscellaneous Insurance	514.20
6329 · Professional Development	3,081.63
Total 6320 · Employee Benefits	<u>20,061.72</u>
6330 · Paid Time Off Expense	4,547.03
6340 · Payroll Tax Expense	47,346.05
6350 · Payroll expense	2,267.97
Total 6300 · Employee Compensation	<u>716,011.17</u>
6400 · Insurance	
6420 · Business Liability	2,835.99
6430 · Company Life	3,460.02
6440 · Professional Liability	7,984.76
6450 · Worker's Comp	6,507.42
Total 6400 · Insurance	<u>20,788.19</u>
6500 · Interest Expense	
6520 · Loan Interest	16,826.23
Total 6500 · Interest Expense	<u>16,826.23</u>
6600 · Occupancy Costs	
6610 · Rent	30,573.10



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Accrual Basis

2004 Behavioral Health Concepts, Inc.
Profit & Loss
January through December 2009

	<u>TOTAL</u>
6620 · Repairs	
6623 · Equipment Repairs	1,018.09
6624 · Janitorial Exp	<u>2,600.00</u>
Total 6620 · Repairs	3,618.09
6690 · Utilities	
6691 · Water and Electric	1,206.93
6692 · Gas	<u>589.19</u>
Total 6690 · Utilities	<u>1,796.12</u>
Total 6600 · Occupancy Costs	35,987.31
6700 · Office Expense	
6710 · Computer Expense	1,690.02
6720 · Equipment Rental	4,732.34
6730 · Office Equipment	1,361.07
6740 · Office Supplies	<u>6,313.88</u>
Total 6700 · Office Expense	14,097.31
6800 · Professional Fees	
6830 · Registrations	<u>179.50</u>
Total 6800 · Professional Fees	179.50
6900 · Taxes	
6930 · Property	636.66
6940 · State	<u>2,420.55</u>
Total 6900 · Taxes	3,057.21
7000 · Telephone	
7050 · Conference Call	280.65
7010 · Cellular Phone	1,437.16
7020 · IntraState and Long Distance	1,864.69
7030 · Local Service	4,270.39
7040 · Pagers	<u>36.05</u>
Total 7000 · Telephone	7,888.94



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09/08/11
Accrual Basis

2004 Behavioral Health Concepts, Inc.
Profit & Loss
January through December 2009

	<u>TOTAL</u>
7100 · Travel & Ent	
7110 · Air Travel	5,911.79
7120 · Car Rental & Local Transport	1,777.83
7140 · Lodging	27,559.41
7150 · Meals	11,475.44
7160 · Mileage	28,476.65
7170 · Parking	185.00
Total 7100 · Travel & Ent	75,386.12
8000 · Other Expenses	
8091 · Background Check	514.90
8076 · Service Charge	116.00
8005 · Advertising	698.00
8010 · Bank Service Charges	
8011 · ASI Fees	89.85
8010 · Bank Service Charges - Ot...	4,260.55
Total 8010 · Bank Service Charges	4,350.40
8020 · Copy Expense	3,664.32
8025 · Dues and Subscriptions	563.34
8030 · Internet Expense	1,170.72
8035 · License and Permits	451.74
8055 · Postage	748.66
8060 · Printing	3,191.47
8070 · Publications	1,445.97
8075 · Recruiting Expense	349.00
8080 · Shipping and Delivery	3,649.47
Total 8000 · Other Expenses	20,913.99
Total Expense	1,914,390.39
Net Ordinary Income	109,245.89
Other Income/Expense	
Other Income	
9000 · Other Income	
9200 · Interest Income	1,584.78
Total 9000 · Other Income	1,584.78
Total Other Income	1,584.78
Net Other Income	1,584.78



4:14 PM
09/08/11
Accrual Basis

2004 Behavioral Health Concepts, Inc.
Profit & Loss
January through December 2009

	<u>TOTAL</u>
Net Income	<u>110,830.67</u>

4:15 PM
09/08/11
Accrual Basis

2004 Behavioral Health Concepts, Inc.
Balance Sheet
As of December 31, 2009

	<u>Dec 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash & Cash Equivalents	
1001 - BHC Opt. Bank of America	3,399.25
1009 - 1009 - Petty Cash I	<u>71.85</u>
Total 1000 - Cash & Cash Equivale...	<u>3,471.10</u>
Total Checking/Savings	3,471.10
Accounts Receivable	
1100 - Accounts Receivable	<u>453,329.10</u>
Total Accounts Receivable	453,329.10
Other Current Assets	
1200 - Loan to ProSelect, Inc.	147,828.51
1300 - Prepaid Expenses	9,767.77
1400 - Investments	
1410 - Boone Nat. Savings M.M.	<u>259.91</u>
Total 1400 - Investments	<u>259.91</u>
Total Other Current Assets	<u>157,856.19</u>
Total Current Assets	614,656.39
Fixed Assets	
1500 - Automobiles	
1501 - Cost	<u>32,922.60</u>
Total 1500 - Automobiles	32,922.60
1510 - Computers/Printers	
1511 - Cost I	84,270.41
1513 - Cost #3	13,179.43
1510 - Computers/Printers - Other	<u>6,989.83</u>
Total 1510 - Computers/Printers	104,439.67
1520 - Equipment	
1521 - Cost I	26,706.18
1520 - Equipment - Other	<u>425.49</u>
Total 1520 - Equipment	27,131.67

4:15 PM
09/08/11
Accrual Basis

2004 Behavioral Health Concepts, Inc.
Balance Sheet
As of December 31, 2009

	<u>Dec 31, 09</u>
1530 · Furniture	
1531 · Cost 1	30,320.76
1530 · Furniture - Other	<u>-9,852.00</u>
Total 1530 · Furniture	20,468.76
1540 · Software	
1541 · Cost 1	12,772.86
1542 · Cost 3	<u>2,770.34</u>
Total 1540 · Software	15,543.20
1600 · Accumulated Depreciation	
1601 · Automobile Accum. Depr.	-1,097.42
1602 · Comp/Prt. Accum. Depr.	-98,016.12
1603 · Equipment Accum. Depr.	-26,706.18
1604 · Furniture Accum. Depr.	-19,875.96
1605 · Software Amortization	<u>-15,543.20</u>
Total 1600 · Accumulated Depreciati..	<u>-161,238.88</u>
Total Fixed Assets	39,267.02
Other Assets	
1700 · Deposits	<u>2,975.00</u>
Total Other Assets	<u>2,975.00</u>
TOTAL ASSETS	<u><u>656,898.41</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>118,527.30</u>
Total Accounts Payable	118,527.30
Other Current Liabilities	
2150 · Accrued Payroll	54,701.73
2250 · Bk of Am. Line of Credit	<u>452,500.00</u>
Total Other Current Liabilities	<u>507,201.73</u>
Total Current Liabilities	625,729.03



4:15 PM
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Accrual Basis

2004 Behavioral Health Concepts, Inc.
Balance Sheet
As of December 31, 2009

	<u>Dec 31, 09</u>
Long Term Liabilities	
2960 · Ford Motor Credit	31,825.18
2900 · Accrued Paid Time Off	34,972.69
Total Long Term Liabilities	<u>66,797.87</u>
Total Liabilities	692,526.90
Equity	
3100 · Capitol Stock	500.00
3200 · Distribution to S.H.	-878,400.69
3300 · Retained Earnings	731,441.53
Net Income	110,830.67
Total Equity	<u>-35,628.49</u>
TOTAL LIABILITHES & EQUITY	<u><u>656,898.41</u></u>

4:15 PM
09/08/11
Accrual Basis

2004 Behavioral Health Concepts, Inc.
Profit & Loss
January through December 2010

	TOTAL
Ordinary Income/Expense	
Income	
4000 - Consulting Services	594,861.05
4100 - Correctional Services	61,187.17
4200 - Patient Services	523,279.17
Total Income	1,179,327.39
Expense	
8100 - Bad Debt Expense - ProSelect	147,681.37
6000 - Automobile Expense	
6001 - Automobile Fuel and Repair	5,259.24
Total 6000 - Automobile Expense	5,259.24
6100 - Contractual Services	387,673.83
6200 - Depreciation Expense	10,619.73
6300 - Employee Compensation	
6310 - Employee Salaries and Wa...	639,739.60
6320 - Employee Benefits	
6326 - SIMPLE Plan - BHC Ma...	3,187.00
6321 - Health Insurance	9,899.82
6325 - Miscellaneous Insurance	444.20
6329 - Professional Development	2,099.00
Total 6320 - Employee Benefits	15,630.02
6330 - Paid Time Off Expense	6,528.50
6340 - Payroll Tax Expense	47,442.17
6350 - Payroll expense	2,164.25
Total 6300 - Employee Compensation	711,504.54
6400 - Insurance	
6420 - Business Liability	2,732.16
6440 - Professional Liability	8,299.88
6450 - Worker's Comp	9,152.35
Total 6400 - Insurance	20,184.39
6500 - Interest Expense	
6520 - Loan Interest	14,574.95
Total 6500 - Interest Expense	14,574.95
6600 - Occupancy Costs	
6610 - Rent	27,479.94

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Accrual Basis

2004 Behavioral Health Concepts, Inc.
Profit & Loss
January through December 2010

	<u>TOTAL</u>
6620 · Repairs	
6621 · Building Repairs	70.00
6624 · Janitorial Exp	<u>2,600.00</u>
Total 6620 · Repairs	2,670.00
6690 · Utilities	
6691 · Water and Electric	1,215.09
6692 · Gas	<u>455.30</u>
Total 6690 · Utilities	<u>1,670.39</u>
Total 6600 · Occupancy Costs	31,820.33
6700 · Office Expense	
6710 · Computer Expense	998.03
6720 · Equipment Rental	5,190.09
6730 · Office Equipment	1,147.77
6740 · Office Supplies	<u>7,591.43</u>
Total 6700 · Office Expense	14,927.32
6800 · Professional Fees	
6830 · Registrations	<u>413.44</u>
Total 6800 · Professional Fees	413.44
6900 · Taxes	
6930 · Property	544.60
6940 · State	<u>2,093.22</u>
Total 6900 · Taxes	2,637.82
7000 · Telephone	
7050 · Conference Call	153.80
7010 · Cellular Phone	1,676.59
7030 · Local Service	<u>4,573.21</u>
Total 7000 · Telephone	6,403.60
7100 · Travel & Ent	
7110 · Air Travel	4,575.19
7120 · Car Rental & Local Trans..	3,311.90
7140 · Lodging	11,445.79
7150 · Meals	3,354.34
7160 · Mileage	7,768.74
7170 · Parking	<u>132.00</u>
Total 7100 · Travel & Ent	30,587.96



4:15 PM
09/08/11
Accrual Basis

2004 Behavioral Health Concepts, Inc.
Profit & Loss
January through December 2010

	<u>TOTAL</u>
8000 - Other Expenses	
8091 - Background Check	101.85
8076 - Service Charge	42.45
8005 - Advertising	374.00
8010 - Bank Service Charges	5,083.60
8020 - Copy Expense	4,156.23
8025 - Dues and Subscriptions	434.00
8030 - Internet Expense	1,303.95
8035 - License and Permits	765.91
8055 - Postage	5,856.56
8060 - Printing	1,378.74
8070 - Publications	3,604.04
8075 - Recruiting Expense	25.00
8080 - Shipping and Delivery	1,439.40
Total 8000 - Other Expenses	<u>24,565.73</u>
Total Expense	<u>1,408,854.25</u>
Net Ordinary Income	<u>-229,526.86</u>
Net Income	<u><u>-229,526.86</u></u>



4:16 PM
09/08/11
Accrual Basis

2004 Behavioral Health Concepts, Inc.
Balance Sheet
As of December 31, 2010

	<u>Dec 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash & Cash Equivalents	
1001 · BHC Opt. Bank of America	10,197.48
1009 · 1009 - Petty Cash I	51.85
Total 1000 · Cash & Cash Equivale...	<u>10,249.33</u>
Total Checking/Savings	10,249.33
Accounts Receivable	
1100 · Accounts Receivable	119,421.81
Total Accounts Receivable	119,421.81
Other Current Assets	
1300 · Prepaid Expenses	8,188.89
1400 · Investments	
1410 · Boone Nat. Savings M.M.	259.91
Total 1400 · Investments	<u>259.91</u>
Total Other Current Assets	<u>8,448.80</u>
Total Current Assets	138,119.94
Fixed Assets	
1500 · Automobiles	
1501 · Cost	32,922.60
Total 1500 · Automobiles	32,922.60
1510 · Computers/Printers	
1511 · Cost 1	84,270.41
1513 · Cost #3	13,179.43
1510 · Computers/Printers - Other	-71,282.11
Total 1510 · Computers/Printers	26,167.73
1520 · Equipment	
1521 · Cost 1	26,706.18
Total 1520 · Equipment	26,706.18
1530 · Furniture	
1531 · Cost 1	30,320.76
1530 · Furniture - Other	-9,852.00
Total 1530 · Furniture	<u>20,468.76</u>

4:16 PM
09/08/11
Accrual Basis

2004 Behavioral Health Concepts, Inc.
Balance Sheet
As of December 31, 2010

	<u>Dec 31, 10</u>
1540 - Software	
1541 - Cost 1	12,772.86
1542 - Cost 3	<u>2,770.34</u>
Total 1540 - Software	15,543.20
1600 - Accumulated Depreciation	
1601 - Automobile Accum. Depr.	-7,681.94
1602 - Comp/Prt. Accum. Depr.	-16,771.93
1603 - Equipment Accum. Depr.	-26,706.18
1604 - Furniture Accum. Depr.	-19,875.96
1605 - Software Amortization	<u>-15,543.20</u>
Total 1600 - Accumulated Depreciati..	<u>-86,579.21</u>
Total Fixed Assets	35,229.26
Other Assets	
1700 - Deposits	<u>2,975.00</u>
Total Other Assets	<u>2,975.00</u>
TOTAL ASSETS	<u><u>176,324.20</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	<u>42,739.84</u>
Total Accounts Payable	42,739.84
Other Current Liabilities	
2150 - Accrued Payroll	50,342.22
2250 - Bk of Am. Line of Credit	<u>142,900.00</u>
Total Other Current Liabilities	<u>193,242.22</u>
Total Current Liabilities	235,982.06
Long Term Liabilities	
Bank of America - 3yr Loan	185,465.80
2960 - Ford Motor Credit	25,240.66
2900 - Accrued Paid Time Off	<u>41,501.19</u>
Total Long Term Liabilities	<u>252,207.65</u>
Total Liabilities	488,189.71



4:16 PM
09/08/11
Accrual Basis

2004 Behavioral Health Concepts, Inc.
Balance Sheet
As of December 31, 2010

	<u>Dec 31, 10</u>
Equity	
3100 · Capitol Stock	500.00
3200 · Distribution to S.H.	-925,110.85
3300 · Retained Earnings	842,272.20
Net Income	-229,526.86
Total Equity	<u>-311,865.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>176,324.20</u></u>

In 2010, BHC incurred a one-time loss due to the dissolution of a sister company, ProSelect, Inc.

Appendix C: Compliance with House Bill 1549

**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of Boone)
)ss
State of Missouri)

My name is Lisa Lloyd. I am an authorized agent of Behavioral Health Concepts (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

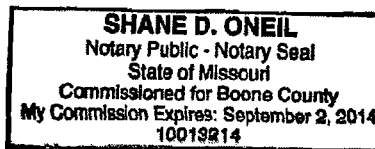
Lisa Lloyd 9/8/11
Affiant Date

Lisa Lloyd
Printed Name

Subscribed and sworn to before me this 8 day of SEPTEMBER, 2011.

[Signature]
Notary Public

Attach to this form the E-Verify Memorandum of Understanding that you completed when enrolling.



E-Verify

Company ID Number: 218230

**THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION
MEMORANDUM OF UNDERSTANDING****ARTICLE I****PURPOSE AND AUTHORITY**

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and **Behavioral Health Concepts, Inc.** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II**FUNCTIONS TO BE PERFORMED****A. RESPONSIBILITIES OF SSA**

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).



Company ID Number: 218230

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Behavioral Health Concepts, Inc.

Lisa Viero

Name (Please Type or Print)

Title

Electronically Signed

Signature

09/03/2009

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

Signature

09/03/2009

Date



BOONE COUNTY, MISSOURI
Request for Proposal #: 41-13SEP11 - Mental Healthcare Services for Inmates of the Boone County Jail

ADDENDUM #3 - Issued September 9, 2011

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum **should** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

Change location to turn in proposal and open proposal: Sealed proposals will be accepted until 1:30 p.m. on Tuesday, September 13, 2011 in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

Proposals will be opened shortly after 1:30 p.m. on Tuesday, September 13, 2011. Proposals will be opened publicly, but only names of Offerors will be read aloud.

By: Melinda Bobbitt
Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #3 to Request for Proposal # **41-13SEP11 - Mental Healthcare Services for Inmates of the Boone County Jail**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
Request for Proposal #: 41-13SEP11 - Mental Healthcare Services for Inmates of
the Boone County Jail

ADDENDUM #2 - Issued August 29, 2011

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum **should** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- 1) **Change:** Change paragraph 1.8. b. to ... **Tuesday, September 13, 2011 at 1:30 p.m....**

Proposals are due no later than 1:30 p.m. central time on Tuesday, September 13, 2011.

By: Melinda Bobbitt
Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #2 to Request for Proposal # **41-13SEP11 - Mental Healthcare Services for Inmates of the Boone County Jail**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



BOONE COUNTY, MISSOURI
**Request for Proposal #: 41-13SEP11 - Mental Healthcare Services for Inmates of
the Boone County Jail**

ADDENDUM #1 - Issued August 29, 2011

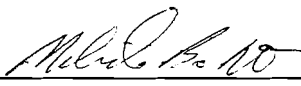
This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum **should** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County received the following questions and is providing a response below:

- 1) **Question:** Would it be acceptable for the contractor to maintain a fixed training schedule for Boone County Jail Staff? The established schedule would be approved by Boone County Jail administration. For example, the contractor would hold quarterly staff training during the first week of every third month (March, June, September, December).

Response: The County will accept the training proposed above as an "option", if Offeror wants to propose it that way, but not a mandatory requirement because of the volatility of our staffing and other training needs.

By: 
Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal # **41-13SEP11 - Mental Healthcare Services for Inmates of the Boone County Jail**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

PLEASE NOTE:

BOONE COUNTY PURCHASING IS CURRENTLY LOCATED AT:

601 E. Walnut, Room 208
Columbia, MO 65201

We anticipate moving our offices by September 7, 2011, but we are still unsure of that date. Please call (573) 886-4391 or (573) 886-4392 to find out where to deliver your RFP response if you are delivering it prior to September 13, 2011.

Our new address will be:

613 E. Ash
Columbia, MO 65201

COUNTY OF BOONE - MISSOURI



REQUEST FOR PROPOSAL FOR MENTAL HEALTHCARE SERVICES FOR INMATES OF THE BOONE COUNTY JAIL

RFP #41-13SEP11
Release Date: August 15, 2011

Submittal Deadline:
September 13, 2011
not later than 1:30 p.m. Central Time

Boone County Purchasing
613 E. Ash Street
Columbia, Missouri 65201

Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

BID #: 41-13SEP11 - Mental Healthcare Services for Inmates of the Boone County Jail

A pre-proposal conference has been scheduled for Monday, August 29, 2011, at 2:00 p.m. in the Boone County Purchasing Conference Room, 613 E. Ash Street, Columbia, Missouri.

Sealed proposals will be accepted until **1:30 p.m. on Tuesday, September 13, 2011** in the Boone County Purchasing Office, Boone County Purchasing, 613 E. Ash Street, Columbia, MO 65201.

The Request for Proposal is scheduled to be **opened after 1:30 p.m. on Tuesday, September 13 2011** in the Boone County Purchasing Department, 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymmo.org.

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

Insertion: Wednesday, August 24, 2011
COLUMBIA MISSOURIAN



1. INTRUCTIONS AND GENERAL CONDITIONS

1.1 Delivery of Proposals: Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 1:30 P.M.,** Central Time, on **Tuesday, September 13, 2011** to:

Boone County Purchasing Department
Melinda Bobbitt, CPPB, Director
613 E. Ash Street
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 1:30 P.M. and will return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and six (6) copies of the proposal (total of seven). Proposals will be opened publicly but only names of Offerors will be read aloud.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Form* and note your reason. No fax or electronic transmitted proposals will be accepted, however, the *No Bid Response Form* may be returned by fax.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

1.2 . Evaluation of Proposals (Procedure):

- a) The County will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Offerors should

exercise particular care in reviewing the Proposal format required for this RFP.

- b) The evaluation committee shall then score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.
- c) At this point, the County may request presentations by Offerors, and carry out negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short listed Offerors.
- d) The County reserves the right to contact any and all references to obtain, without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references may be checked for each short-listed Offeror.
- e) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- f) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- g) No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

1.3 Ambiguity, Conflict, or Other Errors in the RFP:

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- c) Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.

d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

1.4 Rejection of Proposals: The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

1.5 Acceptance of Proposals: The County will accept all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

1.6 Requests for Clarification of Proposals: Requests by the Purchasing Department for clarification of proposals shall be in writing.

1.7 Validity of Proposals: Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

1.8 Receipt and Opening of Advertised, Sealed Proposals: The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

a. Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.

b. Proposals will be opened and Offeror's names read aloud during the proposal opening in the Boone County Johnson Building, Conference Room 213, **Tuesday, September 13, 2011** at 10:30 A.M., Central Time located at the following address:

Boone County Purchasing
613 E. Ash Street
Columbia, Missouri 65201

1.9 Withdrawal of Proposals: Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's attention and request verifications of

the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- a. **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

2.1.1 This document constitutes a request for competitive, sealed proposals for the furnishing of **Mental Healthcare Services for Inmates of the Boone County Jail**, as set forth herein. The intent of this Request for Proposal and resulting contract is to obtain price proposals to establish a multi-year contract for Mental Healthcare Services for Inmates of the Boone County Jail for the Sheriff Department at the County of Boone – Missouri.

2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
 - 2) Introduction and General Information
 - 3) Scope of Services
 - 4) Proposal Submission Information
 - 5) Response/Pricing Page
- “No Bid” Response Form
Instructions for Compliance with House Bill 1549
Work Authorization Certification
Certification of Individual Bidder
Affidavit
Certification Regarding Debarment
Prior Experience
Boone County Jail Detoxification Protocol

2.2. Guideline for Written Questions:

2.2.1 All questions regarding this Request for Proposal should be submitted in writing, prior to the pre-proposal conference, no later than 3:00 p.m., **Friday, August 26, 2011**. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPB, Director of Purchasing. All such questions will be discussed at the pre-proposal conference and answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

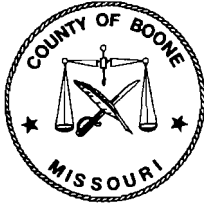
- a. Melinda Bobbitt, CPPB
Director of Purchasing
613 E. Ash Street
Columbia, Missouri 65201
Phone: (573) 886-4391 Fax: (573) 886-4390

E-mail: mbobbitt@boonecountymo.org

- 2.2.2 The responses and usage will become a part of a written addendum, which will be mailed or faxed prior to proposal opening.

2.3. Pre-Proposal Conference

- 2.3.1. To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for **August 29, 2011, at 2:00 p.m.** in the Boone County Purchasing Conference Room, 601 E. Walnut Street, Columbia, Missouri 65201.
- 2.3.2. All potential Offerors are encouraged to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Minutes of the pre-proposal conference will not be recorded or published. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- 2.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.



3.0 SCOPE OF SERVICES

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as *the County*, hereby solicits formal written proposals from qualified firms for the provision and delivery of **Mental Healthcare Services for Inmates of the Boone County Jail (BCJ)**.

3.2. Background:

3.2.1. The average number of inmate admissions to the Boone County jail is 21 per day. The total incarcerations for the last three years is 23,554 inmates. Of the 23,554 inmates, 17,660 (75%) are released within 48 hours. Our problem population amounts to 5,900 inmates over a three year period.

The average length of stay is equalized between 49 hours to 7 days and 8 days to 45 days. By that, we mean that we have the greater number of the remaining 25% of our initial arrest population falling primarily in this 49 hours to 45 days incarceration time period. Our average is based on figures from 2008, 2009, and 2010, placing the total average between 49 hours and 45 days incarceration.

3.2.2. Mental Healthcare Services for the Inmates of the Boone County Jail has been provided since April 2000 by Behavioral Health Concepts (BHC). Our latest contract with BHC will expire on December 31, 2011. Currently, the Psychiatrist visits the facility one time per week. He/She is on-call twenty-four hours a day, seven days a week. Generally, on-call is answered by the staff nurse or counselor, but if the case requires it, the Psychiatrist will be paged.

3.2.3. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>

3.2.4. Although an attempt has been made to provide accurate and up-to-date information, the County of Boone – Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

3.3 Specifications:

Under the resulting contract from this Request for Proposal, the Contractor shall, by way of illustration and not limitation, provide identification of mental healthcare needs, scheduling, and coordination of all mental healthcare services rendered inside and outside the BCJ, including, all medical supplies, laboratory supplies, pharmaceuticals, forms, and

related items necessary for the acceptable performance of the contract in accordance with the contract requirements.

No guarantee of mental healthcare services purchased is implied or expressed by this Request for Proposal; mental healthcare services shall be determined by actual need.

Described below is a general outline of the type of service and product to be delivered by the successful Contractor under the direction of the County designee, and the minimally acceptable standards of performance. This outline is intended as a guide for Offeror(s) to describe the nature of the services required and qualifications for the contract.

3.3.1. GENERAL DUTIES OF THE CONTRACTOR

Overview – The Contractor shall:

- 3.3.1.1.** Provide necessary mental healthcare services to a diverse inmate population in the Boone County Jail (BCJ) principally on-site, as effectively and efficiently as possible. The BCJ is a two-level indirect supervision facility. Currently, the average daily population is 190 inmates. The general county inmate population requiring/needing mental healthcare services is approximately 33-39% of our inmate population. This fluctuates daily. **The successful Contractor can expect approximately 160 total sessions per month, seeing between 54 and 75 inmates a month.**
- 3.3.1.2.** Provide a face to face assessment/evaluation session with all inmates within seven (7) calendar days of the date of referral from BCJ staff. Any exceptions must be documented in the record. Provide systematic screening, especially for suicidal risk and prior psychiatric history with further evaluation as indicated.
- 3.3.1.3.** Provide a program designed for a correctional institution environment. The County prefers a program that applies the current National Commission of Correctional Health Care (NCCHC) and the American Correctional Association (ACA) standards for mental healthcare related services in adult local detention facilities. The NCCHC manual entitled *Standards for Health Services in Jails* (2008 may be purchased from www.ncchc.org at a cost of \$69.95.
- 3.3.1.4.** Provide treatment planning to ensure appropriate treatment, with the jail medical and custody staff as part of the team. The treatment plan to include medication protocols shall be reviewed and approved by the medical director of the BCJ as designated by the “Program Administrator”.
- 3.3.1.5.** Provide diagnosis and prescribe medications. Diagnosis and medication prescriptions shall be performed by a psychiatrist. A nurse can assist with medication management and monitoring, including follow through on lab work.
- 3.3.1.6.** Provide crisis intervention and on-call duty. A psychiatrist, social worker or psychiatric nurse or a combination of these persons may perform these

duties depending on the situation. Determination of a crises situation shall be at the discretion of BCJ staff and most generally defined as a situation when the safety of staff or inmates is at risk. On-call duty will provide coverage for times when mental healthcare personnel are not at the facility.

3.3.1.7. Provide comprehensive training of BCJ staff on procedures for monitoring and responding to high risk inmates. This would include a comprehensive and ongoing training program for the BCJ staff dealing with, but not limited to, suicidal, depression, substance abuse problems or other mental health issues. Offeror should be able to provide certified training in order for our staff to receive continuing education credits. This training shall be provided at least once yearly upon coordination with custody staff in the number of sessions necessary to ensure all custody staff have an opportunity to attend said training.

3.3.1.8. Provide consultation with BCJ medical and custody staff on inmates' behaviors in order to reduce stress and crises.

3.3.1.9. Assist in the development and maintenance of protocols and procedures to be followed by BCJ staff. Development of the protocols and procedures will involve input and review by members of the Boone County Mental Health Board of Trustees, the BCJ medical director and any other agency identified by the Boone County Sheriff's department.

3.3.1.10. Provide identification and coordination of mental healthcare services utilizing community resources for obtaining historical mental healthcare information and for aftercare purposes.

3.3.1.11. Maintain accurate, complete and confidential mental health treatment records. The Contractor shall document each service provided in the treatment record. In addition to the requirements outlined in the certification standards, progress notes shall include type of service, date, beginning and ending time, notation of related treatment goals, synopsis of the service and signature of the service provider. Progress notes will be written upon delivery of service. Sharing of inmate records with the Medical Director and the medical staff is necessary to ensure a multi-faceted approach to inmate treatment.

3.3.2. DEFINITIONS – The following definitions apply to this Request for Proposal:

3.3.2.1. "BCJ", "Institution" or "Detention Facility" means the Boone County Jail located at 2121 County Drive, Columbia, Missouri.

3.3.2.2. "Mental Healthcare Services Program" means the mental healthcare services, including substance abuse, at the BCJ and related services described.

3.3.2.3. "Medical Program Staff" means the on-site healthcare staff.

3.3.2.4. “Program Administrator” means the Contract employee who is responsible for the onsite mental healthcare program providing supervision of all Contract employees as well as overseeing program operations and activities.

3.3.2.5. *“Medical Director” means the physician who is designated by the County to be responsible for the provision of combined mental health and medical care in the BCJ.*

3.3.2.6. “Inmate” means a person in the custody of the Boone County Sheriff.

3.3.2.7. “Sheriff” is the Sheriff of Boone County, Missouri, the Director of the BCJ or his designated representative.

3.3.2.8. “County” means the County Commission of the County of Boone, Missouri.

3.3.2.9. “Contractor” means the successful winner of the Request for Proposal that contracts with Boone County.

3.3.2.10. “NCCHC Standards” are those Standards that appear in the Standards for Adult Local Detention Facilities, published by the American Correctional Association (ACA), latest edition.

3.3.2.11. “ACA Standards” are those Standards that appear in the Standards for Adult Local Detention Facilities, published by the American Correctional Association (ACA), latest edition.

3.3.3. CONTRACTUAL REQUIREMENTS

3.3.3.1. General:

The Contractor shall provide all mental healthcare services shown, described and required in the Contract Documents for identified persons committed to the custody of the BCJ.

The Contractor shall be the sole supplier and coordinator of all mental healthcare programs affecting the BCJ and shall, in accordance with the contract requirements, implement, modify and continue any and all mental healthcare programs for the BCJ for the duration of the contract term.

The Contractor shall provide as needed, daily management and operation of the BCJ mental healthcare program and assumes all legal, financial, and operational responsibility for the mental healthcare program subject to the contract provisions.

The Contractor shall obtain, at its own expense, all licenses necessary to render mental healthcare services within the BCJ and shall ensure that all of its employees rendering

services in the BCJ shall possess all licenses necessary to render mental healthcare services within the BCJ.

The Contractor shall comply with all operational regulations and requirements of the BCJ.

3.3.3.2. Contract Pricing Structure, Billing and Payment

The annual contract price shall be a single total cost for each year of the Contract term for an estimated 33-39% of the average daily population. They have approximately 150 sessions per month and see between 44 and 85 inmates per month. (The estimated average daily population for fiscal year 2009 is 234 inmates. The average daily population for fiscal year 2008 was 204 inmates).

Billing shall be based on twelve billing periods per year, each billing period consisting of one calendar month effective one month after the beginning date of services. The Sheriff shall make payment to the Contractor in twelve equal installments per contract year, each installment being 1/12th of the annual contract price. Final payment shall not occur unless all facets of the training requirement have been satisfied for any given year.

The Contractor shall submit an invoice to the Sheriff at the close of each billing period which shall be payable within 30 calendar days after the close of the billing period. In the event that incorrect invoices are submitted, payment shall be within 30 calendar days of receipt of a corrected invoice.

3.3.3.3. Contract Price Adjustments

The contract price shall be firm through the initial contract period through **December 31, 2012**. The price for each subsequent one-year contract period shall be adjusted (up or down) by the County Purchasing Director based upon an average of the following items:

- a) The U.S. Department of Labor Consumer Price Index for Medical Care in Urban Areas for the twelve month period ending in the month of the current contract year.
- b) The average daily inmate population for the twelve month period ending in the month of the current contract year.
- c) The percentage of inmates receiving mental healthcare services for the twelve month period ending in the month of the current contract year.

3.3.3.4. New Programs

Any new programs not covered by this Agreement which are proposed by the Sheriff or the Contractor for implementation after the contract date, shall be established by mutual agreement between the Sheriff and the Contractor, including agreement on the additional cost, if any, of such new programs. New programs and the costs thereof agreed upon by the parties shall not take effect unless expressed as an amendment to this Agreement as executed by the parties.

3.3.3.5. Subcontracts

The Contractor may enter into subcontracts for components of the mental healthcare delivery program as the Contractor deems necessary to comply with the terms of the contract. All such subcontracts require the prior written approval of the Sheriff or his designated representative.

3.3.3.6. Quality Improvement Program

The Contractor shall form a quality improvement committee which sets expectations, develops plans and implements procedures to assess and improve the quality of the organization's governance, management, and clinical and support processes designed to improve the patient outcomes. A quality improvement program is an effort to continuously work to improve care. The quality improvement committee consists of healthcare providers from various medical disciplines working at the facility who meet frequently with correctional administrators on a fixed schedule to design quality improvement activities and to discuss the results. The committee must meet semi-annually but may meet more times as dictated by necessity.

The Contractor will be expected to coordinate the Mental Healthcare Services Quality Improvement Program with the medical staff of the facility, but they are not required to develop such a program for the general medical services provided at this facility.

In addition, the Contractor shall participate in periodic peer reviews and evaluations of mental healthcare services by the Boone County Mental Health Board of Trustees and the Medical Director of the BCJ. The Boone County Mental Health Board of Trustees and the Medical Director will present a copy of their review to the Boone County Sheriff.

3.3.3.7. Records

Service records of each inmate shall be maintained on-site by the Contractor. These records shall be maintained separately from confinement records and shall be kept secure as required by law. The Contractor shall be the official custodian of these records during the performance of the services under this Agreement. The Sheriff shall have access to all records during the term of this Agreement. Records which are scheduled for destruction under approved retention schedules of the State of Missouri shall be returned to the Sheriff for destruction. At the termination of the Agreement, all records pertaining to the Agreement shall become the property of the Sheriff. The Contractor shall have access to all medical records pertaining to this Agreement after the termination of this Agreement in order to prepare for litigation or anticipated litigation brought by third persons in connection with the services rendered by the Contractor pursuant to this Agreement.

3.3.3.8. Training

The Contractor shall provide annual extensive (estimate 4 to 8 hours) training session for approximately 60 officers in as many sessions as necessary to provide to all custody and medical staff and follow up training for approximately 60 staff members as necessary

determined by the Program Administrator. Training will be performed during standard business hours of 6:00 a.m. to 6:00 p.m. CST Monday through Friday.

Training shall include but not be limited to the following items:

- a) What mental illness is and what causes it.
- b) Categories of mental disorders (serious mental illnesses, personality disorders, substance abuse disorders, etc.)
- c) Information about and common indicators of more common serious and persistent mental illnesses including but not limited to depression, detoxification, bipolar disorder, schizophrenia and other related thought disorders.
- d) Guidelines for effective communication with and supervision of inmates with mental illness.
- e) Basic guidelines for effective crises intervention.
- f) Understanding personality disorders and guidelines for effective supervision of inmates with such possible disorders.
- g) Understanding psychiatric medications.
- h) Basic guidelines for suicide prevention.

Training programs are to be coordinated between the Contractor and the Jail Administrator. The Contractor shall provide documentation of successful completion of the training for each staff member to the Jail Administrator. The response must include a plan detailing the scope and proposed scheduling for this training and the professionals who will be administering the various levels of training

3.3.3.9. Contractor Reports

The Contractor shall submit monthly reports to the Sheriff detailing the overall operation of the mental healthcare services program and the general health of the persons committed to the custody of the BCJ. The Contractor shall regularly confer with the Sheriff concerning existing health-related procedures within the BCJ, any proposed changes in health-related procedures, or any other matter pertaining to the performance of the contract.

The Contractor shall submit to the Sheriff a written monthly evaluation of treatments provided to the inmates which shall include a long term illness report and other statistical information covering the inmate population as may be required by the Sheriff. Contractor shall also submit a “year end summary” of services, number of sessions, number of inmates contacted, and number of crisis interventions; and any other data as may be required by the Sheriff.

3.3.3.10. Coordination with other Agencies

Contractor shall develop and maintain a system for referrals of inmates to community treatment providers for ongoing care. The Contractor will work with self-help groups (Alcoholics Anonymous, Narcotics Anonymous, etc.) to coordinate regular meetings within the jail.

3.3.3.11. Pre-Employment Screening of Healthcare Personnel

The Contractor's staff will be required to follow all BCJ security regulations and will be required to successfully pass a pre-employment security and background clearance conducted by the Sheriff. Prior to the Contractor's employee(s) beginning work in the Detention Facility, the employee must first be cleared in writing by the Sheriff and complete the Sheriff's Office orientation. The Program Administrator shall send written notification to the Sheriff or designee, of potential new contract employees including their full name, date of birth, social security number, and expected date of employment.

The Sheriff will screen the healthcare personnel to ensure that such personnel will not constitute a security risk to the institution or to the inmates.

3.3.3.12. Security – BCJ and Inmates

The Contractor shall have no responsibility for the physical security of the BCJ, or for the custody of the inmates. The physical security of the BCJ and the custody of the inmates are responsibilities of the Sheriff.

The Sheriff may refuse admittance to the BCJ of Contractor personnel at any time for security reasons.

The Contractor shall be responsible for following all procedures established or to be established by the Sheriff governing security procedures, as are reasonably placed in effect. The Contractor, however, shares joint responsibility with the Sheriff to assure that security is maintained at all times when treating inmates.

3.3.3.13. Disciplinary Confinement by Sheriff

The Sheriff will not confine any person in any hospital or infirmary for disciplinary reasons.

3.3.3.14. Safety

The Sheriff shall, in accordance with the procedures set forth in the BCJ Policy Manual, current edition, provide as safe an environment as is reasonably possible for mental healthcare services program employees, suppliers, management and other authorized visitors.

3.3.3.15. Periodic Meetings

The Contractor shall meet with the Sheriff or his representative on at least a monthly basis to submit any required reports and to discuss the Contractor's compliance with the contract documents and contractual obligations. The Contractor shall provide weekly group orientation in the intake housing units or as required.

3.3.3.16. Mental Healthcare Staff

The Contractor shall be responsible for the performance of the Contractor's program staff, conduct medication and chart review and establish policies and procedures for the Medical Program, which policies will be reviewed on a six-month basis in accordance with NCCHC Standards and established policy of the Medical Director. No new or revised policy or procedure, which may affect security or operation of the BCJ, shall be established without the advance written approval of the Medical Director and the Sheriff.

The Sheriff will, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the project by the Contractor. If the Sheriff reasonably rejects staff or subcontractors, the Contractor must provide replacement staff or subcontractors satisfactory to the Sheriff in a timely manner and at no additional cost to the Sheriff. The day-to-day supervision and control of the Contractor's employees shall be the sole responsibility of the Contractor.

3.3.3.17. Third Party Payments

In the event that mental healthcare services provided to an inmate are covered by third party payments including, by way of illustration and not limitation, payments issued under no fault insurance or Medicare, the Contractor shall pay these services on behalf of the Sheriff in the same manner as if they were provided by a private physician or health service. Eighty percent (80%) of payments received by third party sources will be reimbursed to the Sheriff, or credited to the catastrophic limit. The Contractor may retain the other twenty- percent (20%) as an administrative fee. In the event that an inmate/patient holds health insurance, it shall be the Contractor's responsibility to coordinate benefits and arrange for such payments to be received in order to reduce the County's costs.

3.3.3.18. Termination

Notwithstanding any other provisions of this document to the contrary, the Contractor shall have the right to terminate the Agreement upon each anniversary date providing the notice of intent to terminate is received by the Sheriff at least 120 days prior to the anniversary date. Should a Contractor terminate under this paragraph, the Contractor will not be allowed to participate in any re-bid of this or similar contracts for the balance of the original term of this contract plus three years. The Sheriff also reserves the right to terminate the contract on each anniversary date without cause or explanation, providing notice is given to the Contractor at least 60 days prior to the anniversary date.

3.3.3.19. Equipment and Space Available

The Contractor shall be responsible for repair or replacement resulting from direct loss or damage to property or equipment of the Sheriff caused by negligence of the mental healthcare staff. The Sheriff shall be responsible for repair or replacement

resulting from direct loss or damage to property or equipment of the Contractor caused by negligence of BCJ employees or inmates of the BCJ.

The Sheriff shall provide, at its expense, existing office space for staff employed by the Contractor. The Sheriff shall provide all necessary utilities, including telephone and facsimile service. Offerors should provide a description of the type and duration of space required to administer the program described in this request.

3.3.3.20. Policies and Procedures

Prior to implementation of services under this contract, the Contractor shall develop and maintain a written policy and procedures manual tailored to mental healthcare services provided in the Detention Facility. This manual will be reviewed annually by the Program Administrator and Director of Corrections for any necessary updates. The Contractor shall ensure that policies and procedures meet Missouri Department of Mental Health Standards.

3.3.3.21. Termination of Employment

The Program Administrator shall send immediate written notification to the Sheriff or Jail Administrator, in the event of resignation or any other type of termination of employment with contract employees. Prior to the effective date of such termination the employee shall be required to return all ID's, keys, and any property issued to the employee by the Sheriff or Jail Administrator.

3.3.4. SERVICES TO BE PROVIDED BY THE CONTRACTOR –

It is preferred that the Contractor shall provide all services as set forth in the NCCHC and ACA standards. The following represents an overview of various program functions and physical facilities consistent with these standards.

3.3.4.1. Administration

The Contractor shall operate on an as needed and/or on-call daily basis providing for mental healthcare needs for the Boone County Jail. All Offerors must include a proposed staffing plan with their response.

3.3.4.2. Psychiatric Care & Forensic Unit

The Contractor shall provide psychiatric and psychological services as clinically indicated within the BCJ and in accordance with established Standards. The Contractor shall provide and deliver a systematic program for screening, evaluating, and treating inmates with mental health problems.

Treatment shall entail more than segregation and must include close supervision of inmate/patients. Treatment will require a collaborative effort between Contractor and BCJ staff. Contractor shall provide staff in sufficient numbers to identify and treat, in an individualized manner, those inmates who are suffering from serious mental disorders but who do not require hospitalization. Prescription medications must be supervised

appropriately and evaluated in accordance with approved protocol. There shall be a program for identifying and providing services and supervision of inmates with suicidal tendencies. Complete, accurate and confidential mental health records must be maintained.

Contractor shall train staff members on the appropriate suicide watch protocol. Direct on-going supervision of suicidal inmates will be performed by correctional facility staff at the direction of the Contractor.

The Contractor shall ensure that a Psychiatrist is on-site at the BCJ for the required number of hours per week to address the identified BCJ population. The Psychiatrist will be responsible for treatment and prescribing of medicine for identified inmates. The Contractor shall provide for a 24 hour on call emergency consultation and treatment by a qualified mental healthcare professional.

Offerors shall include with a response a staffing plan and outline of services for mental healthcare.

The Contractor is not responsible for inpatient psychiatric hospitalization confinements or other psychiatric services provided outside the BCJ. However, the Contractor shall assist BCJ staff with necessary referrals and affidavits allowing for commitment to outside agencies.

3.3.4.3. Medications

Contractor is responsible for coordination of medication delivery utilizing qualified mental healthcare professionals. Liquid medication shall be administered in place of capsule or tablet form whenever possible for all psychotropic medications. Delivery of medication shall be performed according to accepted protocol.

3.3.4.4. Pharmaceutical Services

County prefers the use of Contractor's pricing for medications if available and advantageous to the County. Contractor may utilize the existing BCJ pharmacy. Offerors should describe the manner in which this service will be provided under the contractual agreement. Any information regarding pharmaceutical costs to the contractor would be helpful, but not required at this time.

The cost for medication will be billed and paid separately from the monthly mental healthcare service fee if it is a service provided and contracted for as a result of this RFP. Offerors are not required to provide medication costs at this time. Offerors are encouraged to describe the services that may be available and the potential discounts available should the County chose to contract for these services. The Corrections Division Nurse estimates approximately \$3,500 to \$6,500 is spent per month on medications and she further estimates that 65% of the expenditure is for psychotropic medications. The 2010 accounts payable information indicates a total inmate medication expenditure of \$57,808, indicating an approximate average of \$4,850 per month.

3.3.4.5. Substance Abuse Program

The Contractor shall follow current protocol for detoxification. Contractor may change or enhance the current detoxification program in coordination with and upon approval by the Jail Administrator.

Note: Presently, inmates with a serious drug related withdrawal are sent off site. The County presently does not have the expertise or facilities to handle inmates with a serious drug related withdrawal.

Attachment C – Boone County Adult Detention Facility Medical Department – Alcohol Withdrawal is a copy of the Boone County Jail Detoxification protocol. If an inmate is receiving mental healthcare services under this contract, the Contractor shall follow and administer services according to the detoxification protocol. If an inmate is not receiving mental healthcare services under this contract, the County is responsible for administering the detoxification protocol.

3.3.4.6. Lab Work

The County has the ability to perform basic lab services on-site. The County currently utilizes Boyce and Bynum Laboratories for processing the lab work. The Contractor will be responsible for ordering any required lab work. The Contractor may chose to utilize the program currently in place or may offer an alternative lab program in their response. The County reserves the right to utilize the lab services providing the lowest possible cost to the County. All lab samples obtained from County inmates must be obtained at the jail site. The cost for lab services will be billed and paid separate from the monthly mental healthcare service fee if it is a service provided and contracted for as a result of this RFP.

3.3.5. INFORMATION TO BE USED IN DEVELOPING FINAL SCOPE OF WORK

3.3.5.1. Proposed plan of implementation and execution of work.

3.3.5.2. Proposed staffing plan that identifies the number and type of workers required and proposed staffing schedules for a typical two-week period showing the number (and title) of each and their duty assignments for each day.

3.3.5.3. Proposed scope and schedules for BCJ staff training and inmates health education.

3.3.5.4. Proposed general protocol for continuing current valid prescribed medication.

3.3.5.5. Identification of any exceptions taken to the proposed scope of work and the reason(s) for such exceptions.

3.3.5.6. Identification of any exceptions taken to the proposed general terms and conditions of the contract.

3.3.5.7. Identification of any exceptions taken to the proposed insurance requirements.

3.3.6. GENERAL INFORMATION ITEMS

3.3.6.1. Proposed backup plan for replacement of key staff during extended absences of key personnel caused by illness, termination or any other cause.

3.3.6.2. Additional information: Offerors may include selected brochures or other material in this section only to the extent that the information presented has a direct bearing on the services to be provided under the proposed contract (Jail Inmate Mental Healthcare Services).

3.4. CONTRACTOR Requirements:

3.4.1. BOONE COUNTY INSURANCE REQUIREMENTS - The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.

Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit.

Comprehensive General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Proof of Coverage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

The Contractor shall provide the County with proof of General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of the

Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.

The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$2,000,000.00 and naming Boone County as additional insured.

COMMERCIAL Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor’s own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

3.4.3. INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

3.4.4. In performing all services under the resulting contract agreement, the Contractor shall comply with all local, state and federal laws.

3.5. Term; Termination of Contract Agreement:

3.5.1. The initial term of the resulting contract agreement from this Request for Proposal for the Mental Healthcare Services for the Inmates of the Boone County Jail will **begin January 1, 2012 and extend through December 31, 2012. The agreement may be automatically renewed for an additional four (4), one-year periods** unless canceled by the Purchasing Director in writing prior to a renewal term. After the fifth renewal, this Agreement will continue on a month-to-month basis until either party terminates this Agreement by providing the other party with the required prior written notice.

3.5.2. The resulting contract agreement may be terminated by the County upon 15 days prior written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In addition, the contract agreement may be terminated at will by the County upon at least 60 days prior written notice to the Contractor.



4. PROPOSAL SUBMISSION INFORMATION

4.1. RESPONSE TO PROPOSAL

4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and six (6) additional copies (total of 7)**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPB, Director of Purchasing
613 E. Ash Street
Columbia, MO 65201

b. The proposal response must be delivered no later than **1:30 p.m. on September 13, 2011**. Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their

behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.1.2. Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- 4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.
- 4.1.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- 4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- 4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.1.3. Evaluation and Award Process:

4.1.3.1. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise of Offeror**
- c. **Cost**

4.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.1.4. Evaluation:

4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

4.1.4.2. Provide a listing of all government agencies for which work was performed within the preceding two years and nature of services. In the event your firm has not provided mental healthcare services for governmental entities, then provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable, provide a detailed explanation of why references are not available.

The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP (This information may be shown on the form attached as Attachment B to this RFP or in a similar manner):

- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
- b. Dates and locations of the service/contract; and
- c. A brief, written description of the specific prior services performed and requirements thereof.

4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

4.1.4.3. Resumes of proposed management staff or description of criteria to be used in hiring management staff must be included in the response. The following are the minimum requirements for professionals involved in administering the requirements of this contract:

- a. Licensed Clinical Social Worker – Must be licensed to practice in the State of Missouri and at a minimum possess a masters degree in social work with preferred background and current experience in mental healthcare services.
- b. Licensed Psychiatric Nurse - Must be licensed as a registered nurse to practice in the State of Missouri with preferred background and current experience in mental healthcare services.
- c. Psychiatrist – Must hold a current Missouri license to practice medicine in the State of Missouri with a valid license through the Missouri Department of Health Bureau of Narcotics and Dangerous Drugs with preferred board certification in psychiatry by an appropriate American specialty Board.
 - a. The County **prefers** a board certified psychiatrist perform the management/supervision of this program but does not minimally require it. Supervision/management of this program must be performed by professions meeting the minimum requirements contained in this section. Offerors may propose other professions for service delivery. The County would **prefer** that services under this contract be performed by the professions listed in this section, but will accept proposals including other professional service providers so long as the minimum management/supervision requirements are met. Offerors offering other professions in their proposal must provide the County with a detailed description of the minimum education and experience requirements these positions include.

4.1.4.4. Information which demonstrates the Offeror's financial stability and ability to perform the required services. Audited financial statements may be required of those qualified as a result of this RFP.

4.1.4.5. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

4.1.4.5. Where the words “shall” or “must” are used, they signify a required minimum function of system capacity that will heavily impact the Bidder's final response rating.

4.1.4.6. Where the words “should”, “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder's final response rating.

4.1.4.7. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of

how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.



5. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-Mail Address: _____

5.1. Pricing for Mental Healthcare Services for Inmates of the Boone County Jail

The Offeror shall provide a firm, shall not exceed price contract for the Original Contract Period. All costs associated with the performance of the services shall be included in the firm, shall not exceed price.

Lump Sum Payment – These lump sum costs plus the 7% overhead will be paid upon completion of the contract documents and receipt of all required insurance certifications and the receipt of an invoice reflecting these costs.

Description of Services Provided	Lump Sum	Overhead	Total Due
Additional Insurance Costs	\$	\$	\$
Training Materials for Officers	\$	\$	\$

Annualized Lump Sum Payments – This service will be paid on a monthly basis at 1/12th of the lump sum rate identified and the 7% overhead, upon receipt of a correct invoice following the month for which services were provided. This fee is paid to cover on-call services twenty-four hours per day seven days per week. Expected telephone response time shall be within 30 minutes from the time a page is placed. The County will

strive to utilize this service in crises situations or when a service issue arises during a period of time when a service provider will not be on site for an extended period of time. Every effort will be made by the County to address standard issues/questions when professional service providers will be on site.

<i>Description of Services Provided</i>	Lump Sum	Overhead	<i>Monthly Payment Amount</i>
On-Call	\$	\$	\$

Hourly Professional Payments – Firm fixed hourly rates plus 7% overhead will be paid on a monthly basis following the receipt of a correct invoice for actual hours of service performed by each profession. These rates are to be paid for any hours for which identified staff are on site with the exception of the successful contract administrator’s position. The Contractor’s Administrator shall document the work performed for the hours billed.

<i>Description of Services Provided</i>	<i>Hourly Rate</i>	<i>Overhead</i>	<i>Cost Per Hour of Service(s)</i>	<i>Maximum Annual Hours of Service</i>
Psychiatrist Primary Care – 8 Hours Per Week for 1 st Month	\$	\$	\$	32
Psychiatrist Primary Care– 4 Hours Per Week for remaining 11 Months	\$	\$	\$	208
Psychiatrist Services (Psychiatrist Supervision Care) –20 Hours Per Week	\$	\$	\$	1040
Counselor – 8 Hours Per Week	\$	\$	\$	416
Program Administrator – 2 Hours Per Week	\$	\$	\$	104
Officer Training – 30 Hours Total	\$	\$	\$	30

5.2. Renewal Option:

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes _____ No _____

If no, please indicate the maximum percentage of increase or decrease off hourly professional rate pricing for each renewal:



"No Bid" Response Form

ATTACHMENT A

Boone County Purchasing
613 E. Ash Street
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390

"NO BID RESPONSE FORM"

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A PROPOSAL RESPONSE**

If you do not wish to respond to this proposal request, but would like to remain on the Boone County vendor list **for this service**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

Proposal: 41-13SEP11 – Mental Healthcare Services for Inmates of Boone County

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reasons for not bidding:



ATTACHMENT B

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

2. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

3. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first page (which shows your company's name) and the last page (which shows your signature) of the *E-Verify Memorandum of Understanding* that you completed when enrolling.**

The link for that form is:

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below.

Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- _____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- _____ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- _____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Certification of Individual Bidder (Option #2))

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

(Please complete and return with Proposal Response)

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.

Name and Title of Authorized Representative

Signature

Date

Boone County Jail Detoxification Protocol

Boone County Adult Detention Facility Medical Department

ALCOHOL WITHDRAWAL

DEFINITION/ETIOLOGY

The Alcohol Withdrawal Syndrome is a rebound phenomenon that reflects the adaptive development of tolerance to ETOH over time. Mild withdrawal symptoms include tremors of outstretched hands, anxiety, sweating, tachcardia, systolic hypertension, nausea/vomiting, diarrhea and sleep disturbances. Severe withdrawal symptoms include Delirium Tremens, which is characterized by confusion (with associated delusions and hallucinations), severe gaitation and generalized seizures.

DEMOGRAPHICS

Adult alcoholics in the U.S. number 10.6 million. Symptoms of alcohol withdrawal often present after an individual has been forced to discontinue ETHOH intake because of incarceration or hospitalization. In 80% - 85% of alcoholic patients, withdrawal is expressed as a mild to moderate abstinence syndrome. Because ETHOH is a short-acting NCS depressant, withdrawal symptoms usually develop 5-10 hours after cessation of drinking, peak in intensity on day two or three, and disappear by day four or five. In 15 – 20% of alcoholics, withdrawal is more severe and may even be life threatening. A small percentage of alcoholics demonstrate one or two generalized seizures (“Rum Fits”) usually within 48 hours of stopping drinking. True Delirium Tremens occurs in less than 1%. The likelihood of developing severe withdrawal symptoms increases with concomitant infections or medical problems, prior history of withdrawal seizures or DTS, and higher quantity and frequency of drinking.

SUBJECTIVE

- A. Frequency and quantity of ETOH intake
- B. Duration of heavy ETOH use
- C. History of previous seizures or DT's with withdrawal/history of any previous ETOH withdrawal severe enough to require hospitalization.
- D. History of other medical problems (particularly cardiovascular disease, epilepsy, severe liver disease).
- E. Recent auditory or visual hallucinations
- F. Difficulty sleeping
- G. Nausea/vomiting

H. Recent convulsion

OBJECTIVE

- A. Blood pressure elevation
- B. Tremor
- C. Agitation
- D. Tachycardia
- E. Diaphoresis
- F. Orientation to place/time/person/situation

ASSESSMENT

- 1. The Mid-Missouri Mental Health Center Alcohol severity assessment scale (see attached) is to be completed initially and at each evaluation until inmate is stable.
- 2. SMAC
- 3. CBC

PLAN NOTE: LIBRIUM CANNOT BE ORDERED FROM PHARMACY WITHOUT PHYSICIAN ORDER.

A. For SA score between 1-5, consider the following taper if unable to monitor client closely, or for clients with history of bad withdrawals:

- 1. Librium, 25MG One Tablet Q.I.D. X 2 Days
- 2. Librium, 25MG One Tablet T.I.D. X 2 Days
- 3. Librium, 25MG One Tablet B.I.D. X 2 Days
- 4. Librium, 25MG One Tablet DAILY X 2 Days, then discontinue

B. For SA score of 6 or higher:

- 1. Librium, 25MG Two Tablets Q.I.D. X 3 Days (24)
- 2. Librium, 25MG Two Tablets T.I.D. X 3 Days (18)
- 3. Librium, 25MG Two Tablets B.I.D. X 3 Days (12)
- 4. Librium, 25MG Two Tablets DAILY X 2 Days (4)
- 5. Librium, 25MG One Tablet DAILY X 2 Days (2), then discontinue

C. Atenolol, 50MG PO X 1 if diastolic 100 or more. Repeat blood pressure at least daily, and administer Atenolol 50MG PO Q Day for continued diastolic elevation above 100.

D. Thiamine, 100MG One Tablet T.I.D. X 5 Days

E. Multivitamin One P.O. Q. D. X 3 Weeks

REFERRAL AND CONSULTATION

Physician Referral or consultation required for any inmate needing to be started on Lithium (physician order required).

A. Individual scores of "3" or greater in any category of the alcohol withdrawal severity assessment.

B. Seizure activity present

C. Worsening of inmate's condition. Daily consultation with physician until patient's condition is considered stable.

D. Withdrawing inmates who have multiple medical problems.

FOLLOW-UP

Re-evaluate the patient the following day and then as needed.

WITHDRAWAL SEVERITY ASSESSMENT RECORD

Patient Identification

Blood Alcohol Level on Admission: _____

Date/Time												
BP	/	/	/	/	/	/	/	/	/	/	/	/
Pulse	/	/	/	/	/	/	/	/	/	/	/	/
Temp	/	/	/	/	/	/	/	/	/	/	/	/
Tremor												
Agitation												
Sweating												
Nausea/Vomiting												
Sleeplessness												
Hallucinations												
Total												
Med Given												
Initials												

INITIALS/SIGNATURES

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BLOOD PRESSURE:	0	Systolic below 140 mm. or diastolic below 90 mm.
	1	Systolic 140-175 mm. or diastolic 90-100 mm.
	2	Systolic 175-200 mm. or diastolic 100-110mm.
	3	Systolic over 200 mm. or diastolic over 100 mm.
		Maximum score of 3 for any BP

PULSE:	0	Below 90 beats/minute
	1	90-100 beats/minute
	2	100 to 110 beats/minute
	3	110-120 beats/minute
	4	over 120 beats/minute

TEMPERATURE:	0	Below 99 degree F.
	1	99.2 to 100 degrees F.
	2	100.2 to 101 degrees F.
	3	over 101 degrees F.

TREMOR:	0	None
	1	Tremor felt – not visible
	2	Mild tremor
	3	Moderate visible tremor
	4	Marked visible tremor

AGITATION/PANIC:	0	None
	1	Actively increased above normal
	2	Restless, “fidgety”
	3	Restless, pacing, or thrashing about in bed

SWEATING:	0	None
	1	Mild – barely visible
	2	Moderate
	3	Marked, clothes, or bedding soaked

NAUSEA/VOMITING	0	None
	1	No appetite – upset stomach
	2	Nausea
	3	Vomiting
	4	“Dry Heaves”

SLEEPLESSNESS:	0	None
	1	Restless sleep or inability to remain asleep after two hours
	2	Unable to sleep after two hours
	3	Awake four hours after retiring

HALLUCINATIONS:	Record presence or absence of auditory, visual, or tactile hallucinations: do not score numerically.	
------------------------	--	--

EPLS

Excluded Parties List System



Search - Current Exclusions

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates
- > Browse All Records

View Cause and Treatment Code Descriptions

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

Agency & Acronym Information

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

- > Debar Maintenance
- > Administration
- > Upload Login

EPLS Search Results

Search Results for Parties Excluded by

Firm, Entity, or Vessel : Behavioral Health Concepts
 State : MISSOURI
 As of 12-Oct-2011 12:41 PM EDT
 Save to MyEPLS

Your search returned no results.

[Back](#) [New Search](#) [Printer-Friendly](#)

Resources

- > Search Help
- > Advanced Search Tips
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News
- > System for Award Management (SAM)

Reports

- > Advanced Reports
- > Recent Updates
- > Dashboard

Archive Search - Past Exclusions

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates
- > Browse All Records

Contact Information

- > For Help: Federal Service Desk

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

November Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 17th day of November 20 11

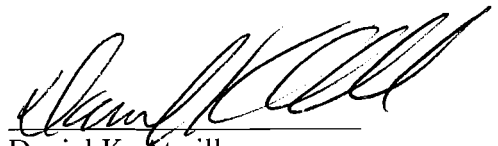
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the sub-recipient monitoring agreement between the City of Columbia and Boone County, Missouri for the FY 2011 Justice Assistance Grant Program Award. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

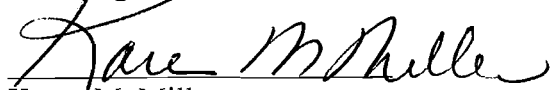
Done this 17th day of November, 2011.

ATTEST:

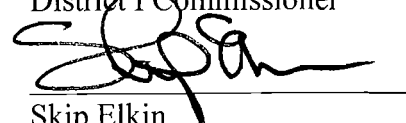
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

**SUBRECIPIENT MONITORING AGREEMENT
BETWEEN THE CITY OF COLUMBIA, AND
THE COUNTY OF BOONE, MISSOURI**

FY 2011 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

THIS AGREEMENT dated the 17 day of November, 2011, is made by and between Boone County, Missouri through its County Commission (herein "County"), and the City of Columbia, Missouri (herein "City"),

WHEREAS, both the City and the County are empowered to enter into a cooperative agreement for the purposes herein stated pursuant to RSMo §70.220; and

WHEREAS, the City and County are participants in the Justice Assistance Grant Program, Award CFDA #16.738, and have been awarded funds thereunder; and

WHEREAS, the County acts as the applicant/fiscal agent for the joint funds for purposes of the aforementioned grant; and

WHEREAS, the City acts as the subrecipient for purposes of said grant; and

WHEREAS, in order to comply with the terms of the grant, certain additional agreements are required to provide reasonable assurance that the Federal award compliance requirements are met.

NOW, THEREFORE, the County and City agree as follows:

1. The City, consistent with its current external auditing practices, agrees to subject expenditures under the Justice Assistance Grant Program Award, CFDA #16.738, to single audit protocols as dictated by OMB Circular A-133.
2. The City agrees to provide County with information reasonably requested to comply with the "subrecipient monitoring" requirements of A-133 Compliance supplement, copies of which are attached hereto and incorporated herein by reference.
3. The City will provide the County a report based upon its OMB-Circular A-133 audit relating to the expenditures of the funds it receives under the Intergovernmental Cooperative Agreement between the City and the County relating to the Justice Assistance Grant Program Award for Fiscal Year 2011.
4. The City agrees to comply with all provisions and requirements as set out by the Department of Justice in connection with the award of the subject grant. To the extent that the City's expenditures of the grant are questioned by the Department of Justice or its designee and amounts are determined to be disallowed or required to be paid

back to the Department of Justice, the City will make said payment consistent with the requirements of the Department of Justice.

5. The parties will cooperate with each other to furnish any and all documentation required to comply with the requirements of the subject grant.

6. This agreement relates to FY 2011 Justice Assistance Grant Program Award #2011-DJ-BX-3036, CFDA #16.738.

IN WITNESS WHEREOF, the individual parties, by and through their duly authorized representatives signatories, have executed this agreement on the day and year above first written.

COUNTY OF BOONE

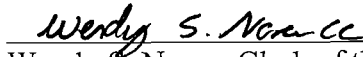
By its County Commission

By:



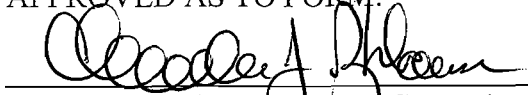
Presiding Commissioner

ATTEST:



Wendy S. Noren, Clerk of the County Commission

APPROVED AS TO FORM:



Charles J. Dykhouse, County Counselor

CITY OF COLUMBIA

By:



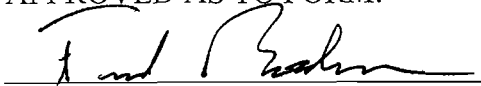
Mike Matthes, City Manager

ATTEST:



Sheela Amin, City Clerk

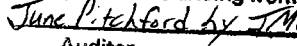
APPROVED AS TO FORM:



Fred Boeckmann, City Attorney

CERTIFICATION:

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.

 11/11/2011

Auditor Date

M. SUBRECIPIENT MONITORING

Control Objectives

To provide reasonable assurance that Federal award information and compliance requirements are identified to subrecipients, subrecipient activities are monitored, subrecipient audit findings are resolved, and the impact of any subrecipient noncompliance on the pass-through entity is evaluated. Also, the pass-through entity should perform procedures to provide reasonable assurance that the subrecipient obtained required audits and takes appropriate corrective action on audit findings.

Control Environment

- Establishment of “tone at the top” of management’s commitment to monitoring subrecipients.
- Management’s intolerance of overriding established procedures to monitor subrecipients.
- Entity’s organizational structure and its ability to provide the necessary information flow to monitor subrecipients are adequate.
- Sufficient resources dedicated to subrecipient monitoring.
- Knowledge, skills, and abilities needed to accomplish subrecipient monitoring tasks defined.
- Individuals performing subrecipient monitoring possess knowledge, skills, and abilities required.
- Subrecipients demonstrate that:
 - They are willing and able to comply with the requirements of the award, and
 - They have accounting systems, including the use of applicable cost principles, and internal control systems adequate to administer the award.
- Appropriate sanctions taken for subrecipient noncompliance.

Risk Assessment

- Key managers understand the subrecipient’s environment, systems, and controls sufficient to identify the level and methods of monitoring required.
- Mechanisms exist to identify risks arising from external sources affecting subrecipients, such as risks related to:
 - Economic conditions.
 - Political conditions.
 - Regulatory changes.
 - Unreliable information.
- Mechanisms exist to identify and react to changes in subrecipients, such as:
 - Financial problems that could lead to diversion of grant funds.
 - Loss of essential personnel.
 - Loss of license or accreditation to operate program.
 - Rapid growth.
 - New activities, products, or services.

- Organizational restructuring.

Control Activities

- Identify to subrecipients the Federal award information (e.g., CFDA title and number, award name, name of Federal agency, amount of award) and applicable compliance requirements.
- Include in agreements with subrecipients the requirement to comply with the compliance requirements applicable to the Federal program, including the audit requirements of OMB Circular A-133.
- Subrecipients' compliance with audit requirements monitored using techniques such as the following:
 - Determining by inquiry and discussions whether subrecipient met thresholds requiring an audit under OMB Circular A-133.
 - If an audit is required, assuring that the subrecipient submits the report, report package or the documents required by OMB circulars and/or recipient's requirements.
 - If a subrecipient was required to obtain an audit in accordance with OMB Circular A-133 but did not do so, following up with the subrecipient until the audit is completed. Taking appropriate actions such as withholding further funding until the subrecipient meets the audit requirements.
- Subrecipient's compliance with Federal program requirements monitored using such techniques as the following:
 - Issuing timely management decisions for audit and monitoring findings to inform the subrecipient whether the corrective action planned is acceptable.
 - Maintain a system to track and following-up on reported deficiencies related to programs funded by the recipient and ensure that timely corrective action is taken.
 - Regular contacts with subrecipients and appropriate inquiries concerning the Federal program
 - Reviewing subrecipient reports and following-up on areas of concern.
 - Monitoring subrecipient budgets.
 - Performing site visits to subrecipient to review financial and programmatic records and observe operations.
 - Offering subrecipients technical assistance where needed.
- Official written policies and procedures exist establishing:
 - Communication of Federal award requirements to subrecipients.
 - Responsibilities for monitoring subrecipients.
 - Process and procedures for monitoring.
 - Methodology for resolving findings of subrecipient noncompliance or weaknesses in internal control.
 - Requirements for and processing of subrecipient audits, including appropriate adjustment of pass-through entity's accounts.

Information and Communication

- Standard award documents used by the non-Federal entity contain:
 - A listing of Federal requirements that the subrecipient must follow. Items can be specifically listed in the award document, attached as an exhibit to the document, or incorporated by reference to specific criteria.
 - The description and program number for each program as stated in the CFDA. If the program funds include pass-through funds from another recipient, the pass-through program information should also be identified.
 - A statement signed by an official of the subrecipient, stating that the subrecipient was informed of, understands, and agrees to comply with the applicable compliance requirements.
- A recordkeeping system is in place to assure that documentation is retained for the time period required by the recipient.
- Procedures are in place to provide channels for subrecipients to communicate concerns to the pass-through entity.

Monitoring

- Establish a tracking system to assure timely submission of required reporting, such as: financial reports, performance reports, audit reports, onsite monitoring reviews of subrecipients, and timely resolution of audit findings.
- Supervisory reviews performed to determine the adequacy of subrecipient monitoring.

COPY

021136

Permanently Indexed
Filed in Clerk's Office

Introduced by McDavid

First Reading 10-17-11

Second Reading 11-7-11

Ordinance No. 021136

Council Bill No. B 299-11

AN ORDINANCE

authorizing a sub-recipient monitoring agreement with Boone County, Missouri relating to acceptance of the U.S. Department of Justice 2011 Edward Byrne Memorial Justice Assistance Grant to purchase training bulletin and policy manual services for the Police Department; appropriating funds; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

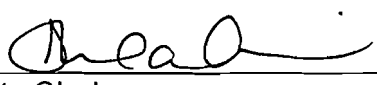
SECTION 1. The City Manager is hereby authorized to execute a sub-recipient monitoring agreement with Boone County, Missouri relating to acceptance of \$36,909.00 from the 2011 Edward Byrne Memorial Justice Assistance Grant Program Award. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof as fully as if set forth herein verbatim.

SECTION 2. The sum of \$36,909.00 is hereby appropriated from the Grant Revenue Account No. 110-2120-461.10-19 GBRYNE to the Miscellaneous Contractual Account No. 110-2133-511.49-90 GBRYNE.

SECTION 3. This ordinance shall be in full force and effect from and after its passage.

PASSED this 7th day of November, 2011.

ATTEST:


City Clerk


Mayor and Presiding Officer

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

November Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 17th day of November 20 11

the following, among other proceedings, were had, viz:

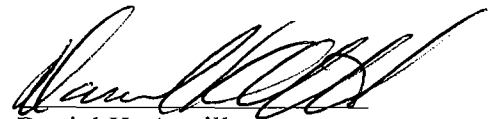
Now on this day the County Commission of the County of Boone does hereby approve the following budget revision to cover the purchase of equipment needed for criminal investigations:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1251	85400	Sheriff's Operations	Criminal Invest	1,311.00	
1251	91000	Sheriff's Operations	Office Equipment		1,311.00

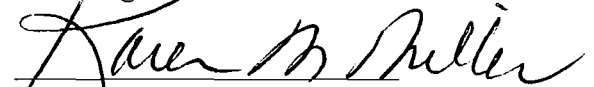
Done this 17th day of November, 2011.

ATTEST:

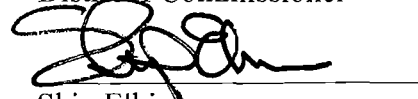
Wendy S. Noren
 Wendy S. Noren
 Clerk of the County Commission



Daniel K. Atwill
 Presiding Commissioner



Karen M. Miller
 District I Commissioner



Skip Elkin
 District II Commissioner

REQUEST FOR BUDGET REVISION

BOONE COUNTY, MISSOURI

11-8-11
EFFECTIVE DATE

RECEIVED

FOR AUDITORS USE

NOV 10 2011

Department				Account					Department Name		BOONE COUNTY AUDITOR Account Name		(Use whole \$ amounts)	
													Transfer From	Transfer To
											Decrease	Increase		
1	2	5	1	8	5	4	0	0	Sheriff's Operations	Criminal Invest	1311.00			
1	2	5	1	9	1	0	0	0	Sheriff's Operations	Office Equipment		1311.00		

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary): To cover the purchase of equipment needed for criminal investigations.

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES NO
If not, please explain (use an attachment if necessary):


Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached
- Unencumbered funds are available for this budget revision.
- Comments:

Agenda

JMB
Auditor's Office


PRESIDING COMMISSIONER

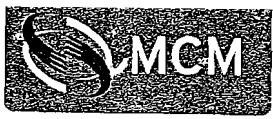

DISTRICT I COMMISSIONER


DISTRICT II COMMISSIONER

PROPOSED INVESTIGATIVE EQUIPMENT

		<i>Actual</i>
1. LG 55" MODEL 55LK520 LCD TELEVISION	\$1099.00	998.00
2. SANUS WALL MOUNT MODEL VLF220-B1	\$359.99	89.88
3. RCA, VGA, HDMI, ETC. WALL PLATE	\$46.95	
4. DOMITALIA MEDIA DESK	\$99.00	84.48
5. 30' HDMI CABLE	\$80.00	
6. 30' SHIELDED VGA CABLE	\$35.00	78.28
TV <i>extended warranty</i>		59.88
TOTAL	\$1719.94	<u>\$ 1310.52</u>

INCLUDED ARE COPIES OF WHERE THE ITEMS WERE FOUND, ALONG WITH DESCRIPTIONS. THE CABLE AND LENGTHS ARE A ROUGH ESTIMATE, AND COULD CHANGE WITH PLACEMENT OF THE TABLE IN THE ROOM. THE FINAL PRICE DOES NOT INCLUDE POSSIBLE TAXES OR SHIPPING COSTS THAT MIGHT BE INCURRED.



P. O. Box 713564
Cincinnati, OH 45271-3564

DISTRIBUTION CENTER
405 SOUTH PIONEER BLVD.
SPRINGBORO, OHIO 45066-3002

SALES OFFICE 1-800-543-4330
DAYTON, OHIO
LOCAL: (937) 434-0031
FAX: (937) 434-6959
www.MCMelectronics.com

ORD. NO. 511775

Page 1

OH 470748
PKG ID# 983893
FED. TAX ID= 34-1843410

SOLD TO B05855
LEASA QUICK
801 E WALNUT RM 112
COLUMBIA , MO 65201

SHIP TO B05855
BOONE COUNTY SHERRIF'S DEPT
2121 COUNTY DR
COLUMBIA , MO 65202

INVOICE NO.	INVOICE DATE	MCM ORDER NO.	ORDER DATE
983893	10/28/11	511775	10/28/11

ATTENTION: LEASA QUICK

CUSTOMER NO.	SLS #	SHIPPED VIA	TERMS	DATE SHIPPED	CUST. PURCHASE ORD. NO.
B05855	DA	065	UP/GR	CREDIT CARD	10/28/11
ADDITIONAL INFORMATION			PREPAID FREIGHT		

ADDITIONAL INFORMATION	PHONE	WGT.	ZOI
1Z4707480332087904	573-875-1111	6	4

QUANTITY ORDERED	QUANTITY SHIPPED	QTY B.O.	MCM PART NO.	DESCRIPTION	UNIT PRICE	AMOUNT
------------------	------------------	----------	--------------	-------------	------------	--------

*** FOR CHEMICAL EMERGENCY CALL 1-800-255-3924 ***

1	1		83-11360	SVGA + 3.5MM M M 6'	10.80	10.80
1	1		24-2490	DWO 6FT STEREO DUBBING CABLE	19.99	19.99
1	1		24-10912	6FT V1.4 HDMI W/ENET	8.31	8.31
1	1		50-10157	SINGLE GANG WALLPLATE	24.19	24.19

!!FIND GREAT DEALS ON TECHSPRAY CHEMICALS AT MCMELECTRONICS.COM!

90 5B

Thank You for your Order!

FOR NET THIRTY CUSTOMERS, PLEASE SEND PAYMENT TO THE ABOVE REMIT TO ADDRESS ACCOMPANIED WITH A COPY OF THIS INVOICE OR PROVIDE INVOICE # AND CUSTOMER # ON CHECK STUB. NOTE: PAST DUE INVOICES ARE SUBJECT TO A 1.5% LATE PAYMENT CHARGE.

B05855

SUB TOTAL	63.29
TAX	.00
ADDITIONAL CHARGES	.00
SHIPPING AND HANDLING CHARGES	14.99

FOR STATUS OF PARTS YOU DID NOT RECEIVE, PLEASE REFERENCE THE BACKSIDE OF THE INVOICE/PACKING SLIP.
T504 - REV. 3/11

PACKING SLIP

INVOICE TOTAL 78.28

1251-
\$5400



Savings Made Simple

CLUB MANAGER MATT REAVES
(573) 875 - 2979
Fax and Pull # (573)442-2515
COLUMBIA, MO
10/19/11 14:14 6430 8163 036 1769
E MEMBER 101-*****5428

THANK YOU,
COUNTY OF BOONE

SUSPEND ITEMS FOLLOW
319236 OMNI TVMOUNT 89.88 E
SUSPEND ITEMS COMPLETE
SUBTOTAL 89.88
445676 PHIL 55" LCD TV 998.00 E
804032 2YR SER PLAN 59.88 N
SUBTOTAL 1,147.76
TERMINAL # WMT0000001
TOTAL 1,147.76
SAMS D CREDIT 1,147.76
P.O. # 20111019
ACCOUNT # 5428
APPROVAL # 000982
CHANGE DUE 0.00

ITEMS SOLD 3

TC# 9957 7698 3672 8892 2021 09



WE VALUE YOUR OPINION

WE WANT TO KNOW ABOUT YOUR SHOPPING
EXPERIENCE TODAY AT SAM'S CLUB

Please complete a survey about today's club visit at:
<http://www.survey.samsclub.com>

IN RETURN FOR YOUR TIME YOU COULD RECEIVE
ONE OF FIVE \$1,000 SAMS CLUB SHOPPING CARDS

You must be 18 or older and a legal resident of the
United States to enter. No purchase necessary to win.
To enter without purchase and for official rules visit:
www.entry.survey.samsclub.com

Sweepstakes period ends on the date shown in the
official rules. Survey must be taken within TWO weeks
of today.

Esta encuesta también se encuentra en español en la
página de Internet.

THANK YOU

Find exceptional savings and expanded
selection any time at SamsClub.com
10/19/11 14:17:59

*** MEMBER COPY ***

1251
85400

Leasa Quick - Your Order with Amazon.com

From: "auto-confirm@amazon.com" <auto-confirm@amazon.com>
To: "lquick@boonecountymmo.org" <lquick@boonecountymmo.org>
Date: 10/27/2011 9:42 AM
Subject: Your Order with Amazon.com



VIEW CART | WISH LIST | YOUR ACCOUNT | HELP

Thanks for your order, Leasa Quick!

Want to manage your order online?

If you need to check the status of your order or make changes, please visit our home page at Amazon.com and click on Your Account at the top of any page.

Purchasing Information:

E-mail Address: lquick@boonecountymmo.org

Billing Address:

Boone County Sheriff's Department
801 E Walnut, Rm 112
Columbia, MO 65201
United States

Shipping Address:

Boone County Sheriff's Department - Leasa Quick
2121 E County Dr
Columbia, MO 65202-9064
United States

Order Grand Total: \$84.48

Get the [Amazon.com Rewards Visa Card](#) and earn **3% rewards** on your Amazon.com orders.

Order Summary:

Shipping Details : adaptableeco

Order #:	<u>104-0865012-8893014</u>
Shipping Method:	Standard Shipping
Shipping Preference:	Group my items into as few shipments as possible
Items:	\$59.99
Shipping & Handling:	\$24.49

Total Before Tax:	\$84.48
Estimated Tax To Be Collected:*	\$0.00

Order Total:	\$84.48

Delivery estimate: Nov. 3, 2011 - Nov. 21, 2011

1 "Laptop Computer Desk/Podium Cart (Black)"

Office Product; \$59.99

In Stock

11/10/2011

FY 2011
 Budget Amendments/Revisions
Sheriff (1251)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification
1	5/2/2011	1251	10100	Sheriff	Salaries & Wages		1,925	cover contract MSHP employees for data entry due to vacancies in the warrents division
		1251	71100	Sheriff	Outside Services	1,925		
2	8/17/2011	1192	10600	Employee Benefits	Unemployment		4,587	2nd Quarter 2011 Unemployment
		1132	10600	Election/VR	Unemployment	208		
		1140	10600	Treasurer	Unemployment	600		
		1150	10600	Collector	Unemployment	190		
		1242	10600	JJC	Unemployment	19		
		1251	10600	Sheriff	Unemployment	1,920		
		1255	10600	Corrections	Unemployment	1,650		
3	10/17/2011	1251	91301	Sheriff	Computer Hardware	795		Transfer to cover criminal investigations equipment
			91302	Sheriff	Computer Software	275		
			85400	Sheriff	Criminal Investigation		1,070	
4	11/10/2011	1251	85400	Sheriff	Criminal Investigation		1,311	To cover purchase of equip. needed for investigations
		1251	91000	Sheriff	Office Equipment	1,311		

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

November Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 17th day of November 20 11

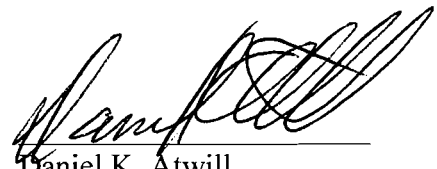
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby accept MoDOT funds to assist with the purchase of a BAT van, and to retrofit the vehicle.

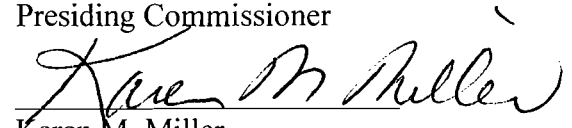
Done this 17th day of November, 2011.

ATTEST:

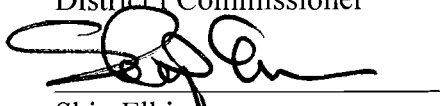
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

Missouri Department of Transportation

1320 Creek Trail Drive
P.O. Box 270
Jefferson City, Missouri 65102
573.751.4161
800.800.BELT
Fax: 573.634.5977

November 4, 2011

Sheriff Dwayne Carey
Boone County Sheriff's Office
2121 County Dr.
Columbia, MO 65202

Dear Sheriff Carey:

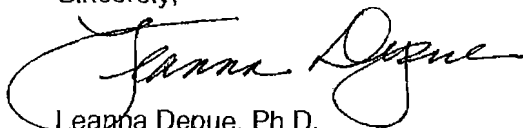
The Traffic and Highway Safety Division at MoDOT has been in discussion with the Boone County Sheriff's Office to assist with the purchase and equipping of a specialty vehicle for sobriety checkpoints and DWI enforcement. Our office will provide \$20,000 to assist with the purchase of a BAT van (Breath Alcohol Testing) and another \$10,000 for retrofitting this vehicle (internal set-up, equipment, decals/stripping, cabinets, etc.).

It is suggested that the Highway Safety sponsored improvements made to the old BAT van over the course of the past few years be removed and installed into the new van to help offset costs. The Boone County Sheriff's Office is free to dispose of the old BAT van once the new one is in service.

Upon approval by Boone County administration, please notify our office so we can create the grant contract for this project.

Please feel free to contact Chris Luebbert at Christopher.Luebbert@modot.mo.gov or (573) 751-5434 if you have any questions.

Sincerely,



Leanna Depue, Ph.D.
Highway Safety Director



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

November Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 17th day of November 20 11

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Monday, November 21, 2011, at 3:30 p.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by 610.021 (3) RSMo. to discuss the hiring, firing, disciplining or promoting of particular employee by a public governmental body when personal information about the employee is discussed or recorded.

Done this 17th day of November, 2011.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

November Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 17th day of November 20 11

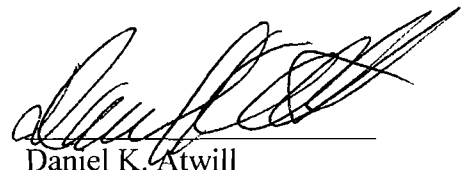
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Friday, November 18, 2011, at 9:00 a.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by 610.021(1) RSMo. to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.


Done this 17th day of November, 2011.

ATTEST:

Wendy S. Noren cc
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner