NOTICE OF CONTRACT RENEWAL

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

CONTRACT NUMBER	CONTRACT TITLE
C315047002	PREA Audit
AMENDMENT NUMBER	**CONTRACT PERIOD**
Amendment #001	February 1, 2016 through January 31, 2017
REQUISITION NUMBER	**VENDOR NUMBER**
NR 931 YYY16708037	2708610940 0
CONTRACTOR NAME AND ADDRESS	**STATE AGENCY'S NAME AND ADDRESS**
LAUGHING BEAR INC 25469 SIDNEY PARK RD CUSTER SD 57730-7257	Department of Corrections Various Locations

ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:

The State of Missouri hereby exercises its option to renew the contract.

All other terms, conditions and provisions of the contract, including all prices, shall remain the same throughout the above contract period and apply hereto.

SIGNATURE OF CONTRACTOR IS NOT REQUIRED ON THIS DOCUMENT.

BUYER	BUYER CONTACT INFORMATION
Jacqueline Satterlee	Email: Jacqueline.satterlee@oa.mo.gov Phone: (573) 751- 4925 Fax: (573) 526-9816
SIGNATURE OF BUYER	**DATE**
Jacqueline Satterlee	1/11/16
DIRECTOR OF PURCHASING	
Karen S. Boeger	Karen S. Boeger

NOTICE OF AWARD

State Of Missouri
Office Of Administration
Division Of Purchasing And Materials Management
PO Box 809
Jefferson City, MO 65102-0809
http://oa.mo.gov/purchasing-materials-management

SOLICITATION NUMBER	CONTRACT TITLE
B3Z15047	PREA Audit
CONTRACT NUMBER	**CONTRACT PERIOD**
C315047002	February 9, 2015 through January 31, 2016
REQUISITION NUMBER	**VENDOR NUMBER**
NR 931 YYY14708409	2708610940 0
CONTRACTOR NAME AND ADDRESS	**STATE AGENCY'S NAME AND ADDRESS**
LAUGHING BEAR INC 25469 SIDNEY PARK RD CUSTER SD 57730-7257	Department of Corrections Various Locations

ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:

The proposal submitted by Laughing Bear Inc in response to B3Z15047 is accepted in its entirety.

BUYER	BUYER CONTACT INFORMATION
Laura Ortmeyer	Email: laura.ortmery@oa.mo.gov Phone: (573) 751-4579 Fax: (573) 526-9816
SIGNATURE OF BUYER	**DATE**
Laura Ortmeyer	February 5, 2015

DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT

Karen S. Boeger

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
REQUEST FOR PROPOSAL (RFP)

RFP NO.: B3Z15047
TITLE: PREA Audit
ISSUE DATE: 09/10/14

REQ NO.: NR 931 YYY14708409
BUYER: Roy Burgess
PHONE NO.: (573) 751-1692
E-MAIL: roy.burgess@oa.mo.gov

RETURN PROPOSAL NO LATER THAN: 10/07/14 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type **RFP Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in DPMM office (301 W High Street, Room 630) by the return date and time.

RETURN PROPOSAL TO:

(U.S. Mail)		(Courier Service)
DPMM	or	**DPMM**
PO BOX 809		**301 WEST HIGH STREET, RM 630**
JEFFERSON CITY MO 65102-0809		**JEFFERSON CITY MO 65101-1517**

CONTRACT PERIOD: Effective Date of Award through One Year

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

Department of Corrections

The offeror 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 12/27/12). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management 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 offeror and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME	LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.
	Laughing Bear Inc.
MAILING ADDRESS	IRS FORM 1099 MAILING ADDRESS
25469 Sidney Park Road	
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE
Custer, SD 57730	

CONTACT PERSON	EMAIL ADDRESS
Candy Snyder	Snyder@gwtc.net
PHONE NUMBER	FAX NUMBER
605-517-1747	

TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE)	VENDOR NUMBER (IF KNOWN)
27-0861094	_X_ FEIN ___ SSN	2708610940U

VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)

_X__ Corporation ___ Individual ___ State/Local Government ___ Partnership ___ Sole Proprietor ___IRS Tax-Exempt

AUTHORIZED SIGNATURE	DATE
Candace L. Snyder	October 1, 2014
PRINTED NAME	TITLE
Candace L. Snyder	President

EXHIBIT D, continued

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

BOX B - CURRENT BUSINESS ENTITY STATUS

I certify that _Laughing Bear Inc.____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

Candace L. Snyder
Authorized Business Entity Representative's Name (Please Print)

Candace L. Snyder
Authorized Business Entity Representative's Signature

Laughing Bear Inc.
Business Entity Name

October 1, 2014
Date

snyder@gwtc.net
E-Mail Address

As a business entity, the offeror must perform/provide each of the following. The offeror should check each to verify completion/submission of all of the following:

☑ - Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

☑ - Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the offeror's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the offeror's name and the MOU signature page completed and signed, at minimum, by the offeror and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the offeror's name and company ID, then no additional pages of the MOU must be submitted;

AND

☑ - Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

EXHIBIT D, continued

AFFIDAVIT OF WORK AUTHORIZATION:

The offeror who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Candace L. Snyder (Name of Business Entity Authorized Representative) as President (Position/Title) first being duly sworn on my oath, affirm Laughing Bear Inc. (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Laughing Bearn Inc. (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Candace L. Snyder *Authorized Representative's Signature*	Candace L. Snyder Printed Name
President Title	October 3, 2014 Date
Snyder@gwtc.net E-Mail Address	814880 E-Verify Company ID Number

Subscribed and sworn to before me this 3rd (DAY) of October, 2014 (MONTH, YEAR). I am commissioned as a notary public within the County of Custer (NAME OF COUNTY), State of South Dakota (NAME OF STATE), and my commission expires on 10/28/14 (DATE).

Nicole Parker — *Signature of Notary*

10/3/14 — *Date*

NICOLE PARKER
SEAL NOTARY PUBLIC SOUTH DAKOTA SEAL

Company ID Number: 814880

Approved by:

Employer Laughing Bear Inc.	
Name (Please Type or Print) Candace Snyder	Title
Signature Electronically Signed	Date 09/17/2014
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 09/17/2014

PREA Audit Proposal

for

Missouri Department of Corrections

submitted to

DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)

301 West High Street, Room 630

Jefferson City, MO

Candace L. Snyder

DOJ Certified PREA Auditor

25469 Sidney Park Road

Custer, SD 57730

Phone: 605-517-1747 Email: snyder@gwtc.net

INTRODUCTION

This technical proposal is for the provision of Prison Rape Elimination Act (PREA) Auditing Services to be conducted by Laughing Bear Inc, certified Department of Justice auditor Candace L. Snyder (Candy) for the Missouri Department of Corrections.

Candy has been familiar with the Prison Rape Elimination Act since 2003. From 2003 to 2012 she performed PREA-related investigations, provided staff training, maintained facility data, and completed the annual Survey of Sexual Violence. In 2012 she was appointed as the PREA Coordinator for the State of South Dakota Department of Corrections (SDDOC) Juvenile Division. In November 2013 she attended the Department of Justice course to become a certified PREA Auditor. For the past two years she has worked to prepare the SDDOC Juvenile Division to achieve compliance with all PREA Standards. She is assisted by Mark Snyder whom may assist with the process at larger facilities when necessary (See Bio's).

At Laughing Bear we strongly feel the audit process is a cooperative effort between the audit staff and the facility staff. Our job is not to find ways in which a facility is out of compliance, but rather to assist a facility in achieving compliance. If during the audit process a corrective action is needed, they will provide guidance and resources to help the facility achieve compliance.

CLIENT REFERENCES

Casey Traynor, PREA Compliance Manager

North Dakota Youth Correctional Center

(701) 667-1408

Candy conducted the NDYCC Juvenile Facility PREA Audit on 07-21-14 to 07-22-14. Mr. Traynor can attest to the guidance provided from the onset of the audit process. He can attest to the professionalism and thoroughness that Candy and Mark displayed in conducting the audit once they were on-site at NDYCC. He can attest to the quick response in providing the initial audit report and the way in which they worked to ensure that the facility had guidance and resources available so the final audit report could be issued.

Pat Sussex, Michigan PREA Coordinator

Michigan Department of Human Services

(517) 648-6503

Mr. Sussex completed the facility audit on 08-24-14 to 08-26-14 for the facility that Candy is responsible for PREA Compliance. He can attest to her thorough preparation of the facility for the audit. Work that included policies and procedures that Candy was responsible for putting into place that made the South Dakota State Treatment and Rehabilitation (STAR) Academy achieve compliance.

STAFF QUALIFICATIONS

CANDY SNYDER, CERTIFIED AUDITOR

PREA Knowledge

Candy is a Department of Justice Certified PREA Auditor for both juvenile and adult facilities. She has been responsible for PREA Standards at the State Treatment and Rehabilitation (STAR) Academy since implementation by the South Dakota Department of Corrections (SDDOC) in 2003. In 2012 she became the PREA Coordinator for the juvenile division of the SDDOC. She has attended courses presented by the National PREA Resource Center such as the standards roll-out in June 2012; Introduction to the PREA Audit Instrument; and the Department of Justice Certified Auditor Course. In addition she has participated in countless webinars on subjects such as LGBTI youth, Gender Differences, Audit Basics, and the Audit Experience – Lessons Learned.

Facility Knowledge

Candy has operated two juvenile facility campuses as the Operations Manager for over 18 years. She manages the physical plant department, maintains communication systems to include telephone, computer and radio systems, oversees contracted services, maintains building security and is well versed in all aspects of security systems to include digital video recorders, security cameras, access code entry system, remote access entry, and key security.

PREA Training

Candy has delivered PREA-related training to staff in state-ran facilities, private juvenile facilities, and juvenile detention facilities. She has delivered training programs such as investigation, implementing the PREA standards, staff pre-service training and in-service training. She developed training programs for youth offender education as well as staff development. She implemented the first formal training program at STAR Academy. She has consistently provided training on numerous subjects to include safety and security, cultural diversity and emergency preparedness. In addition, she has written countless operational memorandums, policies and post orders on day-to-day operations. She believes strongly that quality training and sound policy lead to professional staff that deliver quality programming in a safe environment to the youth entrusted to our care.

Investigations

Candy was appointed the facility investigator in 2008. She investigates facility incidents and works cooperatively with local law enforcement agencies as well as the South Dakota Division of Criminal Investigation. She has attended courses in Interview and Interrogation, Interviewing the Victim of Sexual Assault, PREA Investigation Course at NIC and the PREA Resource Center Train the Trainer Investigation Course. She has taught investigation techniques to staff within her organization as well as to privately-ran and detention facilities.

Candy's previous employment experience includes over six years in the U.S. Navy as a Russian linguist; a legal assistant with a law firm; and an office manager of an engineering firm. Candy received her Bachelor of Science degree in Business Administration from Black Hills State University.

Mark Snyder, Auditing Assistant

PREA Knowledge

Mark has intently studied the PREA Standards and has an in-depth knowledge of how they apply to a facility. He has assisted the Certified PREA Auditor in conducting interviews, reviewing policy and procedures, and facility documents.

Employment Experience

Mark has a very diverse background all of which required total trust and leadership. He has worked as an executive in state government and held positions in the U.S. government requiring the highest level of clearance and access. Additionally Mark has six very successful years working in the non-profit field responsible for acquiring funding, writing grants and maintaining proper records.

Mark retired from the U.S. Marine Corps after working in the Special Intelligence and Reconnaissance fields. He carried those skill sets into combat as a Marine and into high threat and austere environments working as a private contractor for various government agencies.

After his military career Mark played an integral role in the development of the new juvenile corrections facility in Custer and ultimately becoming the Superintendent. He was assigned the additional duty of Homeland Security Special Advisor to the Governor of South Dakota shortly after September 11, 2001.

In both his U.S. Government and State positions Mark was responsive for collecting intelligence, research, providing detailed assessments and written technical and narrative reporting to the highest levels of government and to various dignitaries. His work in each area resulted in numerous accolades and accommodations.

Mark has had a long history of successfully meeting program objectives for community not-for-profit groups. Mark was the Director of the Toys for Tots program for the State of Alaska. Under his leadership the program was recognized as the best program in the nation. He has successfully written grants worth hundreds of thousands of dollars, ensured grant compliance and completed a successful capital campaign.

Mark received his Bachelor of Science degree in Administration of Justice from Roger Williams University.

WORK PLAN

Pre-Audit:

- Initial audit review of Pre Audit Questionnaire. The Pre Audit Questionnaire will be forwarded by the facility PREA Coordinator/PREA Compliance Manager no less than six weeks prior to the first facility audit. The auditor will review the responses to the Pre Audit Questionnaire and conduct follow up calls with PREA Coordinator/PREA Compliance Manager to get clarification and explain the audit process.
- Auditor will review the submitted Questionnaire, Facility Specific Questionnaire and relevant policies and procedures specific to audit.
- Auditor based on review of Pre Audit Questionnaire will begin Auditor Compliance Tool.

Audit:

- Auditor will conduct facility tour, specific to PREA Audit. Each area of the facility should be observed as the PREA standards require. The auditor will pay attention to:
  - How well the clients are supervised.
  - How cameras and/or other monitoring technologies are used.
  - Blind spots and other indicators that an area of the facility is not monitored in a way that keeps inmates safe from sexual abuse.
  - It may be necessary to go back and look at areas of the facility after the tour if a review of investigative files, other documentation, or interviews lead the auditor to have questions about safety and/or supervision.
- Additional review of documents.
- Staff interviews utilizing PREA Interview Questions specific to the following positions:
  - Director
  - PREA Coordinator
  - Random selection of staff
  - Specialized staff
- Client interviews: Auditor will interview a minimum of five clients during the audit visit. The clients will be randomly chosen by the auditor from a list of all the clients in the facility.

Post-Audit:

- Completion and submission of Auditor Compliance Tool. Response for each measure based upon:
  - Review of policy and procedure
  - Review of documentation
  - Review of data
  - Interviews with staff and clients
  - Tour of facility
- Auditor will upload additional documentation gathered from the outside.
- Determination of compliance for each standard. The auditor will provide commentary with justification for decisions.
- Issuance of Auditor Report.

- If the facility is found to have not met one or more PREA standards, a 180 day corrective action period begins. The auditor and facility will work together to develop a plan to achieve compliance with those standards that were not met. The auditor is responsible for verifying the implementation of the corrective action plan, such as reviewing updated policies and procedures and/or re-inspecting portions of the facility. After the 180 day period, the auditor will issue a final determination as to whether the facility has achieved compliance

Deliverables: The Auditor will complete the PREA Audit: Auditor's Summary Report.

COST PROPOSAL

Auditor Fees. The Auditor shall be compensated for the initial audit and any required corrective action process as follows:

FLAT FEE: The Agency will contract with us on a flat-fee basis for the audit, in addition to the expenses set forth below. The Agency will pay us $2,000 as the fee for the audit services described in the proposal for facilities with 200 or less residents and $3,000 for facilities greater than 200 residents. The fee shall be payable within 15 days of delivery of the final audit report.

Auditor Expenses. In addition to the Auditors fees set forth above, the Agency shall bear all reasonable fees and expenses the auditor incurs in the conduct of the audit. All expenses will be invoiced to the Agency and the Agency will only pay for ***actual expenses incurred*** to include transportation, lodging and per diem for meals. Agency will reimburse transportation to include either airfare to include baggage fees, airport parking and shuttle fees *and rental car fees or* $0.56 cents per mile for use of personal vehicle; lodging, and government daily per diem rate of $41 per day per person (breakfast $7, lunch $11, dinner $23). Reimbursement shall be provided within 15 days of the Auditor's submission of receipts or other documentation to the Agency.

Expenses will be invoiced as *actual expenses incurred*, but shall not exceed $1,200 if no further travel is required beyond the initial two to three day on-site portion of the audit.

Every effort will be made to keep travel expenses as low as possible. For example, when feasible, audits for multiple sites will be scheduled during the same time period to save on travel expenses. For sites of less than 200 residents the agency will not be invoiced for any travel expenses incurred by an auditing assistant.

FedEx Express

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envelope ship

From: (605) 673-3095
Candy Snyder

25489 Sidney Park Rd

Custer, SD 57730

Origin ID: RAPA

FedEx. Express

E

J1422140920303uv

Ship Date: 03OCT14
ActWgt: 0.5 LB
CAD: 106612630/INET3550

Delivery Address Bar Code

Ref #
Invoice #
PO #
Dept #

SHIP TO: (573) 751-1692
BILL SENDER

Roy Burgess
DPMM
301 West High St
Room 630
JEFFERSON CITY, MO 65101

MON - 06 OCT AA
STANDARD OVERNIGHT

TRK# 7713 7179 0044
0201

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TAXATION DIVISION
P O BOX 3666
JEFFERSON CITY MO 65105-3666

Missouri
DEPARTMENT OF REVENUE

Telephone: (573) 751-9268
Fax: (573) 522-1265
E-mail: taxclearance@dor.mo.gov

VENDOR NO TAX DUE

LAUGHING BEAR INC
25469 SYDNEY PK RD
CUSTER SD 57730

DATE ISSUED: OCTOBER 17, 2014

FEDERAL IDENTIFICATION NUMBER: 270861094

The Missouri Department of Revenue certifies that based on the information provided the above listed taxpayer/vendor and its disclosed affiliates do not sell taxable tangible personal property or provide taxable services in the State of Missouri. As a result, the above vendor and its disclosed affiliates are in compliance with Section 34.040.6, RSMo.

This statement does not limit the authority of the Director of Revenue to assess and/or collect liabilities under appeal or that become known to the Department as a result of audit or determination of successor liability.

This certificate will remain valid until such time as the business activity changes. Please note that any change in or deviation from the operation of this business as originally described will render this letter inapplicable.

DIRECTOR OF REVENUE OR DELEGATE
STATE OF MISSOURI

BY:

Dwayne Maples

Dwayne Maples
Administrator, Business Tax

JB:DU0624

CBN045
201429000300925