

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of the January Adjourned

Term. 20 24

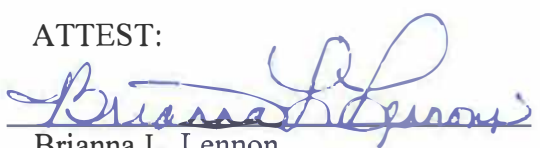
In the County Commission of said county, on the 12th day of March 20 24

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

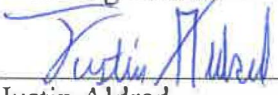
Now on this day, the County Commission of the County of Boone does hereby enter into the record a Proclamation recognizing March 2024 as Public Purchasing Month.

Done this 12th day of March 2024.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ca.

March Session of the January Adjourned

Term. 20 24

County of Boone

In the County Commission of said county, on the

12th

day of March


20 24

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


Now on this day the County Commission of the County of Boone does hereby approve the award of County Contract C000754 using cooperative contract CC232399003 with Ed Morse Chevrolet North for the purchase of a 2019 RAM ProMaster 2500 High Roof used Cargo Transit Van for Boone County Facilities Management – maintenance operations. The contract is set-out in the attached and the Presiding Commissioner is authorized to sign the same.

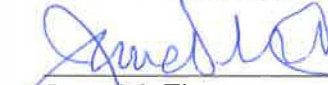
Done this 12th day of March 2024.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer



5551 S. Tom Bass Road
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, Senior Buyer
DATE: March 01, 2024
RE: Award C000754 from Co-op Contract CC232399003 – Used Vehicles
Qualified Vendors List – Award of 2019 RAM ProMaster 2500 High Roof
Used Cargo Transit Van for the Boone County Facilities Management
Department

Purchasing requests approval for the award of contract C000754 from co-operative contract CC232399003 established by the State of Missouri as a cooperative contract for the purchase of used vehicles. In this case, the County requested quotes from all dealerships on the Qualified Vendors List.

Bids have been received as follows:

- (1) Ed Morse Chevrolet North of California, Missouri
- (2) Joe Machens Ford of Columbia, Missouri

The bid tabulation is attached.

The Purchasing Department has worked with Facilities Management Department Director Johnny Mays in the review of the bids. It is noted that the bid from Joe Machens is higher priced and that the van is not a high roof transit van; it's a mid-roof wagon with its seats removed to provide cargo space. The quote from Ed Morse Chevrolet North is a high roof transit cargo van which was the preferred model and configuration stated in the quote request.

The Facilities Management Department has recommended awarding the 2019 RAM ProMaster 2500 High Roof Used Cargo Transit Van to Ed Morse Chevrolet North of California, Missouri. The van has approximately 66,189 miles on it. The Facilities Maintenance Department has designated the used cargo transit van for its maintenance tasks.

The contract period will run March 07, 2024 through April 30, 2024.

Payment for the van will reference 6100 – Facilities Maintenance Building
Maintenance/91400 – Auto Trucks: \$33,095.00

/lp

c: Contract File

QVL Vehicles Contracts - Bid for Facilities Maintenance		Third Quote Round - 2-21-24	
Bidders:		Ed Morse	Joe Machens Ford
Bid Tabulation: 3rd Quote Request Ended Noon 2/21/2024			
Line Item			
1	Van 1 -Used Transit Cargo	\$ 32,995.00	\$ 35,900.00
	Other Fees: Delivery	\$ 100.00	\$ -
	Total Price Van 1	\$ 33,095.00	\$ 35,900.00
	Drake-Scruggs - No Bid		

03/01/24

RQST
DATE

PURCHASE REQUISITION BOONE COUNTY, MISSOURI

16663

Ed Morse Chevrolet North

CC232399003

VNDR #

VENDOR NAME

BID #

Ship to Dept #: 6100

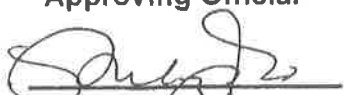
Bill to Dept #: 6100

Dept	Account	Item Description	Qty	Unit Price	Amount
6100	91400	2019 RAM ProMaster 2500 High Roof Used Cargo Transit Van	1	\$32,995.00	\$32,995.00
6100	91400	Delivery Fee	1	\$100.00	\$100.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

GRAND TOTAL: 33,095.00

I certify that the goods, services or charges above specified are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

Approving Official


Prepared By



Auditor Approval

PURCHASE AGREEMENT
2019 RAM PROMASTER 2500 HIGH ROOF USED CARGO TRANSIT VAN
for the FACILITIES MANAGEMENT DEPARTMENT

THIS AGREEMENT, County Contract **C000754**, awarded from State of Missouri cooperative Contract **CC232399003** dated the 12th day of March 2024 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **EMAG California CH LLC, d/b/a Ed Morse Chevrolet North**, herein "Vendor."

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 the **2019 RAM ProMaster 2500 High Roof Used Cargo Transit Van**, State of Missouri cooperative contract **CC232399003** for **Used Motor Vehicles – Qualified Vendors List**, and Boone County's Standard Terms and Conditions, as well as the Contractor's QVL Quote response dated **February 16, 2024** executed by **Jeremy Johnson** on behalf of the Contractor, and e-mail clarification dated **February 27, 2024** from **Jeremy Johnson** 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 the quote response may be permanently maintained in the County Purchasing Office file for this agreement if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, State of Missouri cooperative contract **CC232399003**, and Boone County's Standard Terms and Conditions shall prevail and control over the Contractor's quote response.

2. Purchase – The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with one (1) 2019 RAM ProMaster 2500 High Roof Used Cargo Transit Van

Used Cargo Transit Van For Maintenance Operations – Vehicle 1, Quantity: 1

Line Item	Description	Firm Price
1	2019 RAM ProMaster 2500 High Roof Cargo Transit Van VIN 3C6TRVDG8KE513229 3.6L V6 Two (2) sets of keys	\$32,995.00
	Delivery Price	\$100.00
	Total Final Price	\$33,095.00

3. Purchase Order – The County will issue a Purchase Order for any order placed from this contract.

4. Contract Period – The contract period shall run March 07, 2024 through April 30, 2024.

5. Delivery/Owner's Manual - Vendor agrees to deliver the vehicle under terms as set forth in the contract and coordinate with the County Facilities Maintenance Department. Delivery shall be to the Boone County Road & Bridge Department, Attn: Greg Edington or Robert Sapp, 5551 Tom Bass Rd., Columbia, MO 65201. Prior to delivery, the Vendor shall contact Jody Moore at 573-886-7221 to

schedule the actual delivery date. The Owner's Manual for the vehicle shall accompany the vehicle upon delivery.

6. **Warranty** – Any remaining standard manufacturer warranties still running on the used cargo van shall be provided to the County.

7. **Title** – Specific instructions about titling the vehicle will be provided by the County at the time the Purchase Order is sent to the contractor. The contractor shall title each vehicle in the name of **Boone County Facilities Maintenance**. Each title shall be sent to this address: 5551 S. Tom Bass Road, Room 201, Columbia, MO 65201.

8. **Billing and Payment** - All billing shall be invoiced to the Boone County Facilities Maintenance Department at the Boone County Annex Building, 613 E. Ash (Attention: Jody Moore), Columbia, Missouri, 65201. Billings may only include the prices listed in the accepted quote. No additional fees for paperwork processing, labor, or taxes shall be included as additional charges. The County agrees to pay all invoices within thirty days of receipt. 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 Vendor, 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.

9. **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.

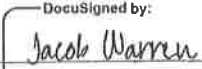
10. **Termination** - The County may terminate this agreement upon thirty (30) calendar days advance written notice for any of the following reasons or under any of the following circumstances:

- a. The County may terminate this agreement due to a material breach of any term or condition of this agreement, or
- b. The County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products is delayed or products delivered are not in conformity with bidding specifications or variances authorized by the County, or
- c. Termination for Convenience -- The county may terminate this Agreement for any reason or no reason upon sixty (60) days' written notice to the contractor, or
- d. 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.

**EMAG CALIFORNIA CH, LLC,
dba ED MORSE CHEVROLET NORTH**

BOONE COUNTY, MISSOURI

by 
D2804DCD308445A...

by: Boone County Commission

title General Manager


57400BED96434D4...

Presiding Commissioner

APPROVED AS TO FORM:

DocuSigned by:
[Signature]
7D71DEAEB9074DD...

County Counselor

ATTEST:

DocuSigned by:
Brianna L. Lennon
D207E242BFB948C...

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.)

6100/91400: \$33,095.00

DocuSigned by:
[Signature]
8E8FE114BA274E1...

3/4/2024

Signature

Date

Appropriation Account

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ca.

March Session of the January Adjourned

Term. 20 24

County of Boone

In the County Commission of said county, on the 12th day of March 20 24

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

Now on this day, the County Commission of the County of Boone does hereby approve the award of Amendment #1 to County Contract C000713 with Strategic Government Resources of Keller, Texas for Executive Recruitment Services for the Boone County Commission on behalf of the Boone County Joint Communications Department. The contract amendment is set out in the attached and the Presiding Commissioner is authorized to sign the same.

Done this 12th day of March 2024.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Kip Kendrick
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer



5551 S. Tom Bass Road
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, Senior Buyer
DATE: March 01, 2024
RE: Amendment #1 to Contract C000713, Executive Recruitment Services for the Boone County Commission on behalf of the Boone County Joint Communications Department

Purchasing requests approval for Amendment #1 to contract C000713 awarded January 16, 2024 via Commission Order 22-2024 for the Boone County Commission on behalf of the Boone County Joint Communications Department. Amendment #1 adds more ad placements for recruitment purposes. Initially \$2,500.00 was allocated for ad placements; this is being raised to \$3,419.00 which is a difference of \$919.00 in additional ad placements.

Payment will reference code 2711 – Boone County Joint Communications Administration/71100 – Outsourced Services: \$28,819.00.

/lp

c: Contract File

Commission Order #: 134-2024

Date: 3/12/2024

**CONTRACT AMENDMENT NUMBER ONE
AGREEMENT for EXECUTIVE RECRUITMENT SERVICES ("PROJECT") to BOONE COUNTY, MISSOURI
("CLIENT") BETWEEN CLIENT AND STRATEGIC RESOURCES, INC. ("SGR")
For the BOONE COUNTY JOINT COMMUNICATIONS DEPARTMENT**

County contract # **C000731** dated January 30, 2024 made by and between Boone County, Missouri and **Strategic Government Resources, Inc.** for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

1. **REVISE** the "Up to \$2,500.00 in Ad Placements" detail in the proposal to "Up to \$3,419.00 in Ad Placements," per the attached which shall be incorporated into the contract as **Attachment One**.
2. The "Not-to-Exceed" total price shall hereby be **REVISED** from \$27,900.00 to \$28,819.00.
3. All other terms, conditions and prices of the original contract shall remain the same and apply hereto.

IN WITNESS WHEREOF the parties through their duly authorized representatives acknowledge termination of said contract.

STRATEGIC GOVERNMENT RESOURCES, INC.

BOONE COUNTY, MISSOURI

by DocuSigned by:
Jeri J. Peters
5620B031BF0F460...

title President, Exec. Recruitment

by: Boone County Commission

DocuSigned by:
[Signature]
57400BED96434D4...

Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

DocuSigned by:
[Signature]
7071DEAEB9D74DD...

County Counselor

DocuSigned by:
Brianna L. Lennon
D287E2428FB948C...

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.)

2711/71100: \$28,819.00

DocuSigned by:
[Signature]
8E8FE1148A274E1...

3/4/2024

Signature Date Appropriation Account

Attachment One - Amendment #1 C000713

Boone County, MO - Director 911/Joint Communications		Date Posted	URL
Ad Placements	Amount		
SGR Job Board	\$0.00		
League of Women in Government	\$0.00		
3CMA City-County Communications & Marketing Association	\$149.00		
DFWCommunicators.com	\$100.00		
APCO International	\$399.00		
National Association of Telecommunications Officers and Advisors (NATOA)	\$0.00		
NENA The 911 Association	\$349.00		
Public Relations Society of America	\$399.00		
International Association of Emergency Managers (IAEM)	\$399.00		
National Emergency Management Association (NEMA)	\$50.00		
Missouri Municipal League	\$90.00		
Oklahoma Municipal League (OML)	\$10.00		
Texas Municipal League (TML)	\$100.00		
Missouri City-County Management Association	\$50.00		
Careers in Emergency Communications Missouri 911 DA	\$0.00		
Home - IAED (emergencydispatch.org)	\$0.00		
Public Service Jobs - PublicServiceCareers.org	\$250.00		
NFBPA National Federation of Black Public Administrators	\$400.00		
League of Kansas Municipalities (lkm.org)	\$130.00		
Illinois Municipal League (iml.org)	\$45.00		
Job Opportunities - MO Police Chiefs Assoc	\$0.00		
International Assoc of Chiefs of Police (theiacp.org)	\$499.00		
Total	\$3,419.00		
*All ad placements are 30 days unless otherwise specified			

135-2024

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ca.

March Session of the January Adjourned

Term. 2024

In the County Commission of said county, on the 12th day of March 20 24

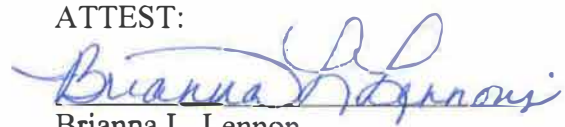
the following, among other proceedings, were had, viz:

Now on this day, the County Commission for the County of Boone does hereby approve the award of Amendment #1 to County Contract C000382 awarded from Cooperative Contract PC69032 for Hazardous incident Response Equipment (Group 38232) – License Plate Readers with Selex ES of Greensboro, North Carolina for the Boone County Sheriff's Office.

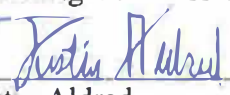
The Contract Amendment is set-out in the attached and the Presiding Commissioner is authorized to sign the same.

Done this 12th day of March 2024.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer



613 E. Ash St, Room 110
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, Senior Buyer
DATE: March 07, 2024
RE: Amendment #1 to Contract C000382, Cooperative Contract PC69032 – Hazardous Incident Response Equipment (License Plate Readers) – Boone County Sheriff's Office

Purchasing requests approval for Amendment #1 to contract C000382, awarded from the State of New York's co-operative contract PC69032 for Hazardous Incident Response Equipment (License Plate Readers) with Selex ES of Greensboro, North Carolina. The original contract was awarded June 11, 2020 via Commission Order 259-2020 for the Boone County Sheriff's Office. Amendment #1 adds updated pricing and products, and specifically the purchase of two F4 cameras with parts and assembly. These are additional license plate reader tools that will be deployed by the Boone County Sheriff. The purchase of the F4 cameras with parts and assembly costs a total of \$32,360.88.

Payment will reference code 1251 – General Fund Sheriff Operations/91300 – Machinery & Equipment: \$32,360.88.

/lp

c: Contract File

02/05/24

RQST
DATE

**PURCHASE REQUISITION
BOONE COUNTY, MISSOURI**

15002

Selex ES

PC69032

VNDR #

VENDOR NAME

BID #


Ship to Dept #: 1251

Bill to Dept #: 1251

Dept	Account	Item Description	Qty	Unit Price	Amount
1251	91300	Per Selex ES Quote 28917: F4 Cam 100FT 740nm POE	1	\$7,590.00	\$7,590.00
1251	91300	Pole Mount 1 Camera	1	\$510.00	\$510.00
1251	91300	Cat5e Ethernet Cable F3 250ft	1	\$155.00	\$155.00
1250	91300	EOC Operation Center License 5.X	1	\$1,265.44	\$1,265.44
1250	91300	Engineering Day Field Support	1.5	\$1,250.00	\$1,875.00
1250	91300	F3 FCU POE Wireless	1	\$7,495.00	\$7,495.00
1250	91300	Discount	1	-\$2,710.00	-\$2,710.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
GRAND TOTAL:					16,180.44

I certify that the goods, services or charges above specified are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

Approving Official


Prepared By



Auditor Approval

Commission Order #: 135-2024

Date: 3/12/2024

**CONTRACT AMENDMENT NUMBER ONE
HAZARDOUS INCIDENT RESPONSE EQUIPMENT (GROUP 38232)
For the BOONE COUNTY SHERIFF'S OFFICE (LICENSE PLATE READERS)**

County contract # **C000382**, awarded from cooperative contract **PC69032** dated June 11, 2020 made by and between Boone County, Missouri and **Selex ES, Inc., a Leonardo Company (d/b/a ELSAG ALPR Solutions)** for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

1. **ADD** Selex ES Quote 28917 attached hereto as **Attachment One – Amendment One** for one **F4 Cam** including detailed parts, software and assembly for a firm total price of \$16,180.44:

Product Qty	Product/Service	Unit Price	Total Amount
1	421995 – F4 Cam 100FT 740nm - POE	\$7,590.00	\$7,590.00
1	413223-250 – Cat5e Ethernet Cable – F3 250FT	\$155.00	\$155.00
1	510322-5.X – EOC Operation Center License 5.X	\$1,265.44	\$1,265.44
1.5	210003-F – Engineering Day – Field Support	\$1,250.00	\$1,875.00
1	421847 – F3 FCU -POE, Wireless	\$7,495.00	\$7,495.00
Subtotal	Goods & Services Subtotal		\$18,890.44
Discount	Discount		(\$2,710.00)
TOTAL	Goods & Services Subtotal (Tax Exempt)		\$16,180.44

2. **ADD** Selex ES Quote 29128.1 attached hereto as **Attachment Two – Amendment One** for a second **F4 Cam** including detailed parts, software and assembly for a firm total price of \$16,180.44:

Product Qty	Product/Service	Unit Price	Total Amount
1	421995 – F4 Cam 100FT 740nm - POE	\$7,590.00	\$7,590.00
1	421399 – Pole Mount 1 Camera	\$510.00	\$510.00
1	413223-250 – Cat5e Ethernet Cable – F3 250FT	\$155.00	\$155.00
1	510322-5.X – EOC Operation Center License 5.X	\$1,265.44	\$1,265.44
1.5	210003-F – Engineering Day – Field Support	\$1,250.00	\$1,875.00
1	421847 – F3 FCU -POE, Wireless	\$7,495.00	\$7,495.00
Subtotal	Goods & Services Subtotal		\$18,890.44
Discount	Discount		(\$2,710.00)
TOTAL	Goods & Services Subtotal (Tax Exempt)		\$16,180.44


3. This amendment incorporates updated Equipment Pricing for Group 38232 which is incorporated into the subject contract as **Attachment Three – Amendment One** attached hereto.
4. The Boone County contract number is now **C000382**. The contract is awarded using cooperative contract PC69032.
5. All other terms, conditions and prices of the original contract shall remain the same and apply hereto.

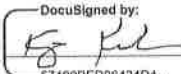
(continued next page)

IN WITNESS WHEREOF the parties through their duly authorized representatives acknowledge termination of said contract.

**SELEX ES INC.,
A LEONARDO COMPANY
D/B/A ELSAG ALPR SOLUTIONS**

BOONE COUNTY, MISSOURI

by 
5FE32A4EDFEC49C...
title Vice President of Sales

by: Boone County Commission

57400BED0643404...
Presiding Commissioner

APPROVED AS TO FORM:


7D71DEAEB9D74DD...
County Counselor

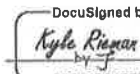
ATTEST:


D267E242BFB948C...
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.)

1251/91300: \$32,360.88

 8C24BD84EE7A483...	3/4/2024	
Signature	Date	Appropriation Account

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ca.

March Session of the January Adjourned

Term. 20 24

In the County Commission of said county, on the 12th day of March 20 24

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

Now on this day, the County Commission of the County of Boone does hereby approve the attached Juvenile Justice Program Assistance Grant submitted by the 13th Judicial Circuit, Family Court - Robert L. Perry Juvenile Justice Center.

Done this 12th day of March 2024.

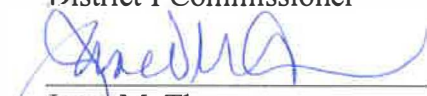
ATTEST:



Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner



STATE OF MISSOURI
OFFICE OF STATE COURTS ADMINISTRATOR
REQUEST FOR PROPOSAL

RFP NO: OSCA 24-02209
TITLE: Juvenile Justice Program Assistance
ISSUE DATE: January 2, 2024

CONTACT: Trish Adamson
PHONE NO: 573-526-8818
EMAIL: osca.contracts@courts.mo.gov

RETURN PROPOSAL NO LATER THAN: 4 p.m., March 7, 2024


RETURN PROPOSAL EITHER VIA EMAIL, USPS or COURIER SERVICE:

(U.S. Mail)
Office of State Courts Administrator
P.O. Box 104480
Jefferson City, MO 65110 - 4480

(Courier Service)
Office of State Courts Administrator
2112 Industrial Drive
Jefferson City, MO 65109

CONTRACT PERIOD: July 1, 2024 through June 30, 2025

SIGNATURE REQUIRED

PRESIDING JUDGE SIGNATURE 	DATE 3/5/24
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE	
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE	
PRESIDING JUDGE SIGNATURE (IF MORE THAN ONE COUNTY IS INCLUDED IN PROPOSAL)	TITLE
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE	DATE
COURT 13th Judicial Circuit	
MAILING ADDRESS 5665 Roger I. Wilson Memorial Drive	
CITY, STATE, ZIP Columbia, MO 65202	
CONTACT PERSON Tara Eppy	TITLE Superintendent
PHONE NUMBER 573-886-4450	EMAIL ADDRESS Tara.Eppy@courts.mo.gov

NOTICE OF AWARD (OSCA USE ONLY)

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

1. INTRODUCTION

The Family Court Committee (FCC) of the Supreme Court of Missouri, through the Office of State Courts Administrator (OSCA), is seeking proposals from courts for the implementation of programs and services dedicated to promoting evidenced based practices in specific categories of juvenile justice that may include:

- a. Supervision
- b. Treatment
- c. Restorative Justice
- d. Competency

1.1 Pre-Proposal Conference:

A pre-proposal conference regarding this Request for Proposal will be held on **January 29, 2024 beginning at 3:00 p.m.** The pre-proposal will be held via WebEx and should last no more than one hour. The information will be sent as soon as the meeting is scheduled.

1.2 These programming categories are to be used to provide specific programs and services to address the following issues in juvenile justice:

- a. Juvenile alternative to detention programming for delinquent youth who can be diverted from secure detention by the use of the objective screening instrument, Missouri's Juvenile Detention Assessment (JDTA), into a non-secure, pre-adjudication placement or program.
- b. Post-dispositional programming and services for delinquent youth who can benefit from these services to assist in lowering recidivism and out-of-home placements through the use of objective assessment instruments. Programs should serve high risk and high need youth per the Missouri's Risk and Needs Assessment and Classification System.
- c. Diversion programs or strategies to divert youth from delinquent or status referrals into the juvenile office.
- d. Programs and strategies which remedy identified issues of racial and ethnic disparities.

1.3 The funding allows for reimbursement to one county treasurer of the circuit on behalf of the juvenile and family court for costs associated with ongoing programs or the development and implementation of such services. This Request for Proposal (RFP) encourages juvenile and/or family courts to create new programs and services that promote best practices in juvenile justice.

1.4 The Family Court Committee will review and approve specific requests for proposals based on the merits of each proposal and the availability of funds.

1.5 Funding is for FY25 (July 1, 2024 – June 30, 2025). Funding of this project will be considered by the Family Court Committee, the Circuit Court Budget Committee (CCBC) and OSCA based upon the success of the previous year's awards and the availability of funds. Amounts awarded to any one court may be limited to \$25,000.00 per fiscal year or less if the total of the proposals received from the courts exceed the authorized amount of funds allocated. If more than \$25,000.00 is requested, the court must prioritize their need and indicate their preference for funding. Courts may request funding for more than one program or service within each proposal and should include details for each program requested as outlined in Section 7.3.

- 1.6 Programs may find the need to request transferring funds either to or from awarded line items or between programs, if the court received awards for multiple programs. Any request to transfer funds must be in writing to osca.jjpa@courts.mo.gov.

If the need is found for additional funds, the local program contact may request funds by emailing osca.jjpa@courts.mo.gov. All requests for additional funds shall be in writing addressed to the Family Court Committee for their review and consideration. If approved, proper notification shall be provided in writing.

2. PROGRAM KEY COMPONENTS

Juvenile Justice Program Assistance funds are intended to support evidence based practices in Missouri's juvenile justice system. Courts receiving these funds are expected to adhere to the following guidelines.

2.1.1 Courts shall be in compliance with:

- a. The Missouri Juvenile Officer Performance Standards (2017). The report may be viewed at [Missouri Juvenile Officer Performance Standards 2017 \(mo.gov\)](#)
- b. Supreme Court Operating Rule 28, the complete rule may be viewed at <http://www.courts.mo.gov/page.jsp?id=52417>.
- c. Supreme Court Operating Rule 29, the complete rule may be viewed at <http://www.courts.mo.gov/page.jsp?id=70333>.
- d. Missouri's Standards for Operation of a Secure Juvenile Detention Facility, if involved in the operation of a court operated or a court funded regionally operated secure detention center. The report may be viewed at <https://www.courts.mo.gov/file.jsp?id=81013>.
- e. Section 211.141.4 RSMo the complete section of the statute may be viewed at [Missouri Revisor of Statutes - Revised Statutes of Missouri, RSMo Section 211.141](#)
- f. OSCA recommended procedures for providing accurate program implementation and outcome information using the Judicial Information System (JIS), Show-Me Courts (SMC), Microsoft Excel® spreadsheets, report templates or other manual forms as needed, provided by OSCA.
- g. OSCA recommended procedures for using the Juvenile Detention Assessment Instrument (JDTA) and Missouri's Risk and Needs Assessment and Classification System.
- h. Supreme Court Rule 82.04 the complete rule may be viewed at <http://www.courts.mo.gov/page.jsp?id=992>.
- i. Efforts to identify and reduce racial and ethnic representation, through coordination with Missouri's Racial and Ethnic Disparities Research Analyst, if the court demonstrates a statistically significant Relative Rate Index (RRI) pursuant to the Juvenile Justice and Delinquency Prevention Act Reauthorization 2018. [Juvenile Justice and Delinquency Prevention Act of 1974 \(as Amended Through P.L. 115-385, enacted December 21, 2018\) \(ojp.gov\)](#)

- 2.2 Programs should focus on pre-referral diversion alternatives, pre-adjudication alternatives to secure detention, post-dispositional services including various forms of supervision, programming to address needs, or racial and ethnic disparity strategies, and shall have an evidence-based conceptual framework. Specific program examples may include, but are not limited to:
- a. Supervision: Day/Evening Reporting Center, Day/Evening Supervision Tracking, Electronic Monitoring/Global Positioning System or Mentoring and other alternatives to detention;
 - b. Treatment: Cognitive-behavioral mental health treatment, drug/alcohol treatment, trauma informed care, virtual counseling and intensive crisis services;
 - c. Restorative Justice Programs: Victim empathy classes, impact panels, apology sessions and mediation, truancy and peer courts, community service, and restitution; and
 - d. Competency Programs: Tutoring, GED, vocational, life skills, and offense specific education (e.g. sex offense, shoplifting, arson and domestic violence).

3. PROGRAM REPORTING REQUIREMENTS

OSCA will provide program related information to the Family Court Committee and to each award recipient. The data and program reports will be evaluated for progress toward achievement of the specific program goals, as indicated in each proposal, and to identify barriers to successful implementation.

- 3.1 Each circuit court receiving an award must submit a 12-month final program report on a template provided by OSCA. Reports must be submitted to OSCA by email at osca.jjpa@courts.mo.gov. The final report will cover a 12-month period and will be due thirty days after the fiscal year ends.
- 3.1.1 The data and program reports are intended to:
- a. Assure that use of the funds is consistent with the project application and the intent of the funding source;
 - b. Determine the number of parties served and/or number of service hours provided;
 - c. Document the types of services provided; and
 - d. Provide OSCA, the Family Court Committee, legislature and other interested parties with information regarding consumer satisfaction, program efficiency and effectiveness.
- 3.2 Specific program codes will be provided to each court's case management system and is required to be entered timely to retrieve the information from the case management system for program reporting.
- 3.3 Requests for technical assistance should be submitted in writing to the Office of State Courts Administrator, P.O. Box 104480, Jefferson City, MO 65110-4480, Attn: OSCA Court Programs or via email to osca.jjpa@courts.mo.gov.

- 3.4 Failure to submit reporting forms within the specified time frame may result in suspension of funding until such reports are submitted and accepted by OSCA.

4. CATEGORY OF ELIGIBLE FUNDS

Applicants may request funds to reimburse for the costs associated with the following categories only:

- I. Contractual Services
 - a. Supervision
 - b. Treatment
 - c. Restorative Justice
 - d. Competency
- II. Resource Materials
- III. Equipment
- IV. Youth Education

4.1 Contractual Services

Funds awarded as a result of this RFP shall not be used to fund any additional full-time employee (FTE) positions. However, courts may request a new county employee to be reimbursed through the project but it shall be for the contractual rate as set by the county and the state approved mileage rate. Any and all personnel requests must follow the county's personnel policies. Benefits, such as social security cost, health benefits or paid leave (annual or sick) for a county employee shall not be reimbursed through the award. Continued funding beyond FY 2025 will be year to year, with no guarantee continued funding will be available. If you choose to fund a county employee through this project, the court should develop options to fund the county employee upon completion of this award period. This should be considered when issuing any contracts for services.

- 4.1.1 Judicial employees **shall not** be contracted for any program/services nor receive monetary reimbursement or payment under this program.

4.1.2 OSCA Contractor Travel Policy

Expenses for non-court employee contractual services and mileage reimbursements must follow the OSCA Contractor Travel Policy. The link to the travel policy is:
<http://www.courts.mo.gov/page.jsp?id=3714>

4.2 Resource Materials

Funds may be awarded for resource materials to be shown, loaned or distributed by court staff to clients, attorneys or the general public. Resource materials may include videos, brochures and pamphlets describing the programs and available services. The resource materials are limited to no more than \$500.00 per circuit.

- 4.2.1 The courts must acknowledge the Juvenile Justice Program Assistance as the source of funding on any and all manuals or public relations materials created with monies from this fund. This includes videos, brochures, pamphlets and any informational material describing the programs and available services. This does not include program forms, written internal policies and procedures.

4.3 Equipment

Equipment requests may be included in the proposal but only if purchased for the court and specifically needed for the services to be provided for this program. Electronic computer equipment, portable electronic devices, scanners, printers and/or communication devices will not be provided. Funding for vehicles, vehicle equipment and maintenance are not allowed.

- 4.3.1 Awards will not be made for additional office space, furnishings or expenses required for the daily performance of duties including, but not limited to, desks, chairs, workstations, book cases, vehicles or costs associated with mail, telephone or the purchase of books, reference materials or professional memberships.

4.4 Youth Education

Funds may be awarded for educational materials to use within a program. They must have a direct connection to the implementation and success of the program.

5. AWARD CRITERIA

- 5.1 The FCC reserves the right to adjust, in whole or in part, each program request based upon the reasonableness of each request and the availability of funds.

- 5.1.1 Priority will be given to courts that demonstrate the greatest need for the creation and/or the continuation of evidence based programs and services as outlined in Section 2.2.

- 5.1.2 Awards shall be made by the FCC based upon the merits of the proposal in meeting the following criteria:

- a. Documentation of the particular needs for the program and why those needs are not currently being met.
- b. Documentation of a plan to implement programs.
- c. Identification of program goals that are clearly defined.
- d. Projected number of youth estimated to receive program services.

- 5.1.3 **All requests for reimbursement must be received at OSCA no later than June 10, 2025, to ensure requests are processed before the end of the fiscal year.**

- 5.1.4 Courts are encouraged to:

- a. Maximize the use of available funds by collaborating with neighboring circuits to jointly provide programs that one circuit would otherwise be unable to afford or sustain.
- b. Collaborate with other agencies and service providers to maximize the use of existing resources in the community, thereby reducing the amount of funding needed through this award.

- 5.1.5 If it appears a court will not use all of the funds awarded, the FCC may, at its sole discretion, reduce the amount of awarded funds to the juvenile/family court and redistribute those funds as needed.

6. REIMBURSEMENT OF FUNDS

Payments by OSCA shall not be made directly to any contracted providers. Payments for services must be first paid by the county. Reimbursements made by OSCA will be made and sent to the county treasurer. OSCA anticipates a 2-4 week turnaround on reimbursement request.

- 6.1 All reimbursements must be made to a county treasurer. If more than one county is included in the proposal, the application must designate which county treasurer to whom all reimbursements shall be sent.

Note: This issue must be addressed with your fiscal officer when planning your project proposal.

- 6.2 Invoices shall be submitted by the court no later than ten (10) days after the end of each month on a Certificate of Compliance Form which will be provided by OSCA. Copies of all invoices as well as supporting documentation must be submitted to OSCA with the request for reimbursement: osca.jjpa@courts.mo.gov or:

Office of State Courts Administrator
P.O. Box 104480
Attn: OSCA Court Programs
Jefferson City, MO 65110-4480

7. APPLICATION REQUIREMENTS

All courts desiring to apply for funding for costs associated with the implementation of programs as identified herein, must submit a complete proposal incorporating all the items identified in Section 7.

- 7.1 Proposals must be signed by the Presiding Judge of the circuit requesting funds or if applicable, the Family Court Administrative Judge. If a joint application is being submitted, the Presiding Judge or Family Court Administrative Judge of each participating circuit must sign the application.

- 7.2 Proposals may be submitted by:

- Email to osca.contracts@courts.mo.gov; or
- Regular mail to the address on the cover page.

- 7.3 Proposals must clearly separate each program and include the following:

a. Name and Brief Description of Proposed Program:

Proposals must identify the circuit and/or court applying for funds, the program category (Supervision, Treatment, Restorative Justice, or Competency), and a brief descriptive program summary including goals.

- b. **Geographic Area and Need for the Program:**
Proposals must describe unique characteristics of the population and location to be served (urban, rural, ethnicity, race, gender, socioeconomic factors, etc.). Proposals must explain the particular need for the program and why those needs are not currently being met through existing materials, programs, services, or other resources.
- c. **Target Population and Selection Process:**
The proposal must describe the program target population (age, ethnicity, race, gender, status/law offense, etc.) and how the participants are selected (JDTA or Risk/Needs Assessment, mental health/substance abuse screening, offense or population specific characteristics, etc.).
- d. **Service Provider:**
Proposals must identify the individual(s) or company that will provide or deliver the service or program. Proposals must provide details on their credentials as they pertain to the service and/or program, explaining how they are educated, experienced, certified/licensed or otherwise uniquely qualified to provide and/or deliver the service and/or program expectations. Proposal should also include provider resumes when applicable.
- e. **Number of Youth Served:**
Proposals must identify the intended number of youth to be served during the funding period.
- f. **Hours of Service:**
Proposals must identify the intended number of hours of service to be provided per participant. Proposals must justify and show the calculations of how the court arrived at the estimate.
- g. **Fidelity Plan:**
Proposals must provide a timeline and description of the steps that will be taken to implement the service and/program and must describe the measures that will be taken to ensure adequate utilization of the service/program. This plan shall include implementation of a program to ensure the safety and health of youth and staff during a health pandemic, such as COVID-19. Implementation of the plan shall follow local, county, state or federal guidelines or directives during a health pandemic.
- h. **Budget:**
Justifications for budgets should include the total amount requested and an itemized budget for each funding category requested. The funding categories are listed below.
 - I. Contractual Services
 - II. Resource Materials
 - III. Equipment
 - IV. Youth Education

7.4 Each proposal must provide details to justify the budget requested. Be sure to include, at a minimum, documentation for the following with the request:

- a. The proposed number of juveniles served;

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- b. The number of hours of service to be provided;
 - c. The cost of any proposed services per person and/or per hour; and
 - d. A calculation of how costs have been determined.
- 7.5 Each proposal must indicate which county OSCA shall send reimbursements to. Payments will not be made to multiple counties.
- 7.6 All proposals must be submitted to OSCA no later than **4 p.m., March 7, 2024.**

Juvenile Justice Program Assistance Funding Proposal
RFP No: OSCA 24-02209

13th Judicial Circuit - Robert L. Perry Juvenile Justice Center

Name & Brief Description of Proposed Program:

Mental Health & Trauma-Informed Assessment Program

The Robert L. Perry Juvenile Justice Center (JJC) is a 45-bed, co-educational juvenile detention center located in Boone County within the 13th Judicial Circuit. In addition to working with juveniles from the 13th Judicial Circuit (Boone and Callaway counties), JJC currently has contracts to hold youth from 19 other jurisdictions and the Division of Youth Services. The program category would encompass the Treatment category.

Youth participating in this program would complete the Adverse Childhood Experience (ACE) Questionnaire, a Patient Health Questionnaire and General Anxiety Disorder (PHQ-9 and GAD-7) assessment, Vanderbilt ADHD Scales, and a Bio-Psycho-Socio-Cultural-Spiritual (BPS) Mental Health Assessment, all administered by a MSW-level clinician and supervised by at least a LCSW-level clinician. Youth would be referred for continued mental health services based on responses and recommendations. This could include referral to psychiatrist, individual counseling, medication management, group programming, and more. Reports would be filed with the Court, so that continuation of care could continue after release from detention.

Implementation will address issues of mental health, not only while in detention, but upon transition out of detention. The program will assist in more timely assessments, recommendations, and implementation of mental health services.

Goal 1: 70% of youth detained with Caution or Warning scores on the MAYSI self-report assessment will successfully complete the ACE, PHQ-9 and GAD-7, Vanderbilt, and BPS assessments.

Goal 2: 70% of youth completing assessments will be referred to mental health services as recommended in assessments.

Goal 3: 50% of youth successfully completing assessments will actively engage in mental health services for at least 3 months (or as recommended).

Goal 4: 50% of youth participating in mental health services will have a reduction in either MAYSI or PHQ-9/GAD-7 assessment scores.

Geographic Area & Need for the Program:

JJC is centrally located in Missouri, however the population of youth in secure detention is varied based on the 19 different jurisdictions and the Division of Youth Services that utilize JJC

for detention services. Demographics are of an urban, semi-urban, and rural composition with a unique degree of ethnic diversity. The JJC is a coeducational facility, with residents primarily between the ages of 12 and 18 years of age. The JJC also holds Division of Youth Services youth, Post-Certified youth, and youth from surrounding jurisdictions that do not have a juvenile detention facility.

Currently, youth in detention are covered by Medicaid insurance and Medicaid is billed for youth being placed out of the home and in detention. Mental health providers are unable to “double-bill” Medicaid for providing mental health services to the detained youth. This barrier prevents mental health services to detained youth from occurring without obtaining an alternative funding method. In both 2021 and 2022, five of the top mental health diagnoses for youth detained at Robert L. Perry Juvenile Justice Center was Depression, Post Traumatic Stress Disorder, Attention Deficit Hyperactivity Disorder, Mood Disorder, and Anxiety Disorder. Additionally, every resident is administered the Massachusetts Youth Screening Inventory (MAYSI) related to mental health issues. In both 2021 and 2022, 37% of youth scored in the Warning or Caution areas for Depression/Anxiety. Furthermore, in both years, approximately 25% of youth scored in the Warning or Caution areas for Suicidal Ideation. Even more concerning is that in 2021 61% and in 2022 67% of youth scored as having had at least one Traumatic Experience. As the average length of stay in detention has increased over the last 3 years, due in part to holding certified youth in juvenile detention, the need for mental health services in detention is crucial.

JJC does not currently have direct care staff with necessary credentials to administer the Adverse Childhood Experience (ACE) Questionnaire, a Patient Health Questionnaire and General Anxiety Disorder (PHQ-9 and GAD-7) assessment, Vanderbilt ADHD Scales, and a Bio-Pscho-Socio-Cultural-Spiritual (BPS) Mental Health Assessment.

Target Population & Selection Process:

All youth in detention, regardless of age, ethnicity, and offense, at JJC would be eligible to participate in the Mental Health & Trauma-Informed Assessment Program. However, youth with MAYSI scores in the Warning or Caution areas will have priority for participation. The facility is already structurally set up to facilitate both individual and small group programming. All completed assessments will be filed with the Court to allow for maximized continuity of care.

Service Provider:

The Robert L. Perry Juvenile Justice Center has been fortunate to have a relationship with Vitality Psychological Services in Columbia, Missouri. Dr. Rebekah Freese, LCSW, PhD will oversee and supervise the MSW clinicians completing the assessments. Assessments will be completed by at least MSW-level providers. Dr. Freese has worked with both the University of Missouri and Columbia College. Her doctoral research focused on competence and confidence of mental health providers in conducting assessments. She has completed research in behavioral health across the lifespan and suicidology.

Number of Youth Served:

From 2018 to 2023, the average number of youths detained at Robert L. Perry Juvenile Justice Center has been between 165 to 226 youths. Every youth detained has the ability to participate in the program. Priority for participation would occur with youth that have elevated MAYSI scores. It is estimated that approximately 100 youth could participate in the program during the grant period.

Hours of Service:

Each youth participating in the program would complete an Adverse Childhood Experience (ACE) Questionnaire, a Patient Health Questionnaire and General Anxiety Disorder (PHQ-9 and GAD-7) assessment, Vanderbilt ADHD Scales, and a Bio-Psycho-Socio-Cultural-Spiritual (BPS) Mental Health Assessment with the contract provider. Each youth's assessment would take approximately 4 hours to complete the direct interview process, gather historical information, and complete written reports.

$$1 \text{ youth} \times 4 \text{ hours} = 4 \text{ hours per youth}$$

$$4 \text{ hours per youth} \times 100 \text{ youth} = 400 \text{ service hours}$$

Fidelity Plan:

Preparation of implementation of the Mental Health & Trauma-Informed Assessment Program would include contact with the contract provider to solidify referral process. This would take approximately 5-7 days. The Court has already reviewed the assessment tools. There will also be the need to implement a means to track enrollment, participation, and outcomes for the participants in the program. These items are projected to take approximately 10-15 days to accomplish.

The contract provider has already been identified. To ensure the safety and health of all participants and facilitator, there is the ability to physically distance within the identified classroom, as well as the ability to wear masks. Additionally, there is an identified scheduled time for the program to occur during the program day at JJC.

Budget:

The total amount requested for the Mental Health & Trauma-Informed Assessment Program is \$8000.00.

Contractual Services - \$8000.00

The contract service provider would receive \$80 per completed assessment. This includes the Adverse Childhood Experience (ACE) Questionnaire, a Patient Health Questionnaire and

General Anxiety Disorder (PHQ-9 and GAD-7) assessment, Vanderbilt ADHD Scales, and a Bio-Psycho-Socio-Cultural-Spiritual (BPS) Mental Health Assessment. The fee also includes the written report with recommendations.

$$1 \text{ youth assessment} \times \$80 = \$80.00$$

$$100 \text{ assessments} \times \$80 = \$8000.00$$

Resource Materials - \$0

Equipment - \$0

Youth Education - \$0

The total amount requested would be \$8000.00.

Proposed Number of Juveniles Served: A contracted service provider would complete approximately 2 assessments per week, for a total of approximately 100 youth per grant period.

Number of Hours of Service Provided:

$$1 \text{ youth} \times 4 \text{ hours} = 4 \text{ hours per youth}$$

$$4 \text{ hours per youth} \times 100 \text{ youth} = 400 \text{ service hours}$$

Cost of Proposed Service Per Person or Per Hour: The total amount requested is \$8,000.00. Each youth assessment would be \$80. Each assessment takes approximately 4 hours to complete.

$$1 \text{ youth} \times 4 \text{ hours} = \$80$$

$$\$80 / 4 \text{ hours} = \$20 \text{ per hour per youth}$$

Calculation of How Costs Determined:

Total amount requested of \$8,000.00 is for Contractual Services.

$$1 \text{ youth assessment} \times \$80 = \$80.00$$

$$100 \text{ assessments} \times \$80 = \$8000.00$$

County Treasurer to which all reimbursements will be made:

Jenna Redel, Boone County Treasurer