



**STATE OF MISSOURI  
MISSOURI DEPARTMENT OF CORRECTIONS  
CONTRACT AMENDMENT**

**RETURN AMENDMENT NO LATER THAN JUNE 03, 2016 TO:  
DIANA FREDRICK, CPPB  
PROCUREMENT OFFICER II**

MISSOURI DEPARTMENT OF CORRECTIONS  
PURCHASING SECTION  
2729 PLAZA DRIVE, P.O. BOX 236  
JEFFERSON CITY, MISSOURI 65102  
FAX: 573-522-1562

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
05/06/16	Jefferson County Community Partnership 3875 Plass Road, Bldg A Festus, MO 63028	SDA48000821 Amendment #001	COMMUNITY REENTRY FUNDING

**THE ABOVE REFERENCED CONTRACT IS HEREBY AMENDED AS FOLLOWS:**

Pursuant to paragraph 2.2.3 on page 7, the Missouri Department of Corrections hereby exercises its option to renew the above-referenced contract for the period of July 1, 2016 through June 30, 2017.

Renewal of the above contract is contingent upon final approval of the fiscal year 2017 budget by Governor Nixon.

All terms, conditions and provisions of the previous contract period, including awarded funds, shall remain and apply hereto.

**The contractor shall complete, sign and return this document as acceptance on or before the date indicated above.**

.....  
IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.

Authorized Signer's Printed Name and Title: Tracy L. Smith, Executive Director  
Authorized Signature: *Tracy L. Smith* Date 05-19-2016

**THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.**

*[Signature]* 6-2-16  
Ellis McSwain, Jr., Board of Probation and Parole Chairman Date

ORIGINAL

**REQUEST FOR APPLICATION**

**Missouri Department of Corrections  
Fiscal Management Unit  
Purchasing Section  
2729 Plaza Drive, P.O. Box 236  
Jefferson City, MO 65102**

**Buyer of Record:  
Gary Stoll, CPPB  
Telephone: (573) 526-6402  
[gary.stoll@doc.mo.gov](mailto:gary.stoll@doc.mo.gov)**

**RFA SDA480-008**

**Community Reentry Funding Statewide**

**Contract Period: Date of Award through  
06/30/2016**

**Date of Issue: June 15, 2015**

**Page 1 of 57**

**Applications Must Be Received No Later  
Than:**

**2:00 p.m., July 2, 2015**

**Sealed applications must be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or P.O. Box 236, Jefferson City, Missouri 65102.** The applicant should clearly identify the RFA number on the lower right or left-handed corner of the container in which the application is submitted to the Department. This number is essential for identification purposes.

We hereby agree to provide the services and/or items, at the price quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of the Missouri Department of Corrections, a binding agreement, as defined herein, shall exist. The authorized signer of this document certifies that the awardee (named below) and each of its principals are not suspended or debarred by the federal government.

Program Title: Moving Forward with Transportation Assistance  
 Company Name: Jefferson County Community Partnership  
 Mailing Address: 3875 Plass Road, Bldg A  
 City, State, Zip: Festus, MO 63028  
 Telephone: 636-465-0983 Fax: 636-465-0987  
 Federal EIN #: 43-1699639 State Vendor #: N00050834  
 Email: execdirector@jccp.org

Authorized Signer's Printed Name and Title: \_\_\_\_\_

Authorized Signature: *Gary L. Smith* Application Date: 06-29-2015

**NOTICE OF AWARD:**

This application is accepted by the Missouri Department of Corrections as follows: **In its entirety.**

Contract No. **SDA48000821** SE-005

*[Signature]*  
Ellis McSwain, Chairman, Board of Probation and Parole

Date 7/29/15

**The original cover page, including amendments, should be signed and returned with the application.**

**ORIGINAL****REQUEST FOR APPLICATION**

**Missouri Department of Corrections  
Fiscal Management Unit  
Purchasing Section  
2729 Plaza Drive, P.O. Box 236  
Jefferson City, MO 65102**

**Buyer of Record:  
Gary Stoll, CPPB  
Telephone: (573) 526-6402  
[gary.stoll@doc.mo.gov](mailto:gary.stoll@doc.mo.gov)**

**RFA SDA480-008****Community Reentry Funding Statewide****Contract Period: Date of Award through  
06/30/2016****Date of Issue: June 15, 2015****Page 1 of 57****Applications Must Be Received No Later  
Than:****2:00 p.m., July 2, 2015**

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 Telephone: 636-465-0983 Fax: 636-465-0987  
 Federal EIN #: 43-1699639 State Vendor #: N00050834  
 Email: execdirector@jccp.org

Authorized Signer's Printed Name and Title: \_\_\_\_\_

Authorized Signature: *Gary L. Smith* Application Date: 06-29-2015

**NOTICE OF AWARD:**

This application is accepted by the Missouri Department of Corrections as follows:

Contract No. \_\_\_\_\_

\_\_\_\_\_  
Ellis McSwain, Chairman, Board of Probation and Parole

\_\_\_\_\_  
Date

***The original cover page, including amendments, should be signed and returned with the application.***

**Application Summary Form**

**COMMUNITY REENTRY FUND APPLICATION SUMMARY FORM**

**THE ENTIRE APPLICATION SHOULD BE TYPED**

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED TO BE CONSIDERED FOR AWARD.**

<i>Please select geographic area in accordance with the map attached: See Attachment 1</i>		<b>Amount of DOC Funds Requested:</b>
<input type="checkbox"/> Western Region	City/County _____	\$ 20,843.99
<input type="checkbox"/> Southwest Region	City/County _____	
<input type="checkbox"/> North Central Region	City/County _____	
<input type="checkbox"/> Eastern Region	City/County _____	
<input checked="" type="checkbox"/> Southeast Region	City/County <u>15-Hillsboro-Jefferson</u>	

**Program Title:** Moving Forward with Transportation Assistance

**Does this program complement another application? Yes \_\_\_ No X Name:** \_\_\_\_\_

**Provide a unique name descriptive of service or program for EACH application submitted**

**Applicant Agency and Address:**

Jefferson County Community Partnership  
3875 Plass Road, Bldg A  
Festus, MO 63028-4605

Tracy Smith      06-24-15  
 Signature Title Exec. Director      Date

**Project Director Name, Phone, Fax & Email:**

Tracy Smith  
636-465-0983 x105  
636-465-0987  
execdirector@jccp.org

**Anticipated Outputs: (number of offenders supervised by DOC to be served by the proposed project):**  
 320

**Estimated Cost per Offender:**  
 \$ 65.14

**# of Paid Staff:** 1  
**# of Volunteers:** 0

**Summary of Proposed Project:** In a concise manner, provide a summary paragraph of your project.

Moving Forward with Transportation Assistance provides individuals currently under the supervision of the Southeast Region – Jefferson County Probation & Parole Office with overcoming transportation barriers by providing bus passes and detailed map outlining stops to assist with basic physiological needs, legal appointments, employment, education and social services.

***In-Kind Contributions:*** Applicant must identify all in-kind contributions which include “contributions other than cash.” While these contributions usually add real value to a project, they do not require an additional cash outlay (e.g. donated labor, materials and services).

Applicants must provide in-kind and identify in-kind contributions their organizations will make to this project and how those contributions will help sustain the project. The funding resulting from an award of the RFA shall be considered seed funding to start initiatives with a strong sustainability plan indicated.

Attach a page identifying in-kind contributions.

JCCP will contribute in-kind supports which include: direct and indirect administrative salary, occupancy, program costs and meeting space. JCCP provides a credible platform, professional oversight and access to infrastructure not otherwise available to a stand-alone program.

Salaries for the Parole Officers and their supervisors. Totals \$10,530.00. Related fringe benefits equal \$3,280.35. JCCP offers the following to support this initiative. Salaries for JCCP's Executive Director, Development Director, Transportation Coordinator and Budget & Administration total 1,420.28 and their related fringe benefits equal \$489.72. Occupancy Costs (Rent, utilities, insurance, audit & legal, security, contracted services, supplies and telephone) are based upon a percentage of FTE and calculated against the total of these expenses and are paid by the respective partner. Estimated occupancy costs for all partners equal \$266.39.

***See Attachment A***

### Checklist for Application Submission

#### REQUIRED FORM COMPLETED FORM TO BE RETURNED WITH APPLICATION

Check that all forms and narratives are complete and accurate. Submit the application narrative and forms in the following order to ensure credit for each of the categories as listed below.

**NOTE: If narrative is not clearly marked by section, the evaluation team may not score the application.**

1.  **Request for Application Cover Page, including Cover Page(s) for any amendments** (see cover sheet)
2.  **Checklist for Application Submission**
3.  **Application Narrative** Not to exceed 10 pages. (see Part Three – Submission Requirements)
4.  **Preference Points** (see 3.1 g)
  - Is service supported housing proposed? \_\_\_ Yes X No
  - Are sex offenders to receive rent/housing subsidy? \_\_\_ Yes X No
5.  **Funding Sources** The applicant should identify on the Checklist for Application Submission the percentage of the applicant's total operating revenues which came from the following sources during the last fiscal year. (Total should equal 100%)

5.59 % Local government  
54.56 % State government  
29.46 % Federal government  
2.46 % Direct donations from individuals  
5.67 % Corporate or foundation grants  
0 % Fee and charges for services, products, and sales  
.48 % Endowment and interest income  
.90 % Fundraisers or special events  
.88 % Membership fees  
 \_\_\_\_\_ % Other sources (specify: \_\_\_\_\_)  
**100% Total**

6.  **Supporting Documentation & Forms**
  - A.  Exhibit A – Prior Experience of Applicant (mandatory form)
  - B.  Exhibit B – Expertise of Personnel (mandatory form)
  - C.  Exhibit C – Legal/Cancellation Actions Against Applicant (mandatory form)
  - D.  Exhibit D – Performance Measures (mandatory form)
  - E.  Exhibit E – Timeline (mandatory form)
  - F.  Exhibit F – Budget Detail Worksheet (mandatory form)
  - G.  Exhibit G – Budget Narrative (mandatory form)
  - H.  Exhibit H – Missouri Service-Disabled Veteran Business Preference (optional form)
  - I.  Exhibit I – Participation Commitment (optional form)
  - J.  Exhibit J – Documentation of Intent to Participate for MBE/WBE (optional form)
  - K.  Documentation of Nonprofit Corporation under Chapter 355 RSMo. or Section 501(C)(3) of the Internal Revenue Code (documentation needed)

**NOTE:** Questions relating to the RFA must be directed to Gary Stoll, of the Department of Corrections at either (573) 526-6402 or [gary.stoll@doc.mo.gov](mailto:gary.stoll@doc.mo.gov).

### 3.1.1. Application Narrative

**Moving Forward with Transportation Assistance** aligns with the sixth of the *Eight Principles for Evidence-Based Practice (EBP) in Community Correction*, by engaging on-going support in natural communities.<sup>1</sup> **Moving Forward with Transportation Assistance** began in October 2011. Eligible participants are under the supervision of Southeast Region-Jefferson County Probation & Parole office.

Re-orientation of Moving Forward with Transportation Assistance will be offered to the staff at the Probation & Parole office detailing the operation of the deviated bus route. The deviated bus route includes stops not limited to the following services: Jefferson County Annex, Jefferson County Health Department, Jefferson College, COMTREA Mental Health Center (North and South), Mercy Hospital-Jefferson, the Hillsboro Probation & Parole office, Jefferson/Franklin Community Action Corporation which houses several social services, and the Workforce Development office which offers GED classes and job search/readiness services. Numerous businesses, potential employers, essential shopping establishments and housing complexes are also within walking distance of the stops. It is projected that a new bus route that runs along the western corridor of Jefferson County will begin by December 2015 with 35 bus stops.

Posters promoting **Moving Forward with Transportation Assistance** will be placed throughout the Probation & Parole office. Items available for distribution are: (1) bus pass (ten one-way rides) w/an attached evaluation card and two bus schedules (1-Cross County route, 1-Arnold bus route), which will identify services in relation to the bus route. Probation & Parole clients may request bus passes through their officer, with distribution available upon request.

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<sup>1</sup> Crime and Justice Institute. (2004). *Implementing Evidenced-Based Practice in Community Corrections: The Principle of Effective Intervention*. 6.

Jefferson County Community Partnership  
Moving Forward with Transportation Assistance  
RFA SDA480-008

The evaluation card is completed, by the client, upon receipt of the bus pass which will assist JCCP to track the individual receiving the bus pass, how the bus pass may be used and if a repeat user, the effectiveness of the bus passes in reaching their goals. Participants are male or female and range in age, with various offenses. Sex offenders are included in this target population.

**3.1.2 Preference Points**

This program is not eligible for Preference Points.

**3.1.3 Funding Sources**

- 5.59% Local government
- 54.56% State government
- 29.46% Federal government
- 2.46% Direct donations from individuals
- 5.67% Corporate or foundation grants
- 0 % Fee and charges for services, products, and sales
- .48% Endowment and interest income
- .90% Fundraisers or special events
- .88% Membership fees
- % Other sources (specify: \_\_\_\_\_)

**100% Total**

**3.1.4. Experience and Expertise**

A relationship has been established with Southeast Region-Jefferson County and the Probation & Parole officers. Sheila Dickson is the liaison for the P & P officers. The contact number is 636-789-3392. This relationship with the Southeast Region – Jefferson County initially began when JCCP hosted the MRP VISTA member in August 2006. JCCP continues to foster a relationship to offer possible solutions for individuals under the supervision of Probation & Parole. In Fiscal Years 2012 through Fiscal Year 2015, Jefferson County Community Partnership received funding for Moving Forward with Transportation. To date, this funding has provided 2514 ten-ride bus passes to 1421 participants through the Jefferson County Probation & Parole office. In 2009, Probation & Parole allowed the referral process for participants in a Life

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Moving Forward with Transportation Assistance  
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Skills Training Program to be conducted in their office. Jefferson County Probation & Parole has also supported the efforts of MRP by assisting with the printing and distribution of two resource projects, allowing the needs assessment to be conducted at the P&P office, and by accompanying the JCCP Executive Director and VISTA member to the quarterly regional Southeast Missouri Area Reentry Team (SMART) meetings.

*Please refer to Exhibits A.*

*Please refer to Exhibit B.*

*Please refer to Exhibit C.*

From August 2006 – February 2010, a VISTA member was hosted by Jefferson County Community Partnership to coordinate the Missouri Reentry Process steering team serving the Southeast Region – Jefferson County.

The efforts of the Jefferson County Community Partnership, the MRP VISTA member and the MRP Steering committee include:

- Implemented **Moving Forward with Transportation Assistance** in Fiscal Year 2012 with the goal of distributing 1140 bus passes to assist with transportation barriers to basic physiological needs, social services, education, and employment. This program was also funded Fiscal Years 2013 through 2015.
- Implemented a Living Skills Program, serving 148 ex-offenders under the supervision of Probation & Parole, which focused on: *Ex-offender Job Readiness, Basic Computer Skills, and Financial Management.*
- Collaborated with Washington County MRP and Doug Copeland from Jefferson County Probation and Parole to implement a Job Fair. Sixty-two individuals attended the job

Jefferson County Community Partnership  
Moving Forward with Transportation Assistance  
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fair, with 45% being ex-offenders. This effort resulted in the employment of 18 Jefferson County ex-offenders, one of which was a managerial position.

- Collaborated with Missouri Workforce Development to implement three ex-offender job readiness workshops at three Jefferson County locations in preparation for the above-mentioned Job Fair.
- One-on-one resource consultation with six ex-offenders that resulted in the employment of four.
- Developed educational relationships with local businesses on the benefits of hiring an ex-offender using tax credits and the Federal Bonding Program.
- Collaborated with Jefferson County Probation and Parole on the printing and distribution of 1000 Pocket Pals with local resource information.
- Collaborated with Jefferson County Probation and Parole on the printing and distribution of 1500 larger local resource manuals.

The JCCP staff assigned to oversee **Moving Forward with Transportation Assistance** will be: **Tracy Smith, Executive Director**, with twenty-eight years of financial and business management experience and a BS in Business Administration & Business Management. Tracy began working for JCCP in January 1998 as the Director of Finance and was promoted to Executive Director in February 2006. **Laura Ketchum, Director of Budget and Administration**, with twenty-six years of office and financial management experience and a BS in Business Administration & Business Management. Laura began working for JCCP in December 1996 as the Director of Budget. The **MRP Transportation Coordinator** to prepare bus passes for distribution, tracking and to monitor evaluation outcomes.

**3.1.5 Core Performance Measures-(Within the time frame of award):**

**The evaluation process includes the following:**

Who	Type	Frequency
P&P Officer	Evaluation Card indicating the intended use of the bus pass	Upon receipt of bus pass packet.

Evaluation will be ongoing. Recipients will be required to complete the evaluation card to indicate if they will use the bus pass for education, employment, social services or basic physiological needs.

*Please refer to Exhibit D.*

**3.1.6 Timeline**

Upon notification of the award, an orientation will be scheduled at the Southeast Region-Jefferson County office to re-acquaint the P & P officers with the bus pass distribution. 1010 bus passes will be available immediately for distribution, as needed throughout the award period.

*Please refer to Exhibit E.*

**3.1.7 Budget Detail**

*Please refer to Exhibit E.*

**3.1.8 Budget Narrative**

*Please refer to Exhibit F.*

**3.1.9 Applicant Attests**

Jefferson County Community Partnership (Applicant) attests that the prices quoted in the application are fair and are not tainted by collusion, conspiracy, connivance, or other lawful practice on the part of the applicant or any of its agency, representatives, owners, employees, or parties of interest.

**EXHIBIT A**

**SUBMISSION IS MANDATORY**

**PRIOR EXPERIENCE OF APPLICANT**

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Organization Name:</b>	Jefferson County Community Partnership
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	State of Missouri – Department of Social Services, Community Enterprise Unit
Address of Reference Company:	3418 Knipp, Ste. A-2
	Jefferson City, MO 65109
Reference Contact Person Name:	William Dent
Contact Person Phone #:	573-526-7833
Contact Person e-mail address:	bill.dent@dss.mo.gov
Dates of Prior Services:	1995 - present
Dollar Value of Prior Services:	Thru FYE June 30, 2014 = \$5,683,659.44
Description of Prior Services Performed:	Contract to implement a plan to improve the lives of the children and families in Jefferson County, Missouri. Objectives of Missouri Community Partnerships are focused around six core results.

  
Authorized Signature of Applicant

06-29-2015  
Date

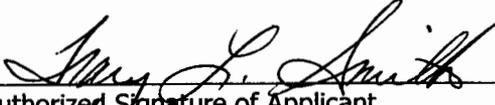
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<b>Organization Name:</b>	Jefferson County Community Partnership
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	State of Missouri – Dept of Corrections
Address of Reference Company:	P.O.Box 236
	Jefferson City, MO 65102
Reference Contact Person Name:	Lisa Meyer, MBA, CPPB
Contact Person Phone #:	573-526-6611
Contact Person e-mail address:	Lisa.Meyer@doc.mo.gov
Dates of Prior Services:	Fiscal Year 2009 August 2011 – June 30, 2014
Dollar Value of Prior Services:	Through FYE July 31, 2014 = \$90,523.39
Description of Prior Services Performed:	Fiscal Year 2009: Life Skills Training Program offered individuals an opportunity to jump start their knowledge and skills in three areas: Computer Introduction, Ex-offender Job Readiness and Financial Management.  Fiscal Year 2012: Moving Forward with Transportation Assistance Moving Forward with Transportation Assistance provides individuals with overcoming transportation barriers by providing bus passes and detailed map outlining stops to assist with employment, education and social services.

  
\_\_\_\_\_  
Authorized Signature of Applicant

06-29-2015  
Date

**EXHIBIT A**

**SUBMISSION IS MANDATORY**

**PRIOR EXPERIENCE OF APPLICANT**

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Organization Name:</b>	Jefferson County Community Partnership
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	State of Missouri – Dept. of Health & Senior Services
Address of Reference Company	920 Wildwood Drive
	Jefferson City, MO 65109
Reference Contact Person Name:	Ann McCormack
Contact Person Phone #:	573-751-6269
Contact Person e-mail address:	ann.mccormack@health.mo.gov
Dates of Prior Services:	5/2011 – 6/30/2014
Dollar Value of Prior Services:	\$13,956.85
Description of Prior Services Performed:	I Am Moving, I Am Learning (IMIL) is an evidence based proactive approach for addressing childhood obesity in Missouri's child care centers and homes. Childcare providers are trained to promote good health and strong bodies for children by intentionally integrating appropriate physical activity and wise nutrition choices into their daily routines.

  
Authorized Signature of Applicant

*06-29-2015*  
Date

**EXHIBIT A**

**SUBMISSION IS MANDATORY**

**PRIOR EXPERIENCE OF APPLICANT**

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Organization Name:</b>	Jefferson County Community Partnership
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	State of Missouri – Dept. of Transportation
Address of Reference Company:	P.O. Box 270
	Jefferson City, MO 65102
Reference Contact Person Name:	Bryan J. Heckman, Senior Multimodal Operations Specialist
Contact Person Phone #:	573-751-7481
Contact Person e-mail address:	bryan.heckman@modot.mo.gov
Dates of Prior Services:	July 2009 - present
Dollar Value of Prior Services:	Thru FYE June 30, 2014 = \$1,323,313.00
Description of Prior Services Performed:	A coalition of private providers and public agencies that has designed a public transportation route to meet the needs of individuals, especially seniors and disabled, who experience barriers to access basic services, such as healthcare, employment and social services

  
Authorized Signature of Applicant

06-29-2015  
Date

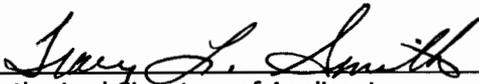
**EXHIBIT A**

**SUBMISSION IS MANDATORY**

**PRIOR EXPERIENCE OF APPLICANT**

The applicant shall copy and complete this form for each reference being submitted as demonstration of the applicant's prior experience. In addition, the applicant is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Organization Name:</b>	Jefferson County Community Partnership
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	State of Missouri – Dept of Social Services
Address of Reference Company:	P.O.Box 88
	Jefferson City, MO 65103
Reference Contact Person Name:	Nancy L. Reid, M. Ed., LPC
Contact Person Phone #:	573-751-4431
Contact Person e-mail address:	Nancy.L.Reid@dss.mo.gov
Dates of Prior Services:	July 1999 - present
Dollar Value of Prior Services:	Thru FYE June 30, 2014 = \$1,118,477.69
Description of Prior Services Performed:	Services include monthly home visits, development of family plans, use of assessments to determine needs of program participants, parent/child interaction meetings, educational meetings, access to developmentally appropriate items and referrals to community resources.

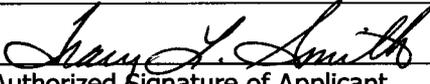
  
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Authorized Signature of Applicant

*06-29-2015*  
Date

**EXHIBIT B**  
**SUBMISSION IS MANDATORY**  
**EXPERTISE OF PERSONNEL**

(Copy and complete this table for each key person proposed)

Title of Position: <u>Program Coordinator</u>	
<b>Name of Person:</b>	Michele Young
Educational Degree (s): include college or university, major, and dates	Hickey School of Business (graduated 1976) (secretarial)
License(s)/Certification(s), Number(s), expiration date(s), if applicable:	NA
Specialized Training Completed. Include dates and documentation of completion for all required training identified in this document:	NA
Number of years experience in area of service proposed to provide:	38 years of administrative work
Describe person's relationship to applicant. If employee, number of years. If subcontractor, describe other/past working relationships	Employee of JCCP for 1.5 years
Describe this person's responsibilities over the past 12 months.	Administrative duties for Executive Director; assisting Director-Finance
Previous employer(s), positions, and dates	AT&T, Administrative Assistant/Manager, 1976-2013 (retired)
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Social Work	NA
✓ Reentry	NA
✓ Counseling	NA
✓ Criminal Justice	NA
✓ Correctional Residential Facilities	NA

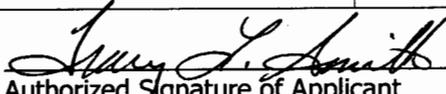
  
 Authorized Signature of Applicant

06-29-2015  
 Date

**EXHIBIT C**  
**SUBMISSION IS MANDATORY**  
**LEGAL/CANCELLATION ACTIONS AGAINST APPLICANT**

The applicant shall copy and complete this form for each legal action or cancellation of contract brought against the organization in the past 5 years. In addition, the applicant is advised that if such information is obtained by DOC that is not included in the application, the application may not be considered.

<b>Organization Name:</b>	Jefferson County Community Partnership
<b>Legal/Cancellation Actions Information From:</b>	
Name of Company:	N/A
Address of Company:	
Contact Person Name:	
Contact Person Phone Number:	
Contact Person e-mail address:	
Date(s) of Legal Action or Cancellation:	
Reason for Cancellation of Contract:	
Description of Legal Action:	
Resolution of Legal Action:	

  
 Authorized Signature of Applicant

*06-29-2015*  
 Date

**Exhibit D**  
**Performance Measures**

Instructions for how to complete this form and a sample can be found the next page.

Total Number of Clients Agency Proposes to Serve: **Up To 240**

<b>Category</b>	<b>Service</b>	<b>Proposed Clients</b>	<b>Outcome</b>	<b>Indicator</b> (How do you know you are achieving the outcome?)
Academic			Enhanced education	
Basic Needs and Emergency Services			Attainment of basic needs and emergency services	
Employment			Improved employment	
Family			Increased family support	
Housing			Attainment of housing	
Mental Health			Reduced mental health risks	
Substance Abuse			Reduced substance abuse	
Transportation	10-ride bus pass	320	Attainment of transportation	100% of clients will receive transportation services
Vocational			Improved employment	



**EXHIBIT F**

**SUBMISSION IS MANDATORY**

**BUDGET DETAIL WORKSHEET**

*All Expenses Must Be Reasonable and Necessary*

<b>COMPLETED FORM MUST BE RETURNED WITH APPLICATION</b>		
<b>A. Personnel (include the number of hours each person is dedicated to the project)</b>		
<b>Name/Position</b>	<b>Calculation of Cost</b>	<b>Cost</b>
Assistant	40 hrs @ 11.59/hr	463.60
	<b>Subtotal</b>	<b>463.60</b>
<b>B. Fringe Benefits (must be capped at 12%)</b>		
<b>Name/Position</b>	<b>Calculation of Cost</b>	<b>Cost</b>
FICA Taxes	\$463.60 x .0765	35.47
403(b)7 – Partial of amount provided to employee for retirement	5% of gross up to 12% allowed amount of grant	20.17
	<b>Subtotal</b>	<b>55.64</b>
<b>C. Staff Travel (mileage at \$0.37 /mile -- Conus rate for any other expenses)</b>		
<b>Purpose of Staff Travel (all staff travel must be for the <u>direct</u> benefit of the offender -- include location and type)</b>	<b>Calculation of Cost</b>	<b>Cost</b>
Distribute and audit bus passes, collect surveys from Hillsboro, MO P&P office	20 miles x 4 trips @ .37/mile	29.60
	<b>Subtotal</b>	<b>29.60</b>
<b>D. Equipment</b>		
<b>Item</b>	<b>Calculation of Cost</b>	<b>Cost</b>
No Equipment Expenditures		-0-
	<b>Subtotal</b>	<b>-0-</b>
<b>E. Supplies</b>		
<b>Item</b>	<b>Calculation of Cost</b>	<b>Cost</b>
Card Stock for survey and receipt by clients	2 ream @ 8.99	17.98
Fugitive Glue Dots – attach pass to survey (1000 dots needed/2 per survey)	1 roll @ 37.99	37.99
Color Poster Prints (for posters at P&P office)	6 posters @ 4.00	24.00
Black & White Survey Copies (4 double-sided surveys per piece of card stock x 253 copies = 1010)	506 copies @ .03	15.18
	<b>Subtotal</b>	<b>95.15</b>

<b>F. Direct Services (i.e. housing rental/lease, GED Testing)</b>		
<b>****ALL DIRECT SERVICES MUST BE PROVIDED TO THE OFFENDERS****</b>		
<b>Item</b>	<b>Calculation of Cost</b>	<b>Cost</b>
Provision of bus passes (10 rides = 1 pass)	1,010 passes x \$20 per pass	20,200.00
	<b>Subtotal</b>	<b>20,200.00</b>
<b>Summary</b>		
A. Personnel		463.60
B. Fringe Benefits		55.64
C. Staff Travel		29.60
D. Equipment		0
E. Supplies		95.15
F. Direct Services		20,200.00
	<b>TOTAL PROJECT COSTS</b>	<b>20,843.99</b>

By signing below, the applicant hereby declares understanding, agreement and certification of compliance to provide the services or project in accordance with all the requirements and specifications contained herein and in the Terms and Conditions. The applicant further agrees that the language of this RFA shall govern in the event of a conflict of terms with his/her application.

Applicant Company Name Jefferson County Community Partnership

Authorized Signature of Applicant Tracy L. Smith Date 06-29-2015

Printed Name Tracy L. Smith

## EXHIBIT G

### **SUBMISSION IS MANDATORY**

### BUDGET NARRATIVE

**Applicant must provide justification and detailed description of all budget items listed in Exhibit E. NOTE: All expenses must be reasonable and necessary.**

#### **A. Personnel**

Part-time staff will reproduce engaging posters to be displayed in the Probation & Parole office. This staff will document each pass, create a log for the pass to be recorded as distributed, audit logs as they are returned and create a database logging the responses to the individual surveys. Approximated at 40 hours at 11.59 per hour = \$463.60.

#### **B. Fringe Benefits**

FICA taxes are calculated at 7.65% of gross salary.

Retirement plan calculated at 5% gross salary up to the allowable 12% total fringe benefits limit stated in contract guidelines.

#### **C. Staff Travel**

Staff member will travel from the JCCP office located in Festus MO to the Probation and Parole office located in Hillsboro, MO approximately 10 miles each way. Staff member will distribute bus passes to authorized individuals, provide log and key for each box and return to refill when passes are distributed. Upon distribution of the final passes, staff member will return to Hillsboro to collect lock boxes, keys and final survey forms. Estimated 4 trips x 10 miles each way (20 miles round trip) x .37 per mile = \$29.60.

#### **D. Equipment**

No equipment is requested on this application.

#### **E. Supplies**

**Bus pass distribution** requires a log showing amount of numbered of passes taken from JCCP by the Parole office. Each bus pass will be attached to a 4 ¼" x 5.5" sheet of card stock with the survey printed on it. The bus pass will be attached with a specific type of glue, called fugitive glue, commonly used to attach items to mailings so that the pass remains secured to the survey until time of distribution at which the recipient completes and signs the survey/acknowledgement.

Card Stock – 2 ream of cardstock @ 8.99 each = \$17.98

Fugitive Glue Dots 1000 dots per roll = 1 rolls @ 37.99 = \$37.99

Color Print Poster promoting availability of project = 6 posters @ \$4.00 each = \$24.00

Survey/Acknowledgement – 506 copies/4 surveys per card stock (double-sided)=506 at .03 ea=\$15.18

#### **F. Direct Services to the Offenders**

The number of bus passes takes into consideration the number of individuals served in the previous year. This estimate is **1,010 passes @ \$20.00 per pass = \$20,200.00**

**EXHIBIT J, continued**

***(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)***

**BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS**

I certify that Jefferson County Community Partnership(Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the applicant’s name and the MOU signature page completed and signed by the applicant and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University\*** to Which Previous E-Verify Documentation Submitted: Dept. of Social Services

(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: 08-27-2014

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: PG-6A1400007 (if known)

Tracy L. Smith  
Authorized Business Entity Representative’s  
Name (Please Print)

Tracy L. Smith  
Authorized Business Entity  
Representative’s Signature

Jefferson County Community Partnership  
Business Entity Name

06-29-2015  
Date

execdirector@jccp.org  
E-Mail Address

198918  
E-Verify MOU Company ID Number

**FOR DEPARTMENT USE ONLY**

Documentation Verification Completed By:

\_\_\_\_\_  
Procurement Officer

\_\_\_\_\_  
Date

### Attachment A: In-Kind Support

		Parole Officers & Oversight	Transportation Coordinator	Executive Director	Budget & Admin	Director of Development	Inkided Amount
		30 min per week x 52 weeks x 20 officers x \$20.25	20 hr/year	20 hr/year	15 hr/year	12 hr/year	
Salary:		\$ 10,530.00	\$ 320.17	\$ 528.86	\$ 355.39	\$ 215.87	\$ 11,950.28
		1.25%	1.15%	0.96%	0.72%	0.48%	
		FTE	FTE	FTE	FTE	FTE	
Fringe:		\$ 10,530.00				\$ 1,420.28	
Tax	7.65%	\$ 805.55	\$ 24.49	\$ 40.46	\$ 27.19	\$ 16.51	\$ 914.20
Retirement	5%	\$ 526.50	\$ 59.26	\$ 26.44	\$ 17.77	\$ 10.79	\$ 640.77
Health	\$ 584.50	\$ 1,753.50	\$ 78.44	\$ 65.37	\$ 49.02	\$ 32.68	\$ 1,979.01
Work Comp	1.85%	\$ 194.81	\$ 20.94	\$ 9.78	\$ 6.57	\$ 3.99	\$ 236.10
		\$ 3,280.35				\$ 489.72	
Occupancy:		1.25%	1.15%	0.96%	0.72%	0.48%	
Rent	\$ 2,146.34	\$ 26.83	\$ 24.77	\$ 20.64	\$ 15.48	\$ 10.32	\$ 98.03
Utilities	\$ 388.62	\$ 4.86	\$ 4.48	\$ 3.74	\$ 2.80	\$ 1.87	\$ 17.75
Insurance	\$ 930.75	\$ 11.63	\$ 10.74	\$ 8.95	\$ 6.71	\$ 4.47	\$ 42.51
Audit & Legal	\$ 729.54	\$ 9.12	\$ 8.42	\$ 7.01	\$ 5.26	\$ 3.51	\$ 33.32
Security	\$ 26.02	\$ 0.33	\$ 0.30	\$ 0.25	\$ 0.19	\$ 0.13	\$ 1.19
Contracted	\$ 1,064.85	\$ 13.31	\$ 12.29	\$ 10.24	\$ 7.68	\$ 5.12	\$ 48.63
Supplies	\$ 136.37	\$ 1.70	\$ 1.57	\$ 1.31	\$ 0.98	\$ 0.66	\$ 6.23
Telephone	\$ 410.15	\$ 5.13	\$ 4.73	\$ 3.94	\$ 2.96	\$ 1.97	\$ 18.73
		\$ 72.91				\$ 193.49	
						\$ 266.39	
		<b>Probation &amp; Parole</b>				<b>JCCP</b>	<b>Total</b>
		<b>\$ 13,883.26</b>				<b>\$ 2,103.49</b>	<b>\$ 15,986.75</b>