

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 8, 2008

## M E M O R A N D U M

<b>What's Inside:</b> RFP for Drug and Alcohol Testing Services
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TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: BECKY HOUF, ASSISTANT DEPUTY DIRECTOR

SUBJECT: REQUEST FOR PROPOSAL FOR DRUG AND ALCOHOL  
TESTING SERVICES HAS BEEN POSTED

## DISCUSSION:

The purpose of this email is to inform staff that a Request for Proposal (RFP) to solicit bids for contracted drug and alcohol testing services (reference RFP B3Z09073) has been posted. The bidding will close on December 17th, 2008.

This contract RFP was written for the purpose of providing court ordered drug testing services only when other methods and sources of payment such as MO HealthNet, self pay or funding from other agencies are not an option. This RFP allows the option to award one or more contracts per circuit, depending on the bids available. We encourage staff to contact any local drug and alcohol testing service providers who we've paid and inform them that once the contracts are awarded, only contracted vendors may be used by the Division.

Thanks to staff response to our request to identify vendor contacts. We are confident that the Office of Administration, Division of Purchasing and Materials Management has compiled an adequate list of personnel and contact information for vendors which have been used in the past or have been identified locally as potential bidders. The Division of Purchasing and Materials Management will be sending out notices about this RFP to these vendors.

If you wish to view the RFP (# B3Z09073) for drug and alcohol testing services, it is available on the internet at <http://oa.mo.gov/purch/> to download. Feel free to alert local vendor contacts that are interested in bidding, however for specific information about the RFP, refer the vendor to our buyer:

Stacia Dawson, Buyer  
MO Office of Administration (OA)  
Division of Purchasing & Materials Management (DPMM)  
Phone, (573) 522-3052  
Fax: (573) 526-9817  
Email: [Stacia.Dawson@oa.mo.gov](mailto:Stacia.Dawson@oa.mo.gov)

If you have questions regarding this process please contact Randall McDermit, Program Development Specialist at (573) 751-8932, email: [Randall.D.McDermit@dss.mo.gov](mailto:Randall.D.McDermit@dss.mo.gov); or Dirk Elrod, Procurement Officer, at (573) 751-2075, email: [Dirk.Elrod@dss.mo.gov](mailto:Dirk.Elrod@dss.mo.gov) .

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Randall McDermit 573-751-8932 <a href="mailto:Randall.D.McDermit@dss.mo.gov">Randall.D.McDermit@dss.mo.gov</a>	<b>ASSISTANT DEPUTY DIRECTOR</b> Becky Houf 573-751-2502 <a href="mailto:Becky.L.Houf@dss.mo.gov">Becky.L.Houf@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A	
<b>RELATED STATUTE</b> N/A	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS</b> Parental Resilience N/A Social Connections N/A Knowledge of Parenting and Child Development N/A Concrete Support in Times of Need N/A Social and Emotional Competence of Children N/A	
<b>FACES REQUIREMENTS</b> N/A	