

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 26

In the County Commission of said county, on the 31st day of January 20 23

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 grant application: Proposal for the Domestic Relations Program for Parents and Children, Contact for Kids: A Safe Way, submitted by the 13<sup>th</sup> Judicial Circuit Court, Family Court.

Done this 31st day of January 2023.

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



**STATE OF MISSOURI  
OFFICE OF STATE COURTS ADMINISTRATOR  
REQUEST FOR PROPOSAL**

RFP NO. OSCA 23-01706

TITLE: Domestic Relations Programs for Parents and Children

ISSUE DATE: January 3, 2023

CONTACT: Russell Rottmann

PHONE NO.: 573 522-6766

E-MAIL: [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov)

**RETURN PROPOSAL NO LATER THAN: 4:00 PM, February 1, 2023**

**Late submissions will not be accepted**

Proposals may be submitted either electronically to  
[osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov) or

(U.S. Mail)


Office of State Courts Administrator  
P.O. Box 104480  
Jefferson City, MO 65110 - 4480

(Courier Service)

or Office of State Courts Administrator  
2112 Industrial Dr.  
Jefferson City, MO 65109

**CONTRACT PERIOD: July 1, 2023, THROUGH June 30, 2024**

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE 		DATE 1/23/2023
PRINTED NAME J. Hasbrouck Jacobs		TITLE Presiding Judge
CIRCUIT/COUNTY 13		
MAILING ADDRESS 705 East Walnut		
CITY, STATE, ZIP Columbia, Missouri 65201		
CONTACT PERSON Angle Bezoni	TITLE Deputy Juvenile Officer III, Supervisor	
PHONE NO. (573) 886-4200	E-MAIL ADDRESS <a href="mailto:angle.bezoni@courts.mo.gov">angle.bezoni@courts.mo.gov</a>	

**NOTICE OF AWARD (OSCA USE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NUMBER		CONTRACT PERIOD
CONTRACT SECTION	DATE	DEPUTY STATE COURTS ADMINISTRATOR

**Domestic Relations Program for Parents and Children  
Request for Proposal  
Supervised Access and Exchange Program, "Contact for Kids: A Safe Way"  
Budget Spending Plan & Narrative**

**2.1 Continuation of Approved Program:**

For fiscal year 2023, the 13<sup>th</sup> Judicial Circuit, Family Court requested \$20,000 in funding to continue our Supervised Visitation program. The Court received \$14,000, and has continued to provide supervised exchange services through a contract with Great Circle. The Court continues to require the non-custodial parent to pay a per diem based off his/her income. It should also be noted that the Court can find a person indigent, and not require them to pay a co-pay. Each non-custodial parent is allowed up to twelve hours of supervised visitation during the grant cycle.

During the current grant cycle from July 1 through January 18, twenty-six families have been referred to the program as a result of their involvement in domestic relations cases. Of those twenty-six families, twenty-two have received supervised visitation program services. Of the four cases which did not receive services, one case did not qualify and three participants failed to provide requested additional information. There are also two families who are approved, but have not yet begun services. Most families that did participate in services successfully completed the services. Some families were recommended to continue with supervised visits, but they would have been responsible for finding funding for the continuation of visits.

The 13<sup>th</sup> Circuit's Family Court supervised visitation and exchange program was established in July of 2009. The program's need has continued throughout the years. So far this year, the program's popularity has continued. For the current grant year, we predicted we would serve thirty families, and we have already served twenty-two families. While it is impossible to predict how much the program will be used, we do anticipate more referrals before the grant year ends.

As noted above, for fiscal year 2023 we requested \$20,000 and were awarded \$14,000. Through December 2022, \$7,462 has been billed for supervised visitation. The number of families served is relatively the same compared to the same time period last year, and we anticipate additional referrals being made. So far this grant year, families have received 158 direct service hours, which is an increase of 43 compared to the same time period during the previous grant year. We can anticipate at least that many more hours will be billed for the remainder of the current grant year.

<b>Quarter</b>	<b>Families Served</b>	<b>Hours</b>
1	11	69.5
2	10	88.5
3*	10	120
4*	10	120

<b>Total</b>	<b>40</b>	<b>398</b>
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\*Estimates

If the current trend of referrals persists, depending on copays collected, because we are on track to surpass the amount of grant funds we have left, the Court may have to request additional grant funds or discontinue the program until more funds are available.

Budget Spending Plan

Should our Court be awarded the full amount of \$20,000, we are confident referrals will continue to be made and we will continue the consistent level of service as shown over the last thirteen years. We also will continue the practice that if a party falls below poverty level, the Court may waive an hourly per diem being paid by the non-custodial party. Great Circle also has informed us that they would continue to partner with the 13<sup>th</sup> Circuit to provide this service to families.

The following chart shows the expected budget spending plan for FY23, based on predictions of families served to date, and in past years. This budget plan includes continuing to contract with Great Circle to provide the supervision by a licensed therapist at \$58.00 per hour.

# of Families Predicted to be Served	# of Available Visitation hours per family	Cost per Visitation Hour	Total Funds needed to provide services	Requested funds through DRRF	Additional Funds needed outside of Grant to cover expenditures
30	12	\$58	\$20,880	\$20,000	\$880

As mentioned above, the total number of families projected to be served during FY24 reporting period is thirty, based on the number of families referred so far this year for the first and second quarter, and based on data from past years. This program has become extraordinarily popular, and we have continued to receive a high number of referrals. Currently reimbursement per hour for the therapist to provide supervised visits is \$58 per hour. If each family receives twelve hours of supervised visitation services and qualified for having no co-pay due to income levels, the maximum amount needed would be \$20,880; however, the remaining \$880 needed would likely be covered through co-pays. Currently \$7,462 has been spent to provide supervised visitation services. We have collected \$1,702 in copays so far this year. We request \$20,000 in order to continue to support this program. It is hard, if not impossible, to determine how many referrals will be made for the rest of this year, and next year.

In an effort to continue assuming some of the responsibilities of the cost of this program, the Court will continue to work with Great Circle to have the non-custodial parent pay an hourly per diem based on their income level. For those non-custodial parents who fall below the poverty level, the Court would continue to be allowed to waive a per diem fee, therefore allowing the grant to pay the full hourly rate. It should be noted that during the

first six months of the FY23 grant year, \$1,702 has been defrayed in costs due to collection of co-pays by the non-custodial parents. We have continued to stringently monitor the collection of co-pays by Great Circle to ensure maximum use of the funds provided for families.

Our Court, in collaboration with Great Circle, previously developed a sliding scale worksheet to determine the hourly rate the participant would be required to pay. This scale continues to provide for the fee to be waived if the participant's income is below poverty guidelines as provided by the U.S. Department of Health and Human Services. For families which would be required to pay an hourly per diem, the family will continue to sign an agreement to pay a pre-determined amount before each supervised visitation and should they not be able to pay their amount, the visitation would not occur. It will continue to be up to the contract agency to collect the amount due from the family based on the sliding scale fee and the Court will agree to pay the contract agency the remaining balance of the \$58.00 per hour through contractual services through the DRRF grant. So far this grant year, four families had their fee waived as they had no income being received that could be counted towards the sliding scale and all fell below the minimum income of \$8,000 per year. As mentioned above, co-pays for the non-custodial parents have continued to help defray costs for the program and we will continue to be stringent in monitoring that families pay the appropriate co-pay for their income level. At this time, no other funding sources have been identified, but we will continue to keep the program as low cost as possible to the Courts while maintaining a high level of quality and effectiveness.

#### Benefit of Funds for FY24

Twenty-one families have participated in the Supervised Visitation Program from July 1, 2022 through December 31, 2022 in the 13<sup>th</sup> Circuit as a direct result of this grant. The children and visiting parents have been given an opportunity to build a lasting relationship which might not have occurred without this program. The visiting parent has learned valuable information such as how to better communicate and/or interact with their child/children through the assistance of the licensed therapist. The custodial parent has been provided the assurance their child/children are safe and well supervised with the therapist being present.

Surveys collected by Great Circle have been positive. Participants learned new parenting strategies and were able to establish or re-establish relationships with their children.

The program is well known among the Family Court Judge, Family Court Commissioner, guardians ad litem, and local attorneys, which further ensures families will continue to be referred to the program. It is recognized as a needed resource for domestic Court cases involving children. There is currently a need for this program as it has allowed many Court domestic relations cases such as Ex-parte Child Orders of Protection, Ex-parte Adult Abuse, Dissolutions of Marriage, Paternity, and other Family Court cases to allow visitation between parents and caregivers in a safe, therapeutic environment and helps many cases to be resolved expeditiously and fairly.

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 203

County of Boone

In the County Commission of said county, on the 31st day of January 20 23

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

Now on this day, the County Commission of the County of Boone does hereby approve the reallocation of Court Services Officer (Range 31), Position 296 in Department 1210, which will be reclassified to a Computer Info Technologist (Range 35) in the same Department.

Done this 31st day of January 2023.

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

47-2023

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20

In the County Commission of said county, on the 31st day of January 20 23

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

Now on this day, Contract C000578 is awarded from RFP 37-27OCT22 for Food Services – Term & Supply, for the Boone County Detention Center on behalf of the Boone County Sheriff’s Office from Trinity Services Group of Oldsmar, Florida.

Done this 31st day of January 2023.

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  
Senior Buyer



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

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## MEMORANDUM

TO: Boone County Commission  
FROM: Liz Palazzolo, CPPO, C.P.M.  
DATE: January 05, 2023  
RE: Award Contract C000578 from RFP 37-27OCT22 for Food Services for the Boone County Detention Center – Term and Supply

Request for Proposal 37-27OCT22 solicited competitive proposals for Food Services for the Boone County Detention Center. Two proposals and one “No Bid” were received:

- 1) Summit Food Service of Sioux Falls, South Dakota,
- 2) Trinity Services Group of Oldsmar, Florida,
- 3) Ford Restaurant Supply of Columbia, Missouri (No Bid)

A County Evaluation Committee has evaluated the proposals. Evaluation Committee members are Major Gary German, Captain Jenny Atwell, Captain Damon Reynolds, and Finance Officer Leasa Quick. The Evaluation Committee conducted the subjective evaluation while the Department of Purchasing chaired evaluation meetings and the cost evaluation. One round of negotiations was conducted involving both offerors who both submitted a Best and Final Offer that was also considered in the final evaluation. Evaluation criteria included two subjective areas: Evaluation/Reliability/Contractor Support worth a maximum 20 points; and the proposed Method of Performance worth a maximum 30 points.

Cost was evaluated on an average detainee population of 210 detainees, using that meal price and multiplying it by 210 detainees, 365 days for an initial and four renewal periods. Two pricing options were requested; the Evaluation Committee decided that the cost for Option 2, where the vendor provides Ware Wash Chemicals and Service is preferred. Cost for Option 2 is used in the final calculation of cost points. The detailed Cost Evaluation follows this memo.

The Evaluation Committee conducted subjective evaluation scoring without knowledge of cost point scores. Cost point scores have been added to final subjective scores and the outcome is as follows:



Offeror	Experience/Reliability/ Contractor Support	Proposed Method of Performance	Total Cost Points	Final Overall Score
Trinity Services Group	18	30	50	98
Summit Food Service	16	22	39	77

An Evaluation Narrative follows this memo that explains the reasoning for the awarding of subjective scores.

The Evaluation Committee finds the proposal from Trinity Correctional Services of Oldsmar, Florida to be the “lowest and best” proposal and the choice for contract award. An award for the pricing option that includes provision of Ware Wash Chemicals and Services is presented to the Commission for approval.

The initial contract period will run February 01, 2023 through January 31, 2024; the County will have four (4) one-year renewal options available to renew the contract subsequent to this initial period.

Invoices will be paid based on actual detainee population.

Coding for payments will reference 1255 – Corrections/71100 - Outside Services. This is a Term and Supply contract. The budgeted amount for 2023 is \$408,000.00.

/lp

cc: Major Gary German, Sheriff's Department  
Contract File

Attachments: Cost Evaluation and Evaluation Report