



## NOTICE OF AWARD

State Of Missouri  
Office Of Administration  
Division Of Purchasing  
PO Box 809  
Jefferson City, MO 65102-0809  
<http://oa.mo.gov/purchasing>

<b>SOLICITATION NUMBER</b> RFPS30034901600328	<b>CONTRACT TITLE</b> Polygraph Examination Services
<b>CONTRACT NUMBER</b> CS160328002 <i>3124116</i>	<b>CONTRACT PERIOD</b> July 1, 2016 through June 30, 2017
<b>REQUISITION NUMBER</b> NR 931 YYY16708057	<b>VENDOR NUMBER</b> 4318770560 0
<b>CONTRACTOR NAME AND ADDRESS</b> YARBROUGH POLYGRAPH SERVICES, LLC PO BOX 510088 SAINT LOUIS, MO 63151-0088	<b>STATE AGENCY'S NAME AND ADDRESS</b> Department of Corrections Board of Probation and Parole Various Locations
<b>ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:</b>  The proposal submitted by Yarbrough Polygraph Services, LLC in response to RFPS30034901600328 is accepted for the Eastern Region, North Central Region, Southeast Region, and Southwest Region.	
<b>BUYER</b> Jacqueline Satterlee	<b>BUYER CONTACT INFORMATION</b> Email: <a href="mailto:jacqueline.satterlee@oa.mo.gov">jacqueline.satterlee@oa.mo.gov</a> Phone: (573) 751- 4925 Fax: (573) 526-9816
<b>SIGNATURE OF BUYER</b> <i>Jacqueline Satterlee</i>	<b>DATE</b> <i>3122116</i>
<b>DIRECTOR OF PURCHASING</b> <i>Karen S. Boeger</i> Karen S. Boeger	

RFPS: 30034901600328

From:

Yarbrough Polygraph Service, LLC

PO Box 510088

Saint Louis, MO 63151

[yarpolyserv@sbcglobal.net](mailto:yarpolyserv@sbcglobal.net)

314-799-1994

Original

Supercedes Original Submitted 1-4-16

Buyer: Ms. Jacqueline Satterlee



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING (PURCHASING)  
REQUEST FOR PROPOSAL (RFP)

SOLICITATION/OPPORTUNITY (OPP) NO.: RFPS30034901600328  
TITLE: Polygraph Examination Services  
ISSUE DATE: 12/18/15

REQ NO.: NR 931 YYY16708057  
BUYER: Jacqueline Satterlee  
PHONE NO.: (573) 751-4925  
E-MAIL: jacqueline.satterlee@oa.mo.gov

RETURN PROPOSAL NO LATER THAN: 01/12/16 AT 2:00 PM CENTRAL TIME (END DATE)

VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH [HTTPS://MISSOURIBUYS.MO.GOV](https://MISSOURIBUYS.MO.GOV) BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type Solicitation/OPP Number and End Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing office (301 W High Street, Room 630) by the return date and time.

RETURN PROPOSAL TO: (U.S. Mail) PURCHASING PO BOX 809 JEFFERSON CITY MO 65102-0809 or (Courier Service) PURCHASING 301 WEST HIGH STREET, RM 630 JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: July 1, 2016 through June 30, 2017

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Department of Corrections  
Board of Probation and Parole  
Various Locations

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 10/19/15). The vendor further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order from the Division of Purchasing or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the vendor and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Yarbrough Polygraph Service, LLC
MAILING ADDRESS PO Box 510088 CITY, STATE, ZIP CODE Saint Louis, MO 63151-0088

LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Yarbrough Polygraph Service, LLC
IRS FORM 1099 MAILING ADDRESS PO Box 510088 CITY, STATE, ZIP CODE Saint Louis, MO 63151-0088

CONTACT PERSON Sam Yarbrough PHONE NUMBER 314 799 1994		EMAIL ADDRESS yarpolyserv@sbcglobal.net FAX NUMBER N/A	
TAXPAYER ID NUMBER (TIN) 43-1877056	TAXPAYER ID (TIN) TYPE (CHECK ONE) XX FEIN    SSN	VENDOR NUMBER (IF KNOWN) 4318770560 0	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) LLC Corporation    Individual    State/Local Government    Partnership    XX Sole Proprietor    IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE 1-4-16	
PRINTED NAME Sam Yarbrough		TITLE Owner	

4. PRICING PAGE

- 4.1 **Polygraph Examination Services** - The vendor shall specify the region(s) proposed by completing the appropriate table below with a firm, fixed prices for the original contract period and maximum prices for each potential renewal period for providing the services in accordance with the provisions and requirements of this RFP. All costs associated with providing the required services, including all education and training costs, and travel, shall be included in the stated prices. The offeror must not quote a price of more than one-hundred dollars (\$100.00) for any contract period for an incomplete polygraph examination and for a No Show.

<b>Eastern Region</b>				
<b>Line Item #</b>	<b>Description</b>	<b>Original Contract Period firm, fixed price</b>	<b>First Renewal Period maximum price</b>	<b>Second Renewal Period maximum price</b>
1	Exam 1-Initial Polygraph-Sexual History Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
2	Exam 1-Initial Polygraph Instant Offense Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
3	Maintenance Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
4	Sex Offense Monitoring Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
5	Incomplete Polygraph Examination	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>
6	No Show	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>

<b>North Central Region</b>				
<b>Line Item #</b>	<b>Description</b>	<b>Original Contract Period firm, fixed price</b>	<b>First Renewal Period maximum price</b>	<b>Second Renewal Period maximum price</b>
7	Exam 1-Initial Polygraph Sexual History Examination	\$250.00 <i>Per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
8	Exam 1-Initial Polygraph Instant Offense Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
9	Maintenance Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
10	Sex Offense Monitoring Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
11	Incomplete Polygraph Examination	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>
12	No Show	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>

<b>Southeast Region</b>				
Line Item #	Description	Original Contract Period <i>firm, fixed price</i>	First Renewal Period <i>maximum price</i>	Second Renewal Period <i>maximum price</i>
13	Exam 1-Initial Polygraph Sexual History Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
14	Exam 1-Initial Polygraph Instant Offense Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
15	Maintenance Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
16	Sex Offense Monitoring Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
17	Incomplete Polygraph Examination	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>
18	No Show	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>

<b>Southwest Region</b>				
Line Item #	Description	Original Contract Period <i>firm, fixed price</i>	First Renewal Period <i>maximum price</i>	Second Renewal Period <i>maximum price</i>
19	Exam 1-Initial Polygraph Sexual History Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
20	Exam 1-Initial Polygraph Instant Offense Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
21	Maintenance Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
22	Sex Offense Monitoring Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
23	Incomplete Polygraph Examination	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>
24	No Show	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>

**EXHIBIT A**  
**VENDOR INFORMATION**

The vendor should provide the following information about the vendor's organization:

- a. Provide a brief company history, including the founding date and number of years in business as currently constituted.

Yarbrough Polygraph Service, LLC was founded by the owner, Sam Yarbrough, in the year 2000 and is a registered Limited Liability Corporation in the State of Missouri. Our registration agent for the LLC status is the McCarthy-Leonard Law Firm located at 400 S. Woods Mill Road in Chesterfield, Missouri 63017. Prior to the year 2000, the owner provided similar clinical polygraph services to the State of Missouri from 1997 to 2000, initially performing the pilot project for the State regarding clinical polygraph testing of sex offenders for Probation and Parole under contract provisions in effect at the time.

- b. Describe the nature of the vendor's business, type of services performed, etc. Identify the vendor's website address, if any.

Yarbrough Polygraph Service, LLC offers clinical and investigative polygraph services exclusively, with no secondary business interests. We offer specialized clinical polygraph services for the treatment and supervision of sex offenders by therapists, as well as probation and parole authorities. Our email address is: [yarpol serv@sbcglobal.net](mailto:yarpol serv@sbcglobal.net) and we can also be located on websites maintained by the American Polygraph Association, the Missouri Polygraph Association, the Association for the Treatment of Sex Abusers(ATSA) and the American Association of Police Polygraphists.

- c. Provide a list of and a short summary of information regarding the vendor's current contracts/clients.

Yarbrough Polygraph LLC has held contracts with the State of Missouri – Department of Corrections for the past 19 years and United States Probation Services for 12 years regarding the administering of clinical polygraph examinations for convicted sex offenders who are under supervision and in treatment for their issues.

- d. Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, any parent/subsidiary affiliations with other firms, etc.

Yarbrough Polygraph Service, LLC is privately owned by Sam Yarbrough and is a sole proprietorship not having any trade affiliations with any other businesses or entities, nor do we practice out of state. In addition, Yarbrough Polygraph Service, LLC fully participates in E-Verify under Cert. #SYAR4750.

- e. Provide a list summarizing any pending or final legal proceedings involving you or your company that took place in any court of law, administrative tribunal or alternative dispute resolution process that was filed, settled or gone to final judgment within the last three (3) years. The summary need not disclose confidential information of a disputed allegation of fact or law, but must contain the allegations made and/or contested or findings of the court of law, tribunal or dispute resolution process. Failure to provide a full and accurate summary of legal proceedings may result in rejection of the proposal or termination of any subsequent contract.

No actions of these types have ever been taken or are pending against Yarbrough Polygraph Service, LLC.

- f. Provide a copy of any letters of reprimand issued to the offeror by a professional organization. (e.g. APA).

These types of actions have never been taken nor are pending against Yarbrough Polygraph Service.

- g. Identify the number of years providing polygraph examination services, including describing the vendor's experience with the federal and State of Missouri probation/parole population.

During the nineteen years that Yarbrough Polygraph Service, LLC has performed services for the State of Missouri and the 12 years for United States Probation, a minimum of fifteen thousand clinical polygraph examinations have been conducted.

**EXHIBIT B**

**CURRENT/PRIOR EXPERIENCE**

The vendor should copy and complete this form documenting the vendor and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the vendor is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Vendor Name or Subcontractor Name: Sam Yarbrough</b>	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company:	Missouri Department of Corrections – Probation and Parole
Address of Reference Company ✓ Street Address ✓ City, State, Zip	9441 Dielman- Rock Island Drive Saint Louis, MO 63132
Reference Contact Person Information: ✓ Name ✓ Phone Number ✓ E-mail Address	Ms.Cora Haynes 314 340 3801 cora.haynes@doc.mo.gov
Dates of Services:	1997 to present
If service/contract has terminated, specify reason:	N/A
Dollar Value of Services	Compensated Services
Description of Services Performed	Clinical Polygraph Services

**EXHIBIT B****CURRENT/PRIOR EXPERIENCE**

The vendor should copy and complete this form documenting the vendor and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the vendor is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Vendor Name or Subcontractor Name: Sam Yarbrough</b>	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company:	United States Probation
Address of Reference Company ✓ Street Address ✓ City, State, Zip	111 South Tenth St. Saint Louis, MO 63102
Reference Contact Person Information: ✓ Name ✓ Phone Number ✓ E-mail Address	Ms. Nicole Vernier-Gelven Supervising U.S. Probation Officer 314 244 6700 nicole_vernier_gelven@moep.uscourts.gov
Dates of Services:	2005 to present
If service/contract has terminated, specify reason:	N/A
Dollar Value of Services	Compensated Services
Description of Services Performed	Clinical Polygraph Services

**EXHIBIT B**

**CURRENT/PRIOR EXPERIENCE**

The vendor should copy and complete this form documenting the vendor and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the vendor is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Vendor Name or Subcontractor Name: Sam Yarbrough</b>	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company:	Saint Louis County Police Department
Address of Reference Company ✓ Street Address ✓ City, State, Zip	7900 Forsyth Clayton, MO 63105
Reference Contact Person Information: ✓ Name ✓ Phone Number ✓ E-mail Address	Chief Jon Belmar 314 889 2400
Dates of Services:	January, 1969 through August, 1996
If service/contract has terminated, specify reason:	N/A Vested Retirement
Dollar Value of Services	Compensated Salary
Description of Services Performed	Investigative and Polygraph Service

**EXHIBIT C**

**EXPERTISE OF PERSONNEL**

(Complete this Exhibit for personnel proposed. Resumes for key personnel may also be provided)

Personnel	Background and Expertise of Personnel and Planned Duties
<p>1. Sam Yarbrough: License #45692                      (Name)                      Owner                      (Title)                      Administrative and Polygraph Testing                      (Proposed Role/Function)</p>	<p>See Attached resume'</p>
<p>2. Randall Combs: License #47493                      (Name)                      Senior Polygraph Examiner                      (Title)                      Administrative and Polygraph Testing                      (Proposed Role/Function)</p>	<p>See Attached Resume'</p>
<p>3. Barbara Lane: License #51656                      (Name)                      Polygraph Examiner                      (Title)                      Polygraph Testing                      (Proposed Role/Function)</p>	<p>See Attached Resume'</p>
<p>4. Thomas Neske: License #53081                      (Name)                      Polygraph Examiner                      (Title)                      Polygraph Testing                      (Proposed Role/Function)</p>	<p>See Attached Resume'</p>
<p>5. Garry Miller: License Exempt                      (Name)                      Polygraph Examiner                      (Title)                      Polygraph Testing                      (Proposed Role/Function)</p>	<p>See Attached Resume'</p>
<p>6. Derek Piasecki: License Exempt                      (Name)                      Polygraph Examiner                      (Title)                      Polygraph Testing                      (Proposed Role/Function)</p>	<p>See Attached Resume'</p>

**EXHIBIT D****METHOD OF PERFORMANCE**

The vendor should present a written plan for performing the requirements specified in this Request for Proposal. In presenting such information, the vendor should specifically address each of the following issues:

1. Type of polygraph equipment used and methodology to demonstrate the instrument was calibrated and working properly at the time of each polygraph examination.

Yarbrough Polygraph Service, LLC uses state of the art computerized polygraph instruments manufactured by Lafayette Instrument Company which meets or exceeds the requirements of this RFP. Our instrumentation contains a self-calibrating function, as well as being capable of manual calibration, which insures all components are functioning properly.

2. Identify subcontractors that will be working as a third party polygraph examiner and the offeror's method to monitor the subcontractors and the offeror's method of ensuring quality polygraphs.

As indicated in Exhibit C, all work product is reviewed by the owner before submission to officers and therapists. Each file must meet or exceed the standards as set forth by the Post-Conviction Sex Offender Testing (PSCOT) Certification that has been earned by each examiner, as well as standards set forth by the American Polygraph Association (APA) and ATSA. As equally important, each examiner has been selected based on the absolute highest ethical and moral standards to ensure all clients are treated with the highest of dignity and respect, without compromising our mission.

3. Suggested formats for: a) reporting polygraph results to the state agency; b) the Sexual History Questionnaire; and c) Release of Information Form.

We employ a narrative business letter format in our reporting process to the State of Missouri and have done so at the request of the officers and therapists with whom we work. If a different format is requested, we are fully capable of adapting to a computer generated report (not recommended) or any other format desired. Through attrition, we no longer use transcription or typing services from our staff, which adds yet another layer of security to our program. All reports are prepared through a digital computer typing program which does not incorporate the use of the Internet and are securely filed on external hard drives. In addition, our IT services are provided through a technician who holds a Top Secret security clearance through the United States Federal Government.

The current Sexual History form has gone through a recent revision through a combined effort of Probation and Parole in conjunction with Yarbrough Polygraph Service, LLC and is constantly being re-evaluated for any additional changes which may be needed as science and technology advance. Since all examiners are retired or active law enforcement polygraph examiners, we maintain constant contact with law enforcement peers in order to keep abreast of the latest trends in cybercrimes.

Each examination we conduct is done under the color of an examination release form signed by the client allowing permission for all information to be provided to the referenced officer and therapist.

4. Miscellaneous organizational and Personnel Information

- Bond Coverage for Polygraph Examiners
- Permits and/or licenses as required by law

Yarbrough Polygraph Service LLC is currently insured by Complete Equity Markets through underwriters at Lloyd's of London for \$1,000,000 under endorsement #208827 until January, 2017.

All Examiners hold a license issued by the Saint Louis County Police Department, which is the only licensing authority in the State of Missouri or are exempt because of active duty status with a certified agency.

5. **Organizational Chart** - The vendor should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) the relationship of service personnel to management and support personnel, (2) the names of the personnel and the working titles of each, and (3) any proposed subcontractors including management, supervisory, and other key personnel.

The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the vendor's organization.

Yarbrough Polygraph Service, LLC is a privately owned, linear based organization with the ultimate responsibility falling to the owner and all staff reports to the owner. As indicated in Exhibit C, the chain of command structure goes from the top down, beginning with owner, Sam Yarbrough; to the Senior Examiner, Randall Combs and to the staff examiners. Being a relatively small sole proprietary LLC, control is easily maintained. In addition, Exhibit D-Paragraph 2 outlines additional needed information.

- 1) **Economic Impact to Missouri** - the vendor should describe the economic advantages that will be realized as a result of the vendor performing the required services. The vendor should respond to the following:
- Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.

To provide all requested polygraph services which are required in order to ethically treat and supervise sex offenders in the State of Missouri. Since all staff members are residents of the State of Missouri, every tax dollar of income generated by our services and generated by client fees, will be returned to our own state subject to income, sales, real estate and personal property taxes. In addition, any net income spent in our state will in turn benefit our fellow citizens through the purchase of the goods and services those fellow citizens provide.

- Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations.

As stated, since all staff are residents of the State of Missouri, all tax revenue is returned to our own state.

- Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.

Yarbrough Polygraph Service, LLC is fully operated within the State of Missouri. Our primary office facility is located in St. Louis County and all supplies necessary to operate our business, as well as vehicles, fuel, maintenance, etc. are purchased from Missouri vendors, keeping jobs in our state.

EXHIBIT G

BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,  
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The vendor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at <http://www.uscis.gov/e-verify>.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A - CURRENTLY NOT A BUSINESS ENTITY

I certify that Yarbrough Polygraph Service, LLC (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; holding E-Verify Cert. #SYAR4750 OR
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if Yarbrough Polygraph Service, LLC (Company/Individual Name) is awarded a contract for the services requested herein under RFP 30034901600328 (RFP Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, Yarbrough Polygraph Service, LLC (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Division of Purchasing with all documentation required in Box B of this exhibit.

Sam Yarbrough  
Authorized Representative's Name (Please Print)

[Signature]  
Authorized Representative's Signature

Yarbrough Polygraph Service, LLC  
Company Name (if applicable)

1-4-16  
Date

**EXHIBIT H****Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Yarbrough Polygraph Service, LLC

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Unknown

\_\_\_\_\_  
DUNS # (if known)

\_\_\_\_\_  
Sam Yarbrough

\_\_\_\_\_  
Authorized Representative's Printed Name

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Authorized Representative's Title

\_\_\_\_\_  
*Sam Yarbrough*  
Authorized Representative's Signature

\_\_\_\_\_  
1-4-16

\_\_\_\_\_  
Date

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**EXHIBIT I**

**MISCELLANEOUS INFORMATION**

1. **Outside United States** - If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the vendor **MUST** disclose such fact and provide details in the space below or on an attached page.

Are any of the vendor's proposed products and/or services being manufactured or performed at sites outside the United States?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, do the proposed products/services satisfy the conditions described in section 4, subparagraphs 1, 2, 3, and 4 of Executive Order 04-09? (see the following web link: <a href="http://s1.sos.mo.gov/CMSImages/Library/Reference/Orders/2004/eo04_009.pdf">http://s1.sos.mo.gov/CMSImages/Library/Reference/Orders/2004/eo04_009.pdf</a> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, mark the appropriate exemption below, and provide the requested details:		
1. <input type="checkbox"/> Unique good or service. <ul style="list-style-type: none"> <li>EXPLAIN: _____</li> </ul>		
2. <input type="checkbox"/> Foreign firm hired to market Missouri services/products to a foreign country. <ul style="list-style-type: none"> <li>Identify foreign country: _____</li> </ul>		
3. <input type="checkbox"/> Economic cost factor exists <ul style="list-style-type: none"> <li>EXPLAIN: _____</li> </ul>		
4. <input type="checkbox"/> Vendor/subcontractor maintains significant business presence in the United States and only performs trivial portion of contract work outside US. <ul style="list-style-type: none"> <li>Identify maximum percentage of the overall value of the contract, for any contract period, attributed to the value of the products and/or services being manufactured or performed at sites outside the United States: ___%</li> <li>Specify what contract work would be performed outside the United States: _____</li> </ul>		

2. **Employee/Conflict of Interest:**

Vendors who are elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor's organization is currently an elected or appointed official or an employee of the State of Missouri or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the State of Missouri or any political subdivision thereof:	N/A
If employee of the State of Missouri or political subdivision thereof, provide name of state agency or political subdivision where employed:	N/A
Percentage of ownership interest in vendor's organization held by elected or appointed official or employee of the State of Missouri or political subdivision thereof:	N/A%

3. **Registration of Business Name (if applicable) with the Missouri Secretary of State** - The vendor should indicate the vendor's charter number and company name with the Missouri Secretary of State. Additionally, the vendor should provide proof of the vendor's good standing status with the Missouri Secretary of State. If the vendor is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

LC0551613	Yarbrough Polygraph Service, LLC
<i>Charter Number (if applicable)</i>	<i>Company Name</i>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	

**OFFEROR'S REFERENCES**

As required in Section L.1, the Offeror shall provide the name and address for each reference including a contact person and the telephone number.

**Name:** The Honorable Thomas DePriest  
St. Louis County Circuit Court Judge, Division 8  
7900 Carondelet, 3rd Floor  
Clayton, MO 63105  
314-615-1508

**Name:** The Honorable Lawrence Mooney  
Missouri Court of Appeals  
Wainwright State Office Building  
St. Louis, MO 63101  
314-539-4300

**Name:** Mr. Robert McCulloch  
Prosecuting Attorney - St. Louis County, MO  
7900 Carondelet  
Clayton, MO 63105  
314-615-2600  
E-mail: [bmcculloch@stlouisco.com](mailto:bmcculloch@stlouisco.com)

**Name:** Mr. Dean Hogue  
Assistant U.S. Attorney  
111 S. Tenth St.  
St. Louis, MO 63102  
314-539-2200  
E-mail: [dean.hoag@usdoj.gov](mailto:dean.hoag@usdoj.gov)

**Name:** Ms Cora Haynes  
Polygraph Coordinator  
Missouri Department of Probation and Parole  
9441 Dielman-Rock Island Dr.  
St. Louis, MO 63132  
314-340-3801

## **SAM YARBROUGH**

P.O Box 510088

St. Louis, Missouri 63151-0088

(314) 799-1994

### **EMPLOYMENT HISTORY**

#### ***SELF-EMPLOYED POLYGRAPH EXAMINER (9/96 - present)***

Conducting polygraph examinations for local, state and federal law enforcement agencies, prosecuting officials, attorneys, probation and parole officials and various therapists.

#### ***POLYGRAPH UNIT SUPERVISOR, St. Louis County Police Department (4/74 - 9/96)***

Extensive interviewing of suspects, witnesses and victims of major crimes. Conducted pre-employment screenings of all police applicants.

#### ***FRAUD INVESTIGATOR, St. Louis County Police Department (8/72 - 4/74)***

#### ***RATROL SERVICES, St. Louis County Police Department (1/69 - 8/72)***

#### ***PATROL SERVICES, St. Louis Police Department (5/66 - 1/69)***

### **CERTIFICATIONS AND MEMBERSHIPS**

Member of the American Polygraph Association, Missouri Polygraph Association and The American Association of Police Polygraphists, Licensed polygraph examiner by St. Louis County, Missouri, Co-author of St. Louis County's Polygraph Licensing Ordinance, various awards and commendations. Past member of Board of Directors - St. Louis County Police Retirees Association, current Membership Committee- American Polygraph Association. Post -Conviction Sex Offender Treatment (PSCOT) Certification (APA), Affiliate Member of Association for Treatment of Sex Abusers (ATSA)

### **EDUCATON**

St. Louis School System, Courses at University of Missouri, University of Oklahoma and University of Virginia in fire and arson investigation, insurance fraud, auto theft, psychology and physiology. Interviewing courses and training seminars sponsored by St. Louis Police Academy, County Municipal Police Academy, American Association of Police Polygraphists, National Auto Theft Bureau and American Polygraph Association. Accepted for and completed advanced training at the Federal Bureau of Investigation's Law Enforcement Polygraph Course - 1985.

### **POLYGRAPH EXAMINATIONS CONDUCTED**

Over 7500 polygraph tests conducted pertaining to felony crimes, internal investigations and police applicant screening. Quality control and review of subordinate examiners' polygraph files and charts - 6,000 estimated. Performed the pilot project for State of Missouri sex offender program in 1997. Conducted over 6000 examinations of sex offenders in treatment mandated by State of Missouri and United States Probation. Nominated (2003) to be on the Quality Control Review Committee of the American Polygraph Association for Post-Conviction Sex Offender PCSOT) tests conducted by field examiners in Midwest states.

### **TESTIMONY**

Testified in both criminal and civil court proceedings regarding polygraph issues in the St. Louis County Circuit Court, St. Louis City Circuit Court, Federal Court of the Eastern District of Missouri and Superior Court of the State of New York at Albany.

Randall Combs  
1546 South Fairwood, Springfield, MO 65809  
Cell: 417-350-7131  
Email: combs\_stl@yahoo.com

St. Louis County Police officer for 29 years; 26 years as a Detective; assigned 3 years Undercover Narcotics, 3 years Crimes Against Persons, 20 years Forensic Polygraph Examiner.

**Education:**

1982 Bachelor of Science Degree in Criminal Administration from Central Missouri State University.

Graduate of the Greater St. Louis Metropolitan Police Academy in 1983  
POST Certified police officer in the State of Missouri

Graduate of the International Academy of Polygraph in 1991 (APA approved)

**Professional Experience:**

Yarbrough Polygraph Service, LLC	February, 2012 to present
St. Louis County Police Department 7900 Forsyth Blvd. Clayton, MO 63105	September 1983 to February 2012
<b>Assigned: Division of Patrol: 3<sup>rd</sup> Pct.</b>	September 1983 to September 1986

**Division of Criminal Investigation:**

Undercover Narcotics Detective	September 1986 to March 1989
Crimes Against Persons:	
Child Abuse Unit	March 1989 to February 1991
Polygraph Unit	February 1991 to February 2012
	Lead Examiner since 1995

Certified in Scientific Statement Content Analysis, Post-Conviction Sex Offender Treatment and Monitoring Certified. Rated as a superior interviewer by the Defense Academy for Credibility Assessment (Department of Defense). Interviewing techniques used in the National Academy to train Federal Agents in interviewing skills. Reed School of Interview certified.

I have taught interviewing techniques at the Academy of Polygraph Science and trained three apprentice forensic polygraph examiners. Taught interviewing at the Child Death Investigation Course at the St. Louis County Police Academy and the Midwest Anti-Auto Crimes Association annual seminar.

**Honors and awards:**

29 years of service as a St Louis County Police Officer, Green Bar commendation for an investigation which resulted in the arrest and conviction of a man with over 51 counts of child sexual abuse, numerous awards of excellence for outstanding performance of duty as a police officer, I have been involved in many major crime investigations when my work was instrumental in obtaining confessions that lead to the arrest and conviction of suspects. The investigations include over 200 homicide interviews for not only the St. Louis County Police Department, but surrounding Police Departments in the Metropolitan St. Louis area.

**Member:**

America Polygraph Association since 1991, member of the Missouri Polygraph Association and American Association of Police Polygraphists.

**References:**

**1st Reference:** Chief Jon Belmar, 7900 Forsyth Blvd., Clayton, MO 63105  
Phone #: 314-615-4260

**2nd Reference:** Lt. Col. Ken Cox, 7900 Forsyth Blvd., Clayton, MO 63105  
Phone #: 314-615-8600

**3rd Reference:** Sgt. Garry Miller, 7900 Forsyth Blvd., Clayton, MO 63105  
Phone #: 314-567-9926

**4<sup>th</sup> Reference:** Asst. Prosecuting Attorney J. D. Evens, 100 South Central Ave., Clayton, MO. 63105 Phone#: 314-615-2600

**5<sup>th</sup> Reference:** Asst. Prosecuting Attorney Dean Waldemer, 100 South Central Ave., Clayton, MO 63105 Phone#: 314-615-2600

Barbara Lane  
314.609.4116  
Intrinsic13@yahoo.com

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**Certifications**

**Membership**

- Certified PCSOT, American Polygraph Association
- Full Member, American Polygraph Association #8643
- Active Member, American Associations of Police Polygraphist # 3249
- Full Member, Missouri Polygraph Association
- Licensed Examiner, St Louis County Professional Licensing # 51656

**Professional  
Experience**

**YARBROUGH POLYGRAPH SERVICES LLC**

- Certified Polygraph Examiner 2013- Current

**ST. LOUIS COUNTY POLICE DEPARTMENT**

- Detective, Polygraph Unit; 2010-2014
- Detective, Child Abuse; 2007 - 2010
- Detective, Domestic Violence; 2006 - 2007
- Patrol Officer, South County Precinct; 2005-2006
- Patrol Officer, Central County Precinct; 2004 - 2005

**Education  
Training**

- Polygraph Science & Methodology; Academy of Polygraph Science
- Law Enforcement Training Class A License; S.L.M.P.A. St. Louis, MO
- Advance Course Reid Technique; Chicago, IL
- Scientific Content Analysis (SCAN); Phoenix, AZ
- Certificates of Attendance; Continuing Education Hours including AAPP seminar 2011; APA Conference 2012
- Post-conviction Sex Offender Testing course, National Polygraph Academy ; Jefferson City, MO 2013

*References and Supporting Documentation Furnished Upon Request*

# Thomas Neske

533 Oakwood Drive  
Fenton, MO 63026

T 314 322-5020

tneske@me.com

## PROFILE

I am a retired veteran of the St. Louis Metropolitan Police Department proudly providing over thirty-five years of service to the Metropolitan Police Department and community of St. Louis.

I am most presently a polygraph associate with Yarbrough Polygraph Services, LLC, and I have provided thousands of examinations and related services to the Department of Justice, United States Probation - Eastern District of Missouri, the Missouri Department of Corrections, Board of Probation and Parole, the Office of the St. Louis Circuit Attorney, The Missouri Department of Mental Health, as well as various local police departments and private businesses.

## EXPERIENCE

### Police Officer 1976 - 2011

I have served sixteen years as a uniformed patrol officer, twelve years as a general case assignment detective, five years as a major fraud investigator and served over three years as a polygraph examiner conducting hundreds of specific issue examinations, while also providing expert supporting testimony for the 23rd Judicial Circuit Court. Additionally, I have provided over five years of service to the Major Case Squad of Greater St. Louis as a homicide investigator.

## EDUCATION

1968 - Graduate - Corpus Christi Elementary School, Jennings, MO

1972 - Graduate - Jennings Senior High School, Jennings, MO

1976 - Graduate - Greater St. Louis Police Academy, St. Louis, MO

1981 - Graduate - Tarkio College BS Criminal Justice Management, Tarkio, MO

2008 - Graduate - International Academy of Polygraph, Ft. Lauderdale, FL

## SKILLS

I am an experienced crime investigator and polygraph examiner with extensive interview and interrogation and verbal communication skills. I am an American Polygraph Association certified Post Conviction Sex Offender Polygraphist. I have received basic and advanced "Reid Technique" interview and interrogation training, as well as basic and advanced training for Subconscious Communication for Interview and Interrogation through the Midwest Counter-drug Training Center, Camp Dodge, IA. Also, I have received wide and varying types of training related to general crime investigation techniques and interview and interrogation procedures. I have provided continuing education training in Interview and Interrogation Technique and Applicable Polygraph Investigation for police officers at the St. Louis Police Academy.



**AFFILIATIONS**

American Polygraph Association

American Association of Police Polygraphists

Missouri Polygraph Association

**Garry Miller**  
314-440-0572  
GMInquires@gmail.com

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- Certifications**
- Certified PCSOT, American Polygraph Association
- Membership**
- Full Member, American Polygraph Association #7397
  - Active Member, American Associations of Police Polygraphist # 2717
  - Full Member, Missouri Polygraph Association
  - Licensed Examiner, St Louis County PD Professional Licensing # 47492

**Professional  
Experience**

**ST. LOUIS COUNTY POLICE DEPARTMENT**

- Sergeant, Polygraph Unit; 2011-Current
- Sergeant, Central County Precinct & Polygraph Unit; 2011-2012
- Detective, Polygraph Unit; 2006 - 2011
- Investigator, Major Case Squad; 2003 - 2006
- Detective, Financial Fraud Unit; 2000 - 2006
- Crime Analyst, Division of Criminal Investigation; 1999 - 2000
- Patrol Officer, North County Precinct; 1991 - 1999

**YARBROUGH POLYGRAPH SERVICES**

- Conducting PCSOT Exams ; 2013 - Current

**Education  
Training**

- B.A. Criminal Justice; Columbia College, Columbia, MO
- Polygraph Science & Methodology; I.A.P. Fort Lauderdale, FL
- Law Enforcement Training Class A License; C.M.P.A. St. Louis, MO
- Advance Course Reid Technique; Chicago, IL
- Scientific Content Analysis (SCAN); Phoenix, AZ
- Certificates of Attendance; Continuing Education Hours of 1700

*References and Supporting Documentation Furnished Upon Request*

**Derek Piasecki**

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**Experience**

December 1992 to Present: Police Officer, St. Charles Police Department, assignments include:

- Polygraph Examiner- August, 2003- Present
- Background Investigator- January, 2008- Present
- Criminal Investigator- January, 1998 – Present
- Public Information Officer- September, 2008- February, 2009
- Community Policing Team- February, 1997 – January, 1998
- Patrol Officer- December, 1992 – February, 1997
- Performing PCSOT , Yarbrough Polygraph Service, LLC – 2014 to Present.

**Education**

Texas Department of Public Safety  
Law Enforcement Polygraph School, 2003  
Austin, TX

Lindenwood University  
B.A. Business Administration, 1999  
St. Charles, MO

St. Charles County Law Enforcement Training Center  
Basic Police Officer Training, 1992  
St. Charles, MO

St. Charles County Community College  
Criminal Justice, 1990-1992  
St. Peters, MO

**Professional Organizations**

- President- Missouri Polygraph Association
- Region II Director- American Association of Police Polygraphists
- Full Member- American Polygraph Association

**Professional Training**

- Basic Police Officer Training
- Medicolegal Death Investigation Training
- Basic Crime Scene Investigation
- Field Training Officer Seminar
- Crime Scene Technology Workshop
- Pro-Active Patrol Techniques
- Kinesic Interview and Interrogation Training
- Practical Homicide Investigation
- The Reid Technique of Interviewing and Interrogation
- The Advanced Course on The Reid Technique
- MOCIC State and Local Anti-Terrorism Training
- Scientific Content Analysis (SCAN)
- The Advanced Course on Scientific Content Analysis (SCAN)
- Reid Child Abuse Seminar
- Texas Department of Public Safety Law Enforcement Polygraph School
- American International Institute of Polygraph, Post-Conviction Sex Offender Testing
- American Association of Police Polygraphists Annual Seminars
- American Polygraph Association Annual Seminars
- Missouri Polygraph Association Annual Seminars
- Public Relations and Media Courses
- Employment Background Investigation Course

**Skills and Accomplishments**

- Numerous Letters of Commendation from the Department, Citizens, and other Agencies
- Supervise other Polygraph Examiners during internships
- Superlative written and verbal communication skills
- Implemented Standard Procedures for all Polygraph Examinations for the Department



RFPS: 30034901600328

From:

Yarbrough Polygraph Service, LLC

PO Box 510088

Saint Louis, MO 63151

[yarpolyserv@sbcglobal.net](mailto:yarpolyserv@sbcglobal.net)

314-799-1994

Original

Buyer: Ms. Jacqueline Satterlee  
REQ NO.: NR 931 YYY16708057



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING (PURCHASING)  
REQUEST FOR PROPOSAL (RFP)

SOLICITATION/OPPORTUNITY (OPP) NO.: RFPS30034901600328  
TITLE: Polygraph Examination Services  
ISSUE DATE: 12/18/15

REQ NO.: NR 931 YYY16708057  
BUYER: Jacqueline Satterlee  
PHONE NO.: (573) 751-4925  
E-MAIL: jacqueline.satterlee@oa.mo.gov

RETURN PROPOSAL NO LATER THAN: 01/12/16 AT 2:00 PM CENTRAL TIME (END DATE)

VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH [HTTPS://MISSOURIBUYS.MO.GOV](https://missouribuy.mo.gov) BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type Solicitation/OPP Number and End Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing office (301 W High Street, Room 630) by the return date and time.

	(U.S. Mail)		(Courier Service)
RETURN PROPOSAL TO:	PURCHASING	or	PURCHASING
	PO BOX 809		301 WEST HIGH STREET, RM 630
	JEFFERSON CITY MO 65102-0809		JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: July 1, 2016 through June 30, 2017

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Department of Corrections  
Board of Probation and Parole  
Various Locations

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 10/19/15). The vendor further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order from the Division of Purchasing or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the vendor and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Yarbrough Polygraph Service, LLC		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Yarbrough Polygraph Service, LLC	
MAILING ADDRESS PO Box 510088		IRS FORM 1099 MAILING ADDRESS PO Box 510088	
CITY, STATE, ZIP CODE Saint Louis, MO 63151-0088		CITY, STATE, ZIP CODE Saint Louis, MO 63151-0088	
CONTACT PERSON Sam Yarbrough		EMAIL ADDRESS yarpolyserv@sbcglobal.net	
PHONE NUMBER 314 799 1994		FAX NUMBER N/A	
TAXPAYER ID NUMBER (TIN) 43-1877056	TAXPAYER ID (TIN) TYPE (CHECK ONE) XX FEIN    ___ SSN	VENDOR NUMBER (IF KNOWN) 4318770560 0	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) LLC Corporation    ___ Individual    ___ State/Local Government    ___ Partnership    XX Sole Proprietor    ___ IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE 1-4-16	
PRINTED NAME Sam Yarbrough		TITLE Owner	

4. PRICING PAGE

4.1 **Polygraph Examination Services** - The vendor shall specify the region(s) proposed by completing the appropriate table below with a firm, fixed prices for the original contract period and maximum prices for each potential renewal period for providing the services in accordance with the provisions and requirements of this RFP. All costs associated with providing the required services, including all education and training costs, and travel, shall be included in the stated prices. The offeror must not quote a price of more than one-hundred dollars (\$100.00) for any contract period for an incomplete polygraph examination and for a No Show.

<b>Eastern Region</b>				
Line Item #	Description	Original Contract Period <i>firm, fixed price</i>	First Renewal Period <i>maximum price</i>	Second Renewal Period <i>maximum price</i>
1	Exam 1-Initial Polygraph-Sexual History Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
2	Exam 1-Initial Polygraph Instant Offense Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
3	Maintenance Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
4	Sex Offense Monitoring Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
5	Incomplete Polygraph Examination	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>
6	No Show	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>

<b>North Central Region</b>				
Line Item #	Description	Original Contract Period <i>firm, fixed price</i>	First Renewal Period <i>maximum price</i>	Second Renewal Period <i>maximum price</i>
7	Exam 1-Initial Polygraph Sexual History Examination	\$250.00 <i>Per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
8	Exam 1-Initial Polygraph Instant Offense Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
9	Maintenance Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
10	Sex Offense Monitoring Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
11	Incomplete Polygraph Examination	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>
12	No Show	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>

<b>Southeast Region</b>				
Line Item #	Description	Original Contract Period <i>firm, fixed price</i>	First Renewal Period <i>maximum price</i>	Second Renewal Period <i>maximum price</i>
13	Exam 1-Initial Polygraph Sexual History Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
14	Exam 1-Initial Polygraph Instant Offense Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
15	Maintenance Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
16	Sex Offense Monitoring Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
17	Incomplete Polygraph Examination	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>
18	No Show	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>

<b>Southwest Region</b>				
Line Item #	Description	Original Contract Period <i>firm, fixed price</i>	First Renewal Period <i>maximum price</i>	Second Renewal Period <i>maximum price</i>
19	Exam 1-Initial Polygraph Sexual History Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
20	Exam 1-Initial Polygraph Instant Offense Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
21	Maintenance Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
22	Sex Offense Monitoring Examination	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>	\$240.00 <i>per completed examination</i>
23	Incomplete Polygraph Examination	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>
24	No Show	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>

<b>Western Region</b>				
<b>Line Item #</b>	<b>Description</b>	<b>Original Contract Period <i>firm, fixed price</i></b>	<b>First Renewal Period <i>maximum price</i></b>	<b>Second Renewal Period <i>maximum price</i></b>
25	Exam 1-Initial Polygraph Sexual History Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
26	Exam 1-Initial Polygraph Instant Offense Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
27	Maintenance Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
28	Sex Offense Monitoring Examination	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>	\$250.00 <i>per completed examination</i>
29	Incomplete Polygraph Examination	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>	\$100.00 <i>per incomplete examination</i>
30	No Show	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>	\$100.00 <i>per no show</i>

**EXHIBIT A****VENDOR INFORMATION**

The vendor should provide the following information about the vendor's organization:

- a. Provide a brief company history, including the founding date and number of years in business as currently constituted.

Yarbrough Polygraph Service, LLC was founded by the owner, Sam Yarbrough, in the year 2000 and is a registered Limited Liability Corporation in the State of Missouri. Our registration agent for the LLC status is the McCarthy-Leonard Law Firm located at 400 S. Woods Mill Road in Chesterfield, Missouri 63017. Prior to the year 2000, the owner provided similar clinical polygraph services to the State of Missouri from 1997 to 2000, initially performing the pilot project for the State regarding clinical polygraph testing of sex offenders for Probation and Parole under contract provisions in effect at the time.

- b. Describe the nature of the vendor's business, type of services performed, etc. Identify the vendor's website address, if any.

Yarbrough Polygraph Service, LLC offers clinical and investigative polygraph services exclusively, with no secondary business interests. We offer specialized clinical polygraph services for the treatment and supervision of sex offenders by therapists, as well as probation and parole authorities. Our email address is: [yarposerv@sbcglobal.net](mailto:yarposerv@sbcglobal.net) and we can also be located on websites maintained by the American Polygraph Association, the Missouri Polygraph Association, the Association for the Treatment of Sex Abusers(ATSA) and the American Association of Police Polygraphists.

- c. Provide a list of and a short summary of information regarding the vendor's current contracts/clients.

Yarbrough Polygraph LLC has held contracts with the State of Missouri – Department of Corrections for the past 19 years and United States Probation Services for 12 years regarding the administering of clinical polygraph examinations for convicted sex offenders who are under supervision and in treatment for their issues.

- d. Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, any parent/subsidiary affiliations with other firms, etc.

Yarbrough Polygraph Service, LLC is privately owned by Sam Yarbrough and is a sole proprietorship not having any trade affiliations with any other businesses or entities, nor do we practice out of state. In addition, Yarbrough Polygraph Service, LLC fully participates in E-Verify under Cert. #SYAR4750.

- e. Provide a list summarizing any pending or final legal proceedings involving you or your company that took place in any court of law, administrative tribunal or alternative dispute resolution process that was filed, settled or gone to final judgment within the last three (3) years. The summary need not disclose confidential information of a disputed allegation of fact or law, but must contain the allegations made and/or contested or findings of the court of law, tribunal or dispute resolution process. Failure to provide a full and accurate summary of legal proceedings may result in rejection of the proposal or termination of any subsequent contract.

No actions of these types have ever been taken or are pending against Yarbrough Polygraph Service, LLC.

- f. Provide a copy of any letters of reprimand issued to the offeror by a professional organization. (e.g. APA).

These types of actions have never been taken nor are pending against Yarbrough Polygraph Service.

- g. Identify the number of years providing polygraph examination services, including describing the vendor's experience with the federal and State of Missouri probation/parole population.

During the nineteen years that Yarbrough Polygraph Service, LLC has performed services for the State of Missouri and the 12 years for United States Probation, a minimum of fifteen thousand clinical polygraph examinations have been conducted.

**EXHIBIT B**

**CURRENT/PRIOR EXPERIENCE**

The vendor should copy and complete this form documenting the vendor and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the vendor is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Vendor Name or Subcontractor Name: Sam Yarbrough</b>	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
<b>Name of Reference Company:</b>	Missouri Department of Corrections – Probation and Parole
<b>Address of Reference Company</b> ✓ Street Address ✓ City, State, Zip	9441 Dielman- Rock Island Drive Saint Louis, MO 63132
<b>Reference Contact Person Information:</b> ✓ Name ✓ Phone Number ✓ E-mail Address	Ms.Cora Haynes 314 340 3801 cora.haynes@doc.mo.gov
<b>Dates of Services:</b>	1997 to present
<b>If service/contract has terminated, specify reason:</b>	N/A
<b>Dollar Value of Services</b>	Compensated Services
<b>Description of Services Performed</b>	Clinical Polygraph Services

**EXHIBIT B**

**CURRENT/PRIOR EXPERIENCE**

The vendor should copy and complete this form documenting the vendor and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the vendor is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Vendor Name or Subcontractor Name: Sam Yarbrough</b>	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
<b>Name of Reference Company:</b>	United States Probation
<b>Address of Reference Company</b> <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	111 South Tenth St. Saint Louis, MO 63102
<b>Reference Contact Person Information:</b> <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone Number <input checked="" type="checkbox"/> E-mail Address	Ms. Nicole Vernier-Gelven Supervising U.S. Probation Officer 314 244 6700 nicole_vernier_gelven@moep.uscourts.gov
<b>Dates of Services:</b>	2005 to present
<b>If service/contract has terminated, specify reason:</b>	N/A
<b>Dollar Value of Services</b>	Compensated Services
<b>Description of Services Performed</b>	Clinical Polygraph Services

**EXHIBIT B**

**CURRENT/PRIOR EXPERIENCE**

The vendor should copy and complete this form documenting the vendor and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the vendor is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Vendor Name or Subcontractor Name: Sam Yarbrough</b>	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company:	Saint Louis County Police Department
Address of Reference Company <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	7900 Forsyth Clayton, MO 63105
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone Number <input checked="" type="checkbox"/> E-mail Address	Chief Jon Belmar 314 889 2400
Dates of Services:	January, 1969 through August, 1996
If service/contract has terminated, specify reason:	N/A Vested Retirement
Dollar Value of Services	Compensated Salary
Description of Services Performed	Investigative and Polygraph Service

**EXHIBIT C****EXPERTISE OF PERSONNEL**

(Complete this Exhibit for personnel proposed. Resumes for key personnel may also be provided)

<b>Personnel</b>	<b>Background and Expertise of Personnel and Planned Duties</b>
1. Sam Yarbrough: License #45692 (Name) Owner (Title) Administrative and Polygraph Testing (Proposed Role/Function)	See Attached resume'
2. Randall Combs: License #47493 (Name) Senior Polygraph Examiner (Title) Administrative and Polygraph Testing (Proposed Role/Function)	See Attached Resume'
3. Barbara Lane: License #51656 (Name) Polygraph Examiner (Title) Polygraph Testing (Proposed Role/Function)	See Attached Resume'
4. Thomas Neske: License #53081 (Name) Polygraph Examiner (Title) Polygraph Testing (Proposed Role/Function)	See Attached Resume'
5. Garry Miller: License Exempt (Name) Polygraph Examiner (Title) Polygraph Testing (Proposed Role/Function)	See Attached Resume'
6. Derek Piasecki: License Exempt (Name) Polygraph Examiner (Title) Polygraph Testing (Proposed Role/Function)	See Attached Resume'

**EXHIBIT D****METHOD OF PERFORMANCE**

The vendor should present a written plan for performing the requirements specified in this Request for Proposal. In presenting such information, the vendor should specifically address each of the following issues:

1. Type of polygraph equipment used and methodology to demonstrate the instrument was calibrated and working properly at the time of each polygraph examination.

Yarbrough Polygraph Service, LLC uses state of the art computerized polygraph instruments manufactured by Lafayette Instrument Company which meets or exceeds the requirements of this RFP. Our instrumentation contains a self-calibrating function, as well as being capable of manual calibration, which insures all components are functioning properly.

2. Identify subcontractors that will be working as a third party polygraph examiner and the offeror's method to monitor the subcontractors and the offeror's method of ensuring quality polygraphs.

As indicated in Exhibit C, all work product is reviewed by the owner before submission to officers and therapists. Each file must meet or exceed the standards as set forth by the Post-Conviction Sex Offender Testing (PSCOT) Certification that has been earned by each examiner, as well as standards set forth by the American Polygraph Association (APA) and ATSA. As equally important, each examiner has been selected based on the absolute highest ethical and moral standards to ensure all clients are treated with the highest of dignity and respect, without compromising our mission.

3. Suggested formats for: a) reporting polygraph results to the state agency; b) the Sexual History Questionnaire; and c) Release of Information Form.

We employ a narrative business letter format in our reporting process to the State of Missouri and have done so at the request of the officers and therapists with whom we work. If a different format is requested, we are fully capable of adapting to a computer generated report (not recommended) or any other format desired. Through attrition, we no longer use transcription or typing services from our staff, which adds yet another layer of security to our program. All reports are prepared through a digital computer typing program which does not incorporate the use of the Internet and are securely filed on external hard drives. In addition, our IT services are provided through a technician who holds a Top Secret security clearance through the United States Federal Government.

The current Sexual History form has gone through a recent revision through a combined effort of Probation and Parole in conjunction with Yarbrough Polygraph Service, LLC and is constantly being re-evaluated for any additional changes which may be needed as science and technology advance. Since all examiners are retired or active law enforcement polygraph examiners, we maintain constant contact with law enforcement peers in order to keep abreast of the latest trends in cybercrimes.

Each examination we conduct is done under the color of an examination release form signed by the client allowing permission for all information to be provided to the referenced officer and therapist.

4. Miscellaneous organizational and Personnel Information

- Bond Coverage for Polygraph Examiners
- Permits and/or licenses as required by law

Yarbrough Polygraph Service LLC is currently insured by Complete Equity Markets through underwriters at Lloyd's of London for \$1,000,000 under endorsement #208827 until January, 2017.

All Examiners hold a license issued by the Saint Louis County Police Department, which is the only licensing authority in the State of Missouri or are exempt because of active duty status with a certified agency.

5. **Organizational Chart** - The vendor should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) the relationship of service personnel to management and support personnel, (2) the names of the personnel and the working titles of each, and (3) any proposed subcontractors including management, supervisory, and other key personnel.

The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the vendor's organization.

Yarbrough Polygraph Service, LLC is a privately owned, linear based organization with the ultimate responsibility falling to the owner and all staff reports to the owner. As indicated in Exhibit C, the chain of command structure goes from the top down, beginning with owner, Sam Yarbrough; to the Senior Examiner, Randall Combs and to the staff examiners. Being a relatively small sole proprietary LLC, control is easily maintained. In addition, Exhibit D-Paragraph 2 outlines additional needed information.

- 1) **Economic Impact to Missouri** - the vendor should describe the economic advantages that will be realized as a result of the vendor performing the required services. The vendor should respond to the following:

- Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.

To provide all requested polygraph services which are required in order to ethically treat and supervise sex offenders in the State of Missouri. Since all staff members are residents of the State of Missouri, every tax dollar of income generated by our services and generated by client fees, will be returned to our own state subject to income, sales, real estate and personal property taxes. In addition, any net income spent in our state will in turn benefit our fellow citizens through the purchase of the goods and services those fellow citizens provide.

- Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations.

As stated, since all staff are residents of the State of Missouri, all tax revenue is returned to our own state.

- Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.

Yarbrough Polygraph Service, LLC is fully operated within the State of Missouri. Our primary office facility is located in St. Louis County and all supplies necessary to operate our business, as well as vehicles, fuel, maintenance, etc. are purchased from Missouri vendors, keeping jobs in our state.

**EXHIBIT G**

**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,  
AND AFFIDAVIT OF WORK AUTHORIZATION**

**BUSINESS ENTITY CERTIFICATION:**

The vendor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at <http://www.uscis.gov/e-verify>.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

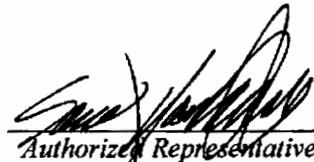
**BOX A - CURRENTLY NOT A BUSINESS ENTITY**

I certify that Yarbrough Polygraph Service, LLC (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; holding E-Verify Cert. #SYAR4750 OR
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if Yarbrough Polygraph Service, LLC (Company/Individual Name) is awarded a contract for the services requested herein under RFP 30034901600328 (RFP Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, Yarbrough Polygraph Service, LLC (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Division of Purchasing with all documentation required in Box B of this exhibit.

Sam Yarbrough  
Authorized Representative's Name (Please Print)

  
Authorized Representative's Signature

Yarbrough Polygraph Service, LLC  
Company Name (if applicable)

1-2-16  
Date

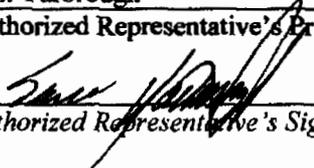
**EXHIBIT H**

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Yarbrough Polygraph Service, LLC	Unknown
Company Name	DUNS # (if known)
Sam Yarbrough	Owner
Authorized Representative's Printed Name	Authorized Representative's Title
	1-4-16
Authorized Representative's Signature	Date

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
6. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**EXHIBIT I**

**MISCELLANEOUS INFORMATION**

1. **Outside United States** - If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the vendor **MUST** disclose such fact and provide details in the space below or on an attached page.

Are any of the vendor's proposed products and/or services being manufactured or performed at sites outside the United States?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, do the proposed products/services satisfy the conditions described in section 4, subparagraphs 1, 2, 3, and 4 of Executive Order 04-09? (see the following web link: <a href="http://s1.sos.mo.gov/CMSImages/Library/Reference/Orders/2004/eo_04_009.pdf">http://s1.sos.mo.gov/CMSImages/Library/Reference/Orders/2004/eo_04_009.pdf</a> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, mark the appropriate exemption below, and provide the requested details:		
1. <input type="checkbox"/> Unique good or service.		
• EXPLAIN: _____		
2. <input type="checkbox"/> Foreign firm hired to market Missouri services/products to a foreign country.		
• Identify foreign country: _____		
3. <input type="checkbox"/> Economic cost factor exists		
• EXPLAIN: _____		
4. <input type="checkbox"/> Vendor/subcontractor maintains significant business presence in the United States and only performs trivial portion of contract work outside US.		
• Identify maximum percentage of the overall value of the contract, for any contract period, attributed to the value of the products and/or services being manufactured or performed at sites outside the United States: ___%		
• Specify what contract work would be performed outside the United States: _____		

2. **Employee/Conflict of Interest:**

Vendors who are elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor's organization is currently an elected or appointed official or an employee of the State of Missouri or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the State of Missouri or any political subdivision thereof:	N/A
If employee of the State of Missouri or political subdivision thereof, provide name of state agency or political subdivision where employed:	N/A
Percentage of ownership interest in vendor's organization held by elected or appointed official or employee of the State of Missouri or political subdivision thereof:	N/A%

3. **Registration of Business Name (if applicable) with the Missouri Secretary of State** - The vendor should indicate the vendor's charter number and company name with the Missouri Secretary of State. Additionally, the vendor should provide proof of the vendor's good standing status with the Missouri Secretary of State. If the vendor is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

LC0551613	Yarbrough Polygraph Service, LLC
<i>Charter Number (if applicable)</i>	<i>Company Name</i>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	

**OFFEROR'S REFERENCES**

As required in Section L.1, the Offeror shall provide the name and address for each reference including a contact person and the telephone number.

Name: The Honorable Thomas DePriest  
St. Louis County Circuit Court Judge, Division 8  
7900 Carondelet, 3rd Floor  
Clayton, MO 63105  
314-615-1508

Name: The Honorable Lawrence Mooney  
Missouri Court of Appeals  
Wainwright State Office Building  
St. Louis, MO 63101  
314-539-4300

Name: Mr. Robert McCulloch  
Prosecuting Attorney - St. Louis County, MO  
7900 Carondelet  
Clayton, MO 63105  
314-615-2600  
E-mail: [bmcculloch@stlouisco.com](mailto:bmcculloch@stlouisco.com)

Name: Mr. Dean Hogue  
Assistant U.S. Attorney  
111 S. Tenth St.  
St. Louis, MO 63102  
314-539-2200  
E-mail: [dean.hoag@usdoj.gov](mailto:dean.hoag@usdoj.gov)

Name: Ms Cora Haynes  
Polygraph Coordinator  
Missouri Department of Probation and Parole  
9441 Dielman-Rock Island Dr.  
St. Louis, MO 63132  
314-340-3801

## **SAM YARBROUGH**

P.O Box 510088

St. Louis, Missouri 63151-0088

(314) 799-1994

### **EMPLOYMENT HISTORY**

#### ***SELF-EMPLOYED POLYGRAPH EXAMINER (9/96 - present)***

Conducting polygraph examinations for local, state and federal law enforcement agencies, prosecuting officials, attorneys, probation and parole officials and various therapists.

#### ***POLYGRAPH UNIT SUPERVISOR, St. Louis County Police Department (4/74 - 9/96)***

Extensive interviewing of suspects, witnesses and victims of major crimes. Conducted pre-employment screenings of all police applicants.

#### ***FRAUD INVESTIGATOR, St. Louis County Police Department (8/72 - 4/74)***

#### ***PATROL SERVICES, St. Louis County Police Department (1/69 - 8/72)***

#### ***PATROL SERVICES, St. Louis Police Department (5/66 - 1/69)***

### **CERTIFICATIONS AND MEMBERSHIPS**

Member of the American Polygraph Association, Missouri Polygraph Association and The American Association of Police Polygraphists, Licensed polygraph examiner by St. Louis County, Missouri, Co-author of St. Louis County's Polygraph Licensing Ordinance, various awards and commendations. Past member of Board of Directors - St. Louis County Police Retirees Association, current Membership Committee- American Polygraph Association. Post -Conviction Sex Offender Treatment (PSCOT) Certification (APA), Affiliate Member of Association for Treatment of Sex Abusers (ATSA)

### **EDUCATION**

St. Louis School System, Courses at University of Missouri, University of Oklahoma and University of Virginia in fire and arson investigation, insurance fraud, auto theft, psychology and physiology. Interviewing courses and training seminars sponsored by St. Louis Police Academy, County Municipal Police Academy, American Association of Police Polygraphists, National Auto Theft Bureau and American Polygraph Association. Accepted for and completed advanced training at the Federal Bureau of Investigation's Law Enforcement Polygraph Course - 1985.

### **POLYGRAPH EXAMINATIONS CONDUCTED**

Over 7500 polygraph tests conducted pertaining to felony crimes, internal investigations and police applicant screening. Quality control and review of subordinate examiners' polygraph files and charts - 6,000 estimated. Performed the pilot project for State of Missouri sex offender program in 1997. Conducted over 6000 examinations of sex offenders in treatment mandated by State of Missouri and United States Probation. Nominated (2003) to be on the Quality Control Review Committee of the American Polygraph Association for Post-Conviction Sex Offender PCSOT) tests conducted by field examiners in Midwest states.

### **TESTIMONY**

Testified in both criminal and civil court proceedings regarding polygraph issues in the St. Louis County Circuit Court, St. Louis City Circuit Court, Federal Court of the Eastern District of Missouri and Superior Court of the State of New York at Albany.

Randall Combs  
1546 South Fairwood, Springfield, MO 65809  
Cell: 417-350-7131  
Email: combs\_stl@yahoo.com

St. Louis County Police officer for 29 years; 26 years as a Detective; assigned 3 years Undercover Narcotics, 3 years Crimes Against Persons, 20 years Forensic Polygraph Examiner.

**Education:**

1982 Bachelor of Science Degree in Criminal Administration from Central Missouri State University.

Graduate of the Greater St. Louis Metropolitan Police Academy in 1983  
POST Certified police officer in the State of Missouri

Graduate of the International Academy of Polygraph in 1991(APA approved)

**Professional Experience:**

Yarbrough Polygraph Service, LLC                      February, 2012 to present

St. Louis County Police Department                      September 1983 to February 2012  
7900 Forsyth Blvd.  
Clayton, MO 63105

**Assigned: Division of Patrol: 3<sup>rd</sup> Pct.**                      September 1983 to September 1986

**Division of Criminal Investigation:**

Undercover Narcotics Detective                      September 1986 to March 1989

**Crimes Against Persons:**

Child Abuse Unit    March 1989 to February 1991

Polygraph Unit    February 1991 to February 2012

Lead Examiner since 1995

Certified in Scientific Statement Content Analysis, Post-Conviction Sex Offender Treatment and Monitoring Certified. Rated as a superior interviewer by the Defense Academy for Credibility Assessment (Department of Defense). Interviewing techniques used in the National Academy to train Federal Agents in interviewing skills. Reed School of Interview certified.

I have taught interviewing techniques at the Academy of Polygraph Science and trained three apprentice forensic polygraph examiners. Taught interviewing at the Child Death Investigation Course at the St. Louis County Police Academy and the Midwest Anti-Auto Crimes Association annual seminar.

### **Honors and awards:**

29 years of service as a St Louis County Police Officer, Green Bar commendation for an investigation which resulted in the arrest and conviction of a man with over 51 counts of child sexual abuse, numerous awards of excellence for outstanding performance of duty as a police officer, I have been involved in many major crime investigations when my work was instrumental in obtaining confessions that lead to the arrest and conviction of suspects. The investigations include over 200 homicide interviews for not only the St. Louis County Police Department, but surrounding Police Departments in the Metropolitan St. Louis area.

### **Member:**

America Polygraph Association since 1991, member of the Missouri Polygraph Association and American Association of Police Polygraphists.

### **References:**

**1st Reference:** Chief Jon Belmar, 7900 Forsyth Blvd., Clayton, MO 63105  
Phone #: 314-615-4260

**2nd Reference:** Lt. Col. Ken Cox, 7900 Forsyth Blvd., Clayton, MO 63105  
Phone #: 314-615-8600

**3rd Reference:** Sgt. Garry Miller, 7900 Forsyth Blvd., Clayton, MO 63105  
Phone #: 314-567-9926

**4<sup>th</sup> Reference:** Asst. Prosecuting Attorney J. D. Evens, 100 South Central Ave., Clayton, MO. 63105 Phone#: 314-615-2600

**5<sup>th</sup> Reference:** Asst. Prosecuting Attorney Dean Waldemer, 100 South Central Ave., Clayton, MO 63105 Phone#: 314-615-2600

**Barbara Lane**  
314.609.4116  
Intrinsic13@yahoo.com

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**Certifications**

**Membership**

- Certified PCSOT, American Polygraph Association
  - Full Member, American Polygraph Association #8643
  - Active Member, American Associations of Police Polygraphist # 3249
  - Full Member, Missouri Polygraph Association
  - Licensed Examiner, St Louis County Professional Licensing # 51656
- 

**Professional**

**Experience**

**YARBROUGH POLYGRAPH SERVICES LLC**

- Certified Polygraph Examiner 2013- Current

**ST. LOUIS COUNTY POLICE DEPARTMENT**

- Detective, Polygraph Unit; 2010-2014
- Detective, Child Abuse; 2007 - 2010
- Detective, Domestic Violence; 2006 - 2007
- Patrol Officer, South County Precinct; 2005-2006
- Patrol Officer, Central County Precinct; 2004 - 2005

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**Education  
Training**

- Polygraph Science & Methodology; Academy of Polygraph Science
- Law Enforcement Training Class A License; S.L.M.P.A. St. Louis, MO
- Advance Course Reid Technique; Chicago, IL
- Scientific Content Analysis (SCAN); Phoenix, AZ
- Certificates of Attendance; Continuing Education Hours including AAPP seminar 2011; APA Conference 2012
- Post-conviction Sex Offender Testing course, National Polygraph Academy ; Jefferson City, MO 2013

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*References and Supporting Documentation Furnished Upon Request*

## Thomas Neske

533 Oakwood Drive  
Fenton, MO 63026

T 314 322-5020

tneske@me.com

### PROFILE

I am a retired veteran of the St. Louis Metropolitan Police Department proudly providing over thirty-five years of service to the Metropolitan Police Department and community of St. Louis.

I am most presently a polygraph associate with Yarbrough Polygraph Services, LLC, and I have provided thousands of examinations and related services to the Department of Justice, United States Probation - Eastern District of Missouri, the Missouri Department of Corrections, Board of Probation and Parole, the Office of the St. Louis Circuit Attorney, The Missouri Department of Mental Health, as well as various local police departments and private businesses.

### EXPERIENCE

#### Police Officer 1976 - 2011

I have served sixteen years as a uniformed patrol officer, twelve years as a general case assignment detective, five years as a major fraud investigator and served over three years as a polygraph examiner conducting hundreds of specific issue examinations, while also providing expert supporting testimony for the 23rd Judicial Circuit Court. Additionally, I have provided over five years of service to the Major Case Squad of Greater St. Louis as a homicide investigator.

### EDUCATION

1968 - Graduate - Corpus Christi Elementary School, Jennings, MO

1972 - Graduate - Jennings Senior High School, Jennings, MO

1976 - Graduate - Greater St. Louis Police Academy, St. Louis, MO

1981 - Graduate - Tarkio College BS Criminal Justice Management, Tarkio, MO

2008 - Graduate - International Academy of Polygraph, Ft. Lauderdale, FL

### SKILLS

I am an experienced crime investigator and polygraph examiner with extensive interview and interrogation and verbal communication skills. I am an American Polygraph Association certified Post Conviction Sex Offender Polygraphist. I have received basic and advanced "Reid Technique" interview and interrogation training, as well as basic and advanced training for Subconscious Communication for Interview and Interrogation through the Midwest Counter-drug Training Center, Camp Dodge, IA. Also, I have received wide and varying types of training related to general crime investigation techniques and interview and interrogation procedures. I have provided continuing education training in Interview and Interrogation Technique and Applicable Polygraph Investigation for police officers at the St. Louis Police Academy.



**AFFILIATIONS**

**American Polygraph Association**

**American Association of Police Polygraphists**

**Missouri Polygraph Association**

**Garry Miller**  
314-440-0572  
GMInquires@gmail.com

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**Certifications**

- Certified PCSOT, American Polygraph Association

**Membership**

- Full Member, American Polygraph Association #7397
  - Active Member, American Associations of Police Polygraphist # 2717
  - Full Member, Missouri Polygraph Association
  - Licensed Examiner, St Louis County PD Professional Licensing # 47492
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**Professional  
Experience**

**ST. LOUIS COUNTY POLICE DEPARTMENT**

- Sergeant, Polygraph Unit; 2011-Current
- Sergeant, Central County Precinct & Polygraph Unit; 2011-2012
- Detective, Polygraph Unit; 2006 - 2011
- Investigator, Major Case Squad; 2003 - 2006
- Detective, Financial Fraud Unit; 2000 - 2006
- Crime Analyst, Division of Criminal Investigation; 1999 - 2000
- Patrol Officer, North County Precinct; 1991 - 1999

**YARBROUGH POLYGRAPH SERVICES**

- Conducting PCSOT Exams ; 2013 - Current
- 

**Education  
Training**

- B.A. Criminal Justice; Columbia College, Columbia, MO
  - Polygraph Science & Methodology; I.A.P. Fort Lauderdale, FL
  - Law Enforcement Training Class A License; C.M.P.A. St. Louis, MO
  - Advance Course Reid Technique; Chicago, IL
  - Scientific Content Analysis (SCAN); Phoenix, AZ
  - Certificates of Attendance; Continuing Education Hours of 1700
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*References and Supporting Documentation Furnished Upon Request*

**Derek Plasecki**

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### Experience

December 1992 to Present: Police Officer, St. Charles Police Department, assignments include:

- Polygraph Examiner- August, 2003- Present
- Background Investigator- January, 2008- Present
- Criminal Investigator- January, 1998 – Present
- Public Information Officer- September, 2008- February, 2009
- Community Policing Team- February, 1997 – January, 1998
- Patrol Officer- December, 1992 – February, 1997
- Performing PCSOT , Yarbrough Polygraph Service, LLC – 2014 to Present.

### Education

Texas Department of Public Safety  
Law Enforcement Polygraph School, 2003  
Austin, TX

Lindenwood University  
B.A. Business Administration, 1999  
St. Charles, MO

St. Charles County Law Enforcement Training Center  
Basic Police Officer Training, 1992  
St. Charles, MO

St. Charles County Community College  
Criminal Justice, 1990-1992  
St. Peters, MO

### Professional Organizations

- President- Missouri Polygraph Association
- Region II Director- American Association of Police Polygraphists
- Full Member- American Polygraph Association

**Professional Training**

- Basic Police Officer Training
- Medicolegal Death Investigation Training
- Basic Crime Scene Investigation
- Field Training Officer Seminar
- Crime Scene Technology Workshop
- Pro-Active Patrol Techniques
- Kinesic Interview and Interrogation Training
- Practical Homicide Investigation
- The Reid Technique of Interviewing and Interrogation
- The Advanced Course on The Reid Technique
- MOCIC State and Local Anti-Terrorism Training
- Scientific Content Analysis (SCAN)
- The Advanced Course on Scientific Content Analysis (SCAN)
- Reid Child Abuse Seminar
- Texas Department of Public Safety Law Enforcement Polygraph School
- American International Institute of Polygraph, Post-Conviction Sex Offender Testing
- American Association of Police Polygraphists Annual Seminars
- American Polygraph Association Annual Seminars
- Missouri Polygraph Association Annual Seminars
- Public Relations and Media Courses
- Employment Background Investigation Course

**Skills and Accomplishments**

- Numerous Letters of Commendation from the Department, Citizens, and other Agencies
- Supervise other Polygraph Examiners during internships
- Superlative written and verbal communication skills
- Implemented Standard Procedures for all Polygraph Examinations for the Department

ORIGIN ID: SUSA (314) 799-1994  
SAM YARBROUGH  
786 FORDER MANOR DRIVE  
ST. LOUIS, MO 63129  
UNITED STATES US

SHIP DATE: 08JAN16  
ACTWGT: 2.70 LB  
CAD: 6982608/SSF01621

Part # 156207-3351197 (0/16)

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**301 WEST HIGH ST**

**JEFFERSON CITY MO 65101**

(314) 799-1994  
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