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
C315047007	PREA Audit
AMENDMENT NUMBER	**CONTRACT PERIOD**
Amendment #001	February 1, 2016 through January 31, 2017
REQUISITION NUMBER	**VENDOR NUMBER**
NR 931 YYY16708037	2626259410 0
CONTRACTOR NAME AND ADDRESS	**STATE AGENCY'S NAME AND ADDRESS**
CORRECTIONAL MANAGEMENT AND COMMUNICATIONS GROUP LLC 604 N HIGHWAY 27 MINNEOLA FL 34715-6265	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**
C315047007	February 9, 2015 through January 31, 2016
REQUISITION NUMBER	**VENDOR NUMBER**
NR 931 YYY14708409	2626259410 0
CONTRACTOR NAME AND ADDRESS	***STATE AGENCY'S NAME AND ADDRESS***
CORRECTIONAL MANAGEMENT AND COMMUNICATIONS GROUP LLC 604 N HIGHWAY 27 MINNEOLA FL 34715-6265	Department of Corrections Various Locations

ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:

The proposal submitted by Correctional Management and Communications Group LLC in response to B3Z15047 is accepted in its entirety.

BUYER	BUYER CONTACT INFORMATION
Laura Ortmeyer	Email: laura.ortmeyer@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

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.
Correctional Management & Communications Group, LLC	Correctional Management & Communications Group, LLC
MAILING ADDRESS: 604 N. Highway 27 Suite 1	IRS FORM 1099 MAILING ADDRESS: 614 Highway 50 #255
CITY, STATE, ZIP CODE: Minneola, Florida 34715-6265	CITY, STATE, ZIP CODE: Clermont, Florida 34711

CONTACT PERSON	EMAIL ADDRESS
Flora Brooks Boyd	Fbb4577@aol.com
PHONE NUMBER: 803 312 5199	FAX NUMBER: 352 988 5924

TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE)	VENDOR NUMBER (IF KNOWN)
26-2625941	X FEIN ___ SSN	2626259410

VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)
X Corporation ___ Individual ___ State/Local Government ___ Partnership ___ Sole Proprietor ___ IRS Tax-Exempt

AUTHORIZED SIGNATURE	DATE
	October 6, 2014
PRINTED NAME: Carlyle I. Holder	TITLE: President/CEO

Purpose

The following proposal is offered by Correctional Management and Communications Group, LLC (CMCG) in response to the Missouri Department of Correction's (MO DOC) Request for Proposal for a Qualified Vendors List for Prison Rape Elimination Act (PREA) facility audits for its community supervision centers and community release centers. This proposal outlines CMCG's capacity to successfully provide quality PREA auditing services to MO DOC.

Company Overview

CMCG is a privately (minority and veteran) owned small business managed by the most highly experienced and skilled corrections professionals in the industry. CMCG's executive management team has more than 100 years of combined experience in corrections with more than 50 years at the executive level. Beginning their careers in the Department of Justice, our founders gave CMCG a tradition of service and professionalism. The management team is responsible for ensuring that CMCG meets all its financial and legal obligations while sustaining and enhancing the value we create for our company. Through its directors, the executive team decides on business strategies, budget and financial requirements.

Correctional Systems Audit Experience

Over the past six years, CMCG has maintained 50% of the small business market the Department of Justice (DOJ), United States Marshals Service (USMS) , Prisoner Operations Division (POD) contracts (approximately $1 million per annum) providing annual quality assurance reviews for facilities that house USMS detainees. To ensure facilities operate in a safe, secure and humane manner, POD's Quality Assurance Program components include Quality Assurance Reviews (QAR), Pre-Occupancy Reviews (POR) and After Action Reviews (AAR). In the last three years, CMCG has conducted one POR, 32 QARs and 15 AARs.

QARs, AARs and PORs requires a two to five-person team of DOJ approved subject matter experts (SME) to access facilities compliance based upon Federal Performance-Based Detention Standards. SMEs complete an extensive survey instrument designed to comprehensively review critical elements of optimal correctional facility functional areas including: Administration and Management; Health Care; Security and Control; Food Service; Safety and Sanitation; and Programs and Services. In addition to providing a written narrative describing findings, SMEs upload the survey instruments to USMS Federal Review Management System, an automated web-based system, to record/document and produce a comprehensive QAR report.

In October 2009, USMS, POD contracted with CMCG to develop performance-based standards to support the federal review of juvenile facilities and transportation standards. At USMS's request, these standards were piloted during a review in June 2010. Once adopted, these standards resulted in the creation of two new review elements to enforce the required standards to house juvenile offenders; and to support the proper transportation practices of detainees and inmates.

In 2012, the USMS contracted with CMCG to develop a Prison Rape Elimination Act (PREA) checklist based upon PREA standards. The PREA Checklist will be used in conjunction with the Federal Detention-Based Standards to determine a facility's compliance with PREA standards. The USMS also contracted with CMCG to develop a Suicide Checklist for conducting AARs to access circumstances surrounding detainee suicides.

In January 2014, CMCG expanded its service offerings to include PREA auditing services. CMCG recruited eighteen highly qualified DOJ PREA juvenile and adult prisons/jails certified auditors as employees and independent contractors to conduct federal, state, local and private agencies/facilities PREA audits.

During the first year PREA audit cycle, CMCG successfully completed 53 PREA audits between May 27, 2014 and August 20, 2014 for four state agencies (Ohio Department of Youth Services, Missouri Division of Youth Services, Florida Department of Juvenile Justice and Maine Department of Corrections) and four privately operated facilities (one in South Carolina and three in Tennessee). CMCG is also under contract to conduct PREA audits during the second year PREA audit cycle for facilities in Ohio, North Dakota, Minnesota, Michigan and Tennessee.

PREA Staffing and Personnel Qualifications

CMCG has ten PREA certified Adult Prisons/Jails Auditors available to conduct MO DOC audits. Each Auditor meets the requirements in PREA standard §115.402 which specifies that audits shall be conducted by "(1) a member of a correctional monitoring body that is not part of, or under the authority of, the agency (but may be part of, or authorized by, the relevant State or local government); (2) a member of an auditing entity such as an inspector general's or ombudsperson's office that is external to the agency; or (3) other outside individuals with relevant experience."

In addition, each auditor has satisfied the following DOJ requirements:

- Three years of significant auditing, monitoring, quality assurance, investigations, or substantially similar experience with the facility type or set of standards in which the applicant seeks certification(s).
- A bachelor's degree from an accredited college or university, or a high school degree and equivalent career-related experience defined as five years of contemporary full-time public safety experience in a position which requires considerable exercise of professional discretion.
- Passed a criminal background records check.
- Completed a 40-hour PREA auditor certification training session, provided by the National PREA Resource Center (PRC).
- Passed an examination at the end of the 40-hour training session

PREA Auditors

Certifications for the following Adult Prisons/Jails auditors may be verified on the National PREA Resource Center web site *www.**prea**resourcecenter.org/**audit**/list-of-**certified-auditors*** (see Attachment-2 PREA Auditors Resumes).

Certified Auditor	[illegible]
James Allen	August 1, 2013
Richard Bazzle	July 23, 2014
Flora Brooks Boyd	February 11, 2014
Calvin Brown	August 1, 2013
Katherine Brown	August 1, 2013
Barbara Jo Denison	August 1, 2013
R. Daniel McGehee	August 1, 20013
Bernard McKie	February 11, 2014
Joette Scarborough	February 11, 2014
Wendy Warner	May 2, 2014

PREA Audit Assistants

CMCG has a team of DOJ approved SMEs who will assist certified PREA auditors during the on-site phase of the PREA auditing process. The assistant will conduct staff and inmate interviews as directed by the PREA auditor. Each assistant also has extensive correctional and auditing experience.

Key Personnel

- **Flora Brooks Boyd,** Senior Vice President for Program Reviews and Audits will provide overall management and oversight for the PREA auditing process and will serve as the primary point of contact for the MO DOC PREA Coordinator.

- **Ornetta Lockette Slaughter**, Chief Administrative Officer, conducts quality assurance reviews of PREA reports and provides administrative support.

CMCG's Senior Vice President for Program Reviews and Audits, who is a certified PREA Auditor, will manage, plan and coordinate all aspects of the PREA auditing process including: providing auditing services to ensure compliance with the PREA standards; completing PREA pre-audit requirements utilizing the audit tool provided by DOJ; conducting on-site PREA audits at the FDJJ residential and detention facilities; providing an auditor report with the overall determination of compliance; and conducting corrective action verification.

The Senior Vice President will work closely with the MO DOC PREA Coordinator, assign PREA certified Auditors to specific facilities to be audited, coordinate conference call sessions, review audit reports and corrective action plans for consistency, ensure that timelines are met and serve as a technical advisor to Auditors. CMCG's Chief Administrative Officer will provide quality assurance review of all PREA Audit Summary Reports, manage the secure storage of documents and data collected during the audit process.

At CMCG, every employee and independent contractor is a valued hands-on contributor with extensive subject matter expertise rooted in a strong correctional background. CMCG's position as a corrections industry leader is based on two key elements: 1) the background, knowledge, experience and skill sets of our employees/contractors; and 2) our unparalleled capacity to sustainably improve correctional environments.

PREA Audit Process

CMCG has developed a systematic approach to conduct PREA audits which begins with conducting an introductory session with the PREA Coordinator, PREA Auditor and facility staff to provide an overview of the process and to review specific instructions for posting the on-site audit notification, submitting the pre-audit questionnaire, policies and other documentation and details of the on-site visit. After the initial review of the pre-audit questionnaire and documentation, the Auditor will provide the PREA Coordinator and the Compliance Manager a written summary of their findings to include questions, concerns and other items needed for review. This process allows the PREA Coordinator and facility staff the opportunity to address issues prior to the on-site visit. CMCG PREA Auditors ensure that facility staff and the PREA Coordinator are well informed throughout the process and are given the opportunity to take corrective action as issues are identified.

At the conclusion of the on-site audit, Auditors will conduct a close-out session to give facility staff a preliminary summary of findings. If corrective action is required, Auditors will draft a corrective action plan with the input from the PREA Coordinator and facility staff outlining specific remedial measures to be taken to comply with standards. Interim or final reports are submitted within 30 days of the Auditor's on-site visit.

Work Plan

This following outlines the various tasks that will be completed by certified PREA auditors to determine the MO DOC facilities' compliance with PREA standards:

1. **During the Pre-Audit phase, the Auditor will perform the following tasks:**

    a. Send a notice to be posted throughout the facility announcing the upcoming on-site audit dates (six week prior to the on-site audit).

    b. Provide facility staff specific instructions and assistance in regard to preparing and submitting the Pre-Audit Questionnaire and other relevant documents for review (four weeks prior to the on-site audit).

    c. Communicate with each facility's Community-Based Victim Advocate.

    d. Provide facility's PREA Compliance Manager with a written summary of Pre-Audit Questionnaire and relevant documentation review findings.

    e. Begin completing the Auditor Compliance Tool.

    f. Provide facility's PREA Compliance Manager with an on-site audit schedule (one week prior to the on-site audit)

2. **During the On-site Audit, the Auditor will perform the following tasks:**

    a. Tour of the entire facility to observe all aspects of the operation.

    b. Randomly select a sampling of staff and residents to be interviewed and provide a list of names and specific times for the interviews.

    c. Review additional relevant documents, files and records.

    d. Conduct and document individual confidential interviews of administrators/supervisors, random staff as well as with specialized staffs, residents, volunteers, contractors and others as required of as required and identified by PREA standards.

    e. Provide a close-out briefing with facility staff to review preliminary findings.

3. **During the Post-Audit phase, the Auditor will complete the following tasks:**

    a. Incorporate interview notes from the on-site visit, upload additional documentation gathered on-site, record findings for each standard subsection, record overall determination of compliance for each standard and complete the Auditor Compliance Tool.

    b. Complete and submit the PREA Auditor's Summary Audit Report within 30 days of the on-site audit.

    c. If corrective action is required, jointly draft a corrective action plan with the facility's PREA Compliance Manager identifying deficiencies, minimal remedial measures, outline a timeline for achieving compliance and identify deliverables to the be provided for review. Submit an interim PREA Auditor's Summary Audit Report.

    d. Within the 180-day corrective action period, verify the completion of corrective actions required for the facility to be in compliance with PREA standards. Finalize and submit PREA Auditor's Summary Report.

Pricing

Being sensitive to travel costs, CMCG will minimize these costs as much as possible by making PREA Auditor assignments based upon the geographic location of the facilities to be audited and the residential locations of the auditors. Also, auditors are available to conduct on-site audits within the same week (back-to-back) of the facilities that are in close proximity of each other to further reduce travel costs. All travel costs are included in the pricing quote.

PREA Audit Schedule

CMCG Auditors are available to conduct audits at the convenience of MO DOC. In the event an assigned Auditor is unable to fulfill his/her responsibilities due to some unforeseen circumstance, at any phase during the audit process, another Auditor will be assigned to complete the audit within the established timeline.

RESUME

Name: James H. Allen
Address: P.O.Box 296
City: Rudyard State: Michigan Zip Code: 49780
Telephone Number: 906 298-1339

Summary

1953 –1974: U. S. Air Force. I retired on November 1, 1974, and returned to Rudyard, Michigan to begin my civilian life. During my tenure in the Air Force, I worked in the Personnel Field, and in addition was a member of an IG Inspection Team, that traveled throughout the Air Force performing operational readiness inspections (three years). When I retired in 1974, my wife and I returned to Rudyard, Michigan, to re-establish ourselves into the civilian community.

Work Experience

2003 – Present: In March of 2003, I accepted my first audit with the American Correctional Association, and have been performing audits till the present time (174). I have done audits in Ohio, West Virginia, Colorado, Texas, Florida, Arkansas, Tennessee, Pennsylvania, Illinois, New York, Kentucky, Oklahoma, Virginia, Indiana, Massachusetts, California, New Mexico, Nebraska, Louisiana, Washington, Mississippi, and New Jersey. I have been a chairperson since April 2007, and have conducted 107 audits as a Chairperson. The audits that I have worked on as a member and as a Chairperson, cover everything from Adult Correctional Facilities ranging from Minimum to Maximum Security facilities, Adult Community Residential Services, Pre-release centers, Local Detention Facilities, Jails, Training Academies, Central Office Audits, as well as Central Office Reviews . I have audited a few Training Academies, and I have assisted in auditing at FCI Raybrook, in Raybrook, NY in April of 2009 as my training for IRP audits (A.J. Hamburger, Trainer), and since then I have audited six other FCI's as a Chairperson.

2002 – 2003: From November 2002 through March 2003, I was becoming re-established once again in the civilian community.

1987 – 2002: I worked for the Michigan Department of Corrections. During my tenure with the MDOC, I held positions as a Corrections Officer, working both security (outside Grounds Positions), and Housing Officer positions. I did this for one year and nine months, at which time I accepted the position of Classification Director. I continued in this position for six years, and accepted the position of Resident Unit Manger. As a Resident Unit manager, I was responsible for five housing units, as well as the staff assigned (30 Corrections Officers & five Assistant Resident Unit Managers). I later accepted the position of Personnel Director, with three personnel clerks. My responsibilities included all phases of personnel as they related to assigned staff. In addition, I held the responsibility for managing, filing, and disposition for all Disciplinary Actions and Grievances for all of the assigned staff. I was also on the Executive team for the facility.

1984 – 1987: I worked for Endries Fastener Corporation as a salesperson. At this same time, my wife and I managed a business.

Education

1974 –1984: Lake Superior State University. I returned to school to Pursue my bachelors degree in Sociology with a minor in General Business.

RESUME

Name: E. Richard Bazzle

Address: 721 Cypress Point Drive

City: Chappells State: SC Zip Code: 29037

E-Mail: richardbazzle@hotmail.com

Home Phone: (864) 995-3181 Cell Phone: (864) 941-0383

Summary

Over 34 years of correctional experience encompassing all levels of security. Assignments within the South Carolina Department of Corrections ranged from classification specialist to upper management, including 17 years as a warden of high security facilities and administrator at the agency central office level. I have also been a Certified Auditor with the Standards and Accreditation Department of the American Correctional Association since 1994 and functioned as chairperson of audit teams in the past. As a Compliance Reviewer for The Nakamoto Group, Inc., conducts reviews of ICE Service Processing Centers and contracted County Detention Facilities housing ICE detainees utilizing Performance-Based National Detention Standards. Certified by the Department of Justice as a PREA auditor in June, 2014.

Work Experience

Principal **January 2014 to Present**

McB Correctional Consultants, LLC

- Certified PREA Auditor
- Conducts PREA audits for state, county, and private entities.
- Provides consulting services for agencies preparing for PREA audits.

Work Experience

Compliance Reviewer **June 2008 to Present**

The Nakamoto Group, Inc. **Rockville, MD**

- Received security clearance from the U.S. Department of Homeland Security to perform duties as a Compliance Reviewer, June 2008.
- Completed the Immigration and Customs Enforcement (ICE) compliance reviewer National Detention Standards training in June 2008 and Performance Based training in December 2009.
- Responsible for conducting comprehensive reviews of facilities housing ICE detainees utilizing Performance-Based National Detention Standards.

- January 2009 through April 2010 served as a regular monthly Compliance Reviewer at the Monmouth County Jail in Freehold, NJ. Reviews encompassed overall areas of facility management including operations of various departments of security, environmental health and safety, medical and food service. Provided guidance and education to officials to ensure detainees were housed safely, securely and provided with basic services to comply with National Detention Standards.
- Performed multiple compliance reviews nationwide of ICE contracted county and private detention facilities ranging in type from monthly, quarterly and pre/post annual for under/over 72 hour facilities to ensure the facilities' compliance with National Detention Standards.

Work Experience

Certified Auditor **1994 to Present**

Standards and Accreditation Department, American Correctional Association

- Serves as chairperson of a three member audit team responsible for auditing county, state and private correctional facilities for compliance with national standards promulgated by the American Correctional Association.
- Manages the on-site audit review and submits audit reports detailing the findings to the Commission on Accreditation.

Work Experience

Warden **2003 to 2008**

Perry Correctional Institution, South Carolina Department of Corrections

- Responsible for the planning and directing of all functions for a 1064 bed maximum security adult male prison.
- Ensured the safety of all staff and that all inmates were secured and held in custody until released by proper authority.
- Planned and implemented programs for inmate population.
- Maintained facility operations and supervised facility programs, ensuring they were conducted in accordance with state law, agency policy, and good management practices and carried out in a cost effective manner.

Work Experience

Director **2002 to 2003**

Institutional Division, South Carolina Department of Corrections

- Responsible for providing oversight and direction to wardens in order to assure consistency of operations for the secure and orderly functioning of the agency's female facilities.
- Ensured adherence to the agency mission regarding programs, services and the treatment of female offenders.
- Monitored and controlled budget allocations to confirm allocated funds were expended in accordance with sound management practices and divisional needs.

Work Experience

Warden **1990 to 2002**

Leath Correctional Institution, South Carolina Department of Corrections

- Responsible for the initial start-up, planning and directing all functions of a 564 bed maximum security female facility.
- Developed, implemented and directed security operations to ensure security, safety and control.
- Monitored allocated budget resources to confirm expenditures were in accordance with good management practices and to meet facility needs in the most cost efficient manner.
- Established and implemented facility operations and programs, ensuring they were compliant with state law, agency policy and American Correctional Association Standards.

Work Experience

Deputy Warden **1980 to 1990**

South Carolina Department of Corrections

- Responsible for the day-to-day management of facility operations including: Inmate Management, Workers Compensation, Labor Management, Information Technology, Human Resources, Training, Financial Management, Facilities, Food Service, Inmate Health Care, Inmate Systems, Safety, Religious Services and Security Services.

Work Experience

South Carolina Department of Corrections **1975 to 1980**

- Job Developer
- Classification Specialist
- Human Resource Specialist

Education

Location: The Citadel, Charleston, SC Degree: Bachelor of Arts Year: 1976

Training/Certifications/Awards

Certified PREA Auditor Department of Justice
Certified Correctional Executive (CCE) American Correctional Association
Certified Accreditation Auditor American Correctional Association

RESUME

Name: **Flora Brooks Boyd**
Address: **5 Rosemount Court**
City: **Blythewood** State: **South Carolina** Zip Code: **29016**
E-Mail: fbb4577@aol.com

Home Phone: **(803) 754-6950** Cell Phone: **(803) 312-5199**

Summary

Thirty-eight years of broad based correctional experience in positions of increasing responsibility from a line-level correctional officer to the executive level of agency director. Experienced in managing a variety of correctional adult and juvenile programs and facilities such as community based programs, local detention centers, minimum security level institutions, residential treatment facilities and maximum security level prisons. Extensive auditing experience for correctional systems.

Work Experience

Senior Vice President, Program Reviews and Audits Division, Correctional Management and Communications Group (CMCG), Minneola, Florida (October 2009-Present) Responsible for managing CMCG's Program Reviews and Audits Division. Coordinate and schedule program reviews and audits. Also, serve as central contact person and technical advisor for auditors.

Administrator, Kershaw County Detention Center, Camden, South Carolina (August 2002- August 2009)
Responsible for the overall operation of a county operated detention facility which housed pre-sentenced and sentenced adult male and female inmates.

Director for Special Programs, South Carolina Department of Corrections, Columbia, South Carolina (1999-2001 Retired). Oversaw an agency-wide initiative to access inmate programs/treatment and developed/implemented a comprehensive plan for programming to better prepare inmates for successful re-entry to the community.

Director, South Carolina Department of Juvenile Justice, Columbia, South Carolina (1993-1999As a member of the Governor's Cabinet, directed and administered the State's juvenile justice system, which includes intake services, probation/parole supervision, a full range of the community placements and aftercare services, four secure institutions, a detention center, numerous prevention programs and victims services.

Deputy Regional Administrator, Midlands Correctional Region, South Carolina Department of Corrections, Columbia, South Carolina (1993)

Warden, Evans Correctional Institution, South Carolina Department of Corrections, Bennettsville, South Carolina (1987-93)

Warden, Stevenson Correctional Institution, South Carolina Department of Corrections, Columbia, South Carolina (1984-1987)

Deputy Warden, Stevenson Correctional Institution, South Carolina Department of Corrections, Columbia, South Carolina (1983-1984)

Deputy Warden for Program Services, Wateree River Correctional Institution, South Carolina Department of Corrections, Rembert, South Carolina (1982-1983)

CALVIN BROWN

5271 Browns Mill Rd.
Lithonia, GA 30038
404-580-0573

SUMMARY OF QUALIFICATIONS

Highly accomplished dedicated correctional professional with more than 32 years of domestic and international correctional experience in administration of statewide programs in Counseling, Mental Health, Mediation/Conflict Resolution, and Inmate Administration with the Georgia Department of Corrections. Provide consulting services in various capacities for The Moss Group, Inc., including conducting a full staffing analysis of a California women's prison as well as, conducting multiple management assessments in prisons and jails.

EXPERIENCE

Oct. 2009 to Septemb 30, 2013 Georgia Department of Corrections, Atlanta, GA

Deputy Director of Mental Health

- Responsible for the program delivery of Mental Health Services in the Women's Prisons in Georgia Department of Corrections. This includes 14 state facilities, probation detention centers, and pre-release centers.
- Serves as Director of Mental Health in the absence of the Director
- Team Leader that conducts comprehensive audits in all 14 sites of the North Region
- Responsible for the reviewing and follow of all Corrective Action Plans generated after an audit
- Responsible for the review of all reports and data submitted from the North Region for the inclusion in overall reports for Mental Health Services
- Responsible for the coordination of quarterly Mental Health Unit Managers training
- Responsible for technical assistance to the 14 sites in the North Region
- Serve as project manager on special projects assigned by the Director.
- Conduct assessment in women's prisons using PREA standards

2006-Oct. 2009 Georgia Department of Corrections Atlanta, GA

Deputy Director Facility Operations

- Provide support to the Director in the overseeing all facilities within the Department of Corrections
- Direct the daily administrative duties of Facility Operations
- Provide leadership and mentoring to 2 staff under my supervision
- Serve as Point of Contact for Field Operations Managers in the absence of the Director
- Contract Officer for Facilities Operations
- Functions as Key Issues Coordinator, prepares and generate a variety of statewide reports.

- Review and monitor disciplinary reports and grievances from Detention Centers to ensure sanctions are appropriate.
- On call from statewide responsibility in the absence of Director

1994-2006 Georgia Department of Corrections Atlanta, GA

Inmate Administration Manager

- Responsible for the overall direction and management of Inmate Administration which encompasses Admissions, Diagnostic and Classification, Computation, Records, Detention Center Administration, Jail Pick-up Services, and Releases and Agreements.
- Serves on committee meetings, member of statewide taskforces, communicate and interact with other Divisions leadership and section managers
- Monitor the overall bedspace utilization for the Corrections Division
- Direct and guide major projects within Inmate Administration

6/93—9/94 Georgia Department of Corrections Atlanta, GA

Director of Employee Support

- Provide the overall direction and management of Employee Support Programs including, Employee Relations, Employee Assistance, Critical Incident Debriefing, Mediation, and Credit Counseling.

6/92-6/93

Assistant State Mental Health Director

- Provide coordination and assist in the supervision the administrative and operational aspects of the Statewide Mental Health program. Functioned as senior manager in charge of the office in the Director's absence.
- Coordinate special projects such as a system-wide service delivery to special inmate populations. Conducted audits of all mental health programs.
- Provide resolution of system issues that prevented the delivery of effective and efficient mental health programming.

3/90-6/92 Georgia Department of Corrections Atlanta, GA

Director Employee Management Relations

- Developed and implemented Department's Employee Management Relations Unit. This section was developed to give employees a forum whereby they could express concerns and complaints in an informal manner without the filing formal grievance.
- Served as a statewide consultant to employees to provide advice and counsel on how best to resolve an issue or conflict, clarify procedures or particular rules.

5/87-2/90 Georgia Department of Corrections Atlanta, GA

Assistant Director of Program Development

- Provided coordination and assisted in the supervision of the administrative and operational aspects of the unit. Coordinated Special projects such as system wide installation of the Legal Libraries
- Monitored statewide budgets to ensure appropriate spending was taking place
- Directed and Coordinate the statewide audit process for inmate programs
- Provided technical assistance to program staff

6/85-5/87 Georgia Department of Corrections Atlanta, GA

Mental Health Team Leader

Coordinated and supervised the delivery of treatment and services to the mentally disordered population at the Georgia Diagnostic and Classification Center. Coordinated treatment for mentally disordered offenders through the administrative supervision of the consulting psychiatrist and consulting psychologist, medical staff, and program staff such as recreation personnel and chaplains.

11/80-6/85 Georgia Department of Corrections Atlanta, GA

Senior Counselor

Coordinated a therapeutic treatment community of 30 inmates who had been identified with drug and alcohol issues. Provided case management to a general population caseload. Directed and coordinated a multi-disciplinary treatment team in the planning and providing intensive mental health programs. Lead the treatment team in conducting complete psychosocial assessments, identifying treatment needs, and developing and implementing therapy groups.

EDUCATION

1974–1978 Albany State University Albany, GA

- B.A., Sociology.
- Graduated Cum Laude.

1978-1980 Georgia State University Atlanta, GA

M. Ed. Community Counseling

CERTIFICATION

Certified PREA Auditor: June, 2013

CONSULATION FOR THE NATIONAL INSTITUE OF CORRECTIONS

Indiana State Department of Corrections

Massachusetts State Department of Corrections

Connecticut State Department of Corrections

California State Department of Corrections

Maryland State Department of Corrections

Missouri State Department of Corrections

Ohio State Department of Corrections

Arkansas State Department of Corrections

Alabama State Department of Corrections

Allegheny County Jail Pittsburgh, PA

Kings County Jail Seattle, WA

New York State Department of Corrections

Delaware Department of Corrections

New Mexcio Department of Corrections

South Carolina Department of Corrections

PUBLICATION

"The Use of Patient Education in a Prison Mental Health Treatment Program" (1987)

Katherine Brown

11039 Hook Lane

Hudson, Florida 34669

Cell: (727) 470-4123

E-Mail: kbrown2828@yahoo.com

Executive Profile

Accomplished executive with a demonstrated ability to deliver mission-critical results.

Skill Highlights

- Leadership/communication skills
- Strategic objective execution
- Interpersonal skills
- Time and Resource Optimization
- Analytical
- Organizational skills
- Training
- Time Management

Core Accomplishments

1996-2010 Florida Sheriff Association - Trained all Florida Jail Inspectors

Professional Experience

1987 – Present

Correctional Consultant
American Correctional Association (ACA) Certified Auditor: Adult Local Detention Facilities, Adult Correctional Facilities, Community Residential Facilities, Federal Facilities, Central Office; Probation/Parole

June 2013

Certified PREA Auditor

December 2010

Retired

March 2005 to December 2010

Pasco County Sheriff Office

New Port Richey, Florida

Facility Commander

Jail Commander for Detention West Facility - housing segregated inmates and juveniles

January 2003 to March 2005

Pasco County Sheriff Office

New Port Richey, Florida

Lieutenant - Juvenile Division

Placed in charge of designing, implementing, staffing, opening Juvenile Assessment Center at the Juvenile Detention Center

June 1998 to January 2003

Pasco County Sheriff Office

New Port Richey , Florida

Lieutenant - Intake/Release

March 1991 to June 1998

Pasco County Sheriff Office

New Port Richey, Florida

Lieutenant - Accreditation/Programs

October 1990 to March 1991	**Pasco County Sheriff Office** New Port Richey, Florida **Lieutenant - Transition Team Coordinator** Coordinator for the transition into a new facility
July 1988 to September 1990	**Pinellas County Sheriff Office** Clearwater, Florida **Sergeant** In Charge of Accreditation
February 1986 to July 1988	**Pinellas County Sheriff Office** Clearwater, Florida **Fire Safety Sanitation Inspector – Corporal** **State Certified Fire Marshal (entire career)**
October 1980 to February 1986	**Pinellas County Sheriff Office** Clearwater , Florida **Corrections Officer**

Education

1995 June	**Troy State University** MacDill Air Force Base, Florida Public Administration Master Degree
1989 December	**Eckerd College** St Petersburg, Florida Public Administration Bachelor Degree
1988	**Central Florida Community College** Ocala, Florida Fire Science Associate Degree
1988	**Florida State Fire College** Ocala, Florida Fire Science State Fire Inspectors License

RESUME

Name: Barbara Jo Denison

Address: 3113 Clubhouse Drive

City: Edinburg, State: Texas Zip Code: 78542

E-Mail: denisobj@sbcglobal.net

Home Phone: (956) 383-3024 Cell Phone: (956) 566-2578

Summary

I began my employment in corrections in 2001 as a Mental Health Liaison at an 1100-bed all male prison. In 2006 I transferred to another 1100-bed male prison and became a Health Services Administrator until my retirement in 2010. Immediately following my retirement, I became a Correctional Consultant for the American Correctional Association (ACA). I am a healthcare auditor and to date I have completed 79 ACA audits. In August 2013, I became a Certified PREA Auditor for Adult Prisons and Jails. I have completed two PREA audits independently and have assisted other auditors with four PREA audits.

Work Experience

Title: Certified PREA Auditor Date: 8/2013 – Present

I was certified by the Department of Justice in August 2013 to conduct PREA audits for adult prisons and jails, as well as community confinement and lockup facilities.

Work Experience

Title: Correctional Consultant Date: 6/2010 – Present

I am a Correctional Consultant for the American Correctional Association. I am a healthcare auditor and conduct ACA audits of prisons, jails and juvenile facilities.

Work Experience

Title: Health Services Administrator Date: 2/2006 – 5/2010

I was employed by the University of Texas Medical Branch – Correctional Managed Care (UTMB – CMC) as a Health Services Administrator. In this position I was responsible for the oversight of the medical, dental and mental health departments at the Willacy State Jail in Raymondville, TX.

Work Experience

Title: Mental Health Liaison Date: 3/2001 – 2/2006

As an employee of UTMB-CMC, I was a Mental Health Liaison at the Lopez State Jail in Edinburg, TX. In this position I provided individual and group counseling and crisis management to male offenders.

Education

Location:	SUNY Institute of Technology at Utica/Rome	Degree:	BA	Year: 1999
Location:	SUNY at Cobleskill, Cobleskill, NY	Degree:	AAS	Year: 1972

Training/Certifications/Awards

August 2013 - Certified PREA Auditor for Adult Prisons and Jails

132 Tanners Mill Road
Chapin, SC 29036
HM (803) 345-9656
CELL (803-331-0264

R. Daniel McGehee

Personal

Date of Birth: July 30, 1950
Place of Birth: Marianna, Florida
Marital Status: Married, Two children

Experience

Principal, McB consulting services
Conducts a variety of consulting services in criminal justice to include audits for PREA, Both adult and juvenile facilities

2013 Department of Justice Washington, DC
Certified PREA auditor
Invited as a participant in the first class to train auditors in PREA.
Completed the weeklong course and passed the certification exam upon completion.
Certified as both an adult and juvenile PREA auditor.

2010 **RETIRED** from Education

2003-2010 Irmo High School Irmo, SC
ADMINISTRATIVE ASSISTANT AND ASSISTANT PRINCIPAL
Tech Building Administrator, responsible for self-contained special ed. discipline and attendance. responsible for discipline and attendance for @ one fourth of the student body, responsible for security, emergency plans, liaison with School Resource Officer, evaluates teacher performance and classroom management, responsible for student ID system. Serves as member of the administrative team.

2001-present Chapin High School Chapin, SC
IN-SCHOOL SUSPENSION SUPERVISOR/ADMIN. ASST.
•Supervises the In-school suspension program, the school Identification system, and works with student discipline under the direction of the Assistant Principal for Administration. Serves as the on-call administrator as directed.

2001 **RETIRED** from Criminal Justice

1999-2001 SC Department of Corrections Columbia, SC
DIRECTOR, DIVISION OF QUALITY ASSURANCE
•Directed the Quality Assurance Division of the department which included agency strategic planning, program evaluation, policy and procedure compliance. and developing the Agency accountability report for the SC Legislature.

1997-1999 SC Department of Juvenile Justice Columbia, SC
Deputy Director for Quality Assurance
•Directed the Quality Assurance Division of the juvenile justice agency to include internal audits; grant development and monitoring; contract monitoring; safety compliance; Medicaid administration; standards and accreditation; and agency policy process.
•As a member of the Executive Staff of the Agency, participated in all major decisions relative to the administration of the juvenile justice agency including institutions, group homes, county offices, and contract providers.

1995-1997 SC Department of Corrections Columbia, SC

Director, Division of Operational Review

•Planned, developed, and implemented a system of operational reviews for the agency.

•Assembled staff, wrote policy, trained employees, and developed necessary support function for the operational review process.

•Developed and implemented accreditation plan for SCDC.

•Monitored SCDC compliance with the Nelson Decree through a system of audits and inspections.

•Served as Agency liaison with plaintiffs' counsel relative to Nelson Decree.

1990-1995 SC Department of Corrections Columbia, SC

Branch Chief, Accreditation/Unit Management Branch

•Planned, developed, implemented, monitored and evaluated ACA accreditation and standardized unit management operations within a State agency.

•Monitored standards compliance, developed/revised Agency and institutional policies, trained employees, scheduled and reported on audits with ACA.

•Chaired Agency Unit Managers Committee and chaired Agency Committee of Correctional Counselor Representatives.

•Wrote the SCDC Unit Management Procedures Manual.

1983-1990 SC Department of Corrections Columbia, SC

Agency Accreditation Manager

•Planned, developed, implemented, and monitored a state-wide program to bring the Agency's institutions and programs into compliance with national standards of correctional practices to the degree possible within available resources.

•Liaison with the Commission on Accreditation for Corrections: .Developed self-evaluation instruments and instructions; established timetables; interpreted standards.

•Developed, in conjunction with institution personnel, strategies for achieving and monitoring systems. .

•Reviewed all Agency policies for compliance with standards.

1982-1983 SC Department of Corrections Columbia, SC

Unit Manager (Deputy Warden) Kirkland Correctional Institution

•Served as the administrator and supervisor of a multi-disciplinary team of staff members (10) and inmates (250) who were assigned to the Unit.

•Responsible for security and control of the Unit, Unit Programs, and inmate discipline.

•Coordinated staff work schedules and prepared reports for the Unit as required.

•Served as institutional duty officer on appointed weekdays, weekends, and holidays.

1981-1982 SC Department of Corrections Columbia, SC

Administrative Assistant Kirkland Correctional Institution

•Served as Institutional Accreditation Manager and Coordinator of Special Projects.

•Developed institutional policies in compliance with SCDC and ACA policies/standards.

•Reviewed referred correspondence, adjustment committee actions, and reports and initiated appropriate action on same.

•Interviewed inmates, family members, attorneys and others as required in dealing with inmate requests and problems.

•Assisted in preparing reports, organizational charts, and Unit plan in the implementation of Unit management at Kirkland Correctional Institution.

•Supervised office staff of three.

1978-1981 SC Department of Corrections Columbia, SC

College Program Coordinator **Kirkland Correctional Institution**

•Administrative responsibility for Midlands Technical College Programs at both institutions to include student recruitment, counseling, Midlands Technical College staff supervision, and inmate supervision (approximately 250 inmates per year).

•Handled financial operations of the SCDC/MTC program, estimated annual budget of over $100,000.

•Liaison between South Carolina Department of Corrections and Midlands Technical College as well as student veterans and the Veterans Administration.

•Completed reports on the program as required.

•Responsible for the South Carolina Department of Corrections policy development for post-secondary educational programs.

•Served as a member of the Kirkland Correctional Institution adjustment committee and classification team.

•Assisted the principal in all aspects of the educational program.

1976-1978 SC Department of Corrections Columbia, SC

Educational Counselor **Kirkland Correctional Institution**

•Educational, vocational, and personal counseling. Supervised vocational staff and students.

•Assisted the principal in administrative duties. .Member of classification team.

1975-1976 University of South Carolina Columbia, SC

Graduate Assistant **Office of Admissions**

•Assisted the professional staff in all aspects of operations of the admissions office.

1974-1975 University of South Carolina Columbia, SC

Admissions Evaluator **Office of Admissions**

•Evaluated transcripts, processed applications, corresponded with applicants, worked with registration and computer terminals.

1972-1974 Apalachicola High School Apalachicola, FL

Social Science Teacher

•Taught American History and Social Institutions to junior and senior high school students.

Education

1968-1972 The Florida State University Tallahassee, FL

•B.S., Social Studies Education

1975-1976 The University of South Carolina Columbia, SC

•Master of Education, Student Personnel Services

Selected Papers, Presentations, and Related Activities

Member: 130th Congress of Correction Program Planning Committee, American Correctional Association, San Antonio, Texas, 1999-2000.

Consultant: Alaska Department of Corrections, "Accreditation Training," Anchorage, Alaska, July, 1999.

Member: ACA Subcommittee on Perfonnance Based Standards, 1999.

Presenter: 12th Annual Conference of the Oklahoma Correctional Association, Afton, Oklahoma, 1998, Workshop, "ACA Standards Compliance."

Member: 129th Congress of Correction Program Planning Committee, American Correctional Association, Denver, Colorado, 1998-1999.

Consultant: Arkansas Division of Youth Services, "Accreditation Assessment and Training," Little Rock, Arkansas, August, 199.8.

Speaker: Congress of Correction, American Correctional Association, "Policy, Standards and Perfonnance-based Outcomes -Monitoring Ourselves," Detroit, Michigan, August, 1998.

Commissioner: Commission on Accreditation for Corrections, 1998-2002, . Vice Chainnan, 1998-2000.

Consultant: American Correctional Association, Auditor and Audit Chair, Adult and Juvenile Standards, 1985 to present.

Speaker: 11th Annual Training Conference, Correctional Accreditation Managers Association, Bloomingdale, Illinois, April, 1998.

Graduate: Leadership South Carolina, a leadership program for leaders in SC sponsored by the University of South Carolina, May, 1997

Conference Chair: 10th Annual Training Conference, Correctional Accreditation Managers Association, Columbia, South Carolina, March, 1997.

Speaker: Winter Meeting, American Correctional Association, "Benefits of Accreditation," Indianapolis, Indiana, January, 1997.

Consultant: Mississippi Department of Corrections, "The Accreditation Process," Columbia, South Carolina, and Jackson, Mississippi, October, 1996.

Consultant: North Carolina Division of Youth Services, Jackson Training School, Chair of Security Team Evaluation for the Cabinet Secretary, July, 1996.

Speaker: 9th Annual Training Conference, Correctional Accreditation Managers Association, Overland Park, Kansas, April, 1996.

Chair: Study Committee regarding continued affiliation with the American Correctional Association, South Carolina Correctional Association, 1996.

Leader: ACA Accreditation Auditor Training, Niagara Falls, New York, April, 1995.

Speaker: 8th Annual Training Conference, Correctional Accreditation Managers Association, Niagara Falls, New York., April, 1995.

Graduate: Leadership SCDC, December, 1994.

Speaker: 7th Annual Training Conference, Correctional Accreditation Managers Association, New Orleans, Louisiana, June, 1994.

Co-Author with Judy Anderson, "Incarceration Alternatives: A Special Unit for Elderly Offenders and Offenders With Disabilities,. Forum on Corrections Research, Correctional Service of Canada, May, 1994.

Committee Chair: Southern States Correctional Association Annual Conference, Charleston, South Carolina, July, 1993.

Speaker: 6th Annual Training Conference, Correctional Accreditation Managers Association, Cleveland, Ohio, May, 1993.

Consultant: New Hampshire Department of Gorrections, New Hampshire State Prison, "Reaccreditation," Concord, New Hampshire, May, 1992.

Speaker: 5th Annual Training Conference. Correctional Accreditation Managers Association, Louisville, Kentucky, May, 1992.

Consultant: North Carolina Division of Youth Services. Samarkand Manor, Southern Pines, North Carolina, Accrediting Juvenile Residential Facilities, November, 1991.

Participant: ACA Auditor Conference of 25, "The Process of Accreditation." Atlanta, Georgia, October, 1991.

Speaker: 4th Annual Training Conference, Correctional Accreditation Managers Association, Denver, Colorado, April, 1991.

Panelist: Winter Meeting, American Correctional Association, "Benefits of Accreditation," Louisville, Kentucky, January, 1991.

Co-Author with Judy Anderson, "The Older Offender: The South Carolina Approach," Corrections Today, September, 1990.

Speaker: Congress of Corrections, American Correctional Association, "New Accreditation Managers," San Diego, California, August, 1990.

Speaker: 3rd Annual Training Conference, Correctional Accreditation Managers Association, Oklahoma City, Oklahoma, May, 1990.

Speaker: American Jail Association Annual Meeting, "Benefits of Accreditation," Reno, Nevada, April, 1990.

Consultant & Speaker: Kentucky Cabinet for Human Resources, Division of Children's Residential SeNices, "The Accreditation Process," Lake Cumberland, Kentucky, December, 1989.

Speaker: 200 Annual Training Conference, *Correctional Accreditation* Managers Association, Nashville, Tennessee, April, 1989.

Consultant: New Hampshire Department of Corrections, Halfway-House Accreditation, Concord and Manchester, New Hampshire, March, 1989.

Consultant: Alston-Wilkes Society, Halfway-House Accreditation, March, 1989.

Speaker: Southern States Correctional Association, "Accreditation in the SCDC," Charleston, West Virginia, July, 1988.

Conference Host & Speaker: 1st Accreditation Training Conference, Correctional Accreditation Managers Association, Columbia, South Carolina, April,1988.

Professional Organizations

American Correctional Association

Correctional Accreditation Managers Association,. Founding President 1987-1990.

South Carolina Correctional Association,. Program Committee 1986- 1990. Chair, Standards Committee, 1984 -1988. Chair, Affiliation Committee, 1996 -1998.

South Carolina State Employees Association Southern States Correctional Association

South Carolina Education Association

National Association of Secondary School Principals

South Carolina Association of School Administrators

Awards

The Walter Dunbar Accreditation Achievement Award, Commission on Accreditation for Corrections, Orlando, Florida, August, 1997.

Accreditation Manager of the Year, Correctional Accreditation Managers Association, Overland Park, Kansas, 1996.

Chairman's Award, Commission on Accreditation for Corrections, Recipient, Nashville, Tennessee, 1990

Outstanding Agency Employee Award, South Carolina State Employees Association, 1990.

Finalist, SCDC Employee of the Year, 1989.

Distinguished Service Award, South Carolina Correctional Association, 1988.

Community Affiliations

Member, Lake Murray Presbyterian Church.

Choir Member, Lake Murray Presbyterian Church. Elder, Presbyterian Church, U.S.A.

Board of Directors, Band Booster Club, Chapin High School, 1994-2003.

Board of Trustees, Leadership South Carolina 1997-2001

Selection Committee, Leadership South Carolina Classes, 1997-2001.

BERNARD MCKIE

979 Koon Road
Irmo, South Carolina 29063
(803)749-0944

PROFESSIONAL EXPERIENCE

Bernard McKie is a correctional administrator with more than 35 years of experience in managing correctional staff and facilities. He has served more than 27 years in upper level correctional management with South Carolina Department of Corrections (SCDC). He has extensive knowledge in all phases of prison management to include administrative, operations and security systems.

Compliance Review Manager (Consultant) **11/2007 – Present**
The Nakamoto Group, Inc.
Rockville, MD
As a Compliance Reviewer Mr. McKie reviewed standards, policies and procedures for the Department of Homeland Security (DHS) and the Bureau of Immigration and Customs Enforcement (ICE) to ensure detention facilities were operated in a safe and secure manner and provide humane conditions for both detainees and staff. Mr. McKie prepared monthly reports on his findings, worked closely with the ICE on-site supervisors and assisted the Intergovernmental Service Agreement (IGSA) facility's executive staff in comprehending and complying with the applicable national standards.

Warden, Kirkland Reception and Evaluation Center **08/2003 – Present**
SCDC
Experience includes: Overall management and support functions of a level three (3) high security facility. Functions include inmate systems, food service, reception and evaluation to include INS service inmates, Super Max, psychiatric service, personnel, training, safety, classifications, medical security and protective custody. Facility contains a 28-bed inmate infirmary and responsible for security and control of inmates assigned to the community hospitals in the immediate area. As Warden, manages a budget of over 15 million dollars. Manages staff compliment of over 500 employees, and 2100 inmates. Responsible for Correctional Staff Corrective Action/Grievances. Chairs and conducts Promotion Boards for upper level management staff.

Training Facilitator, US Department of Justice, National Institute of Corrections (NIC)
Executive Training for New Wardens
Washington, DC **04/2002 – Present**

Institutional Division Director **07/2001 – 04/2003**
SCDC
Responsible for the overall supervision of eleven (11) institutions and their Wardens. These functions included the day to day security functions and emergency responses. Facilities performed various missions to include work release programs, pre-release programs, boot camp training, prison industries and re-entry programs. Responsible for the overall management of 2000 employees, 3000 inmates and a budget of 62 million dollars. Served as one of the levels of the Staff Corrective Action Grievance process. Chaired and conducted Promotion Boards for upper level management staff. Provided security audits for assigned facilities. Served as level of Employee Corrective Action/Grievance Process.

Regional Director **10/1999 – 2003**
SCDC
Assisted in providing direction and consistency for the secure and orderly operation of half of the state's thirty-two (32) correctional facilities which included housing in excess of 22,000 inmates in accordance with legal requirements, sound correctional practices and principles of efficiency and accountability. Assisted in providing direction and consistent supervision for a security workforce of over 4,900 employees throughout the state. Served on the screening committee for Majors and Associate Wardens. Responsible for the supervision of half of the thirty-two (32) Wardens who managed the agency's institutions throughout the state, supervising the review of and maintain consistency state wide for agency policy and procedures as they related to security and operations overall. Personally responded to all escapes and emergencies from within assigned institutions of responsibility. Assisted in reviewing and prioritizing requests for equipment, supplies and non-recurring funds (construction and renovations) to determine need and ensure cost efficient decisions. Assisted in special projects as assigned and sees that deadlines were met. Provided guidance in regard to Corrective Employees Actions given by Wardens and was responsible for such warranted against Wardens from assigned institutions. Conducted frequent announced and unannounced inspections. Chaired and/or conducted security audits for assigned institutions on a regular basis and prepared reports.

Warden, Stevenson Correctional Institution **10/1994 – 10/1999**
SCDC
Planned, organized, directed, coordinated and managed administrative, budgetary, security, safety control. Welfare and rehabilitative operations and programs for approximately 300 adult male inmates who had been sentenced to prison for crimes of all natures. Responsive for the Men's Shock Incarceration Unit which housed 96 young male offenders. Managed a 22 bed Special Management (Lockup) Unit for minimum security inmates in the Midlands Region. Supervised a staff of 133 employees in reference to day to day institutional operations. Conducted announced and unannounced inspections to access the effectiveness of overall programming and operational efforts. Directly responsible for all expenditures from the appropriated institutional budget. Prepared various reports, special studies and staff papers including recommendations relating to proposed changes in policies, operating procedures, rules, regulation and laws. Briefed and oriented official and unofficial visitors and prepared official responses to inquires from inmates, their relatives and persons in the public and private segment of society. Responded to inmates' requests for interviews and counseled and interviewed inmates. Responsible for the overall cleanliness and sanitation of the facility. Ensured that the institution operated within the guidelines established by South Carolina Department of Corrections.

Deputy Warden for Operations, Women's Correctional Center **05/1993 – 11/1994**
SCDC
Planned, directed and supervised reception/processing and assignment activities for female inmates received at the facility. Supervised the overall physical maintenance, safety and sanitation of the institution's buildings, grounds and perimeter. Conducted announced and unannounced inspections to access effectiveness of overall programming efforts. Developed and wrote policies and procedures peculiar to a maximum/medium/minimum security adult female institution housing approximately 450 inmates with perimeter fencing and sensor system. Personally responded to all disturbances and emergency situations, and took immediate action to maintain order and avert crisis, disturbances, procedures with regard to general operations of the institution, and relative to providing to the extent possible a favorable attitude change in inmates in the effort to return them to the community as productive citizens. Supervised the interviewing, selection, orientation and evaluation of employees' performances, counseled employees and effects related to personnel actions as appropriate and applicable to security staff. Prepared various reports, special studies and staff papers including recommendations relating to proposed changes in policies, operating procedures, rules, regulation and laws. Briefed and oriented official and unofficial visitors and prepared official responses to inquires from inmates, their relatives and persons in the public and private segment of society. Responded to inmates' requests for interviews and counseled and interviewed inmates. Served in the capacity of Warded during the Warden's absence and performed duties as required.

Deputy Warden for Program Services, Women's Correctional Center **11/1988 – 05/1993**
SCDC
Provided on-site supervision for education, health and human service professional staff who were assigned to the facility. Coordinated with community agencies such as the Department of Mental Health, Department of Social Services, Department of Education, Department of Health and Environmental Control, family Services and local technical schools to obtain services that benefited the inmate population. Supervised and monitored all institutional inmate organizations and special events which included relevant and special funds transactions. Developed and implemented institutional treatment programs and composed and prepared policies and procedures for these programs. In conjunction with regional and central office staff and community agencies, developed special policies and procedures to determine services needed, and coordinated the implementation of institutional program delivery systems. Assisted with coordinating in-service training for program staff. Communicated verbally and in written form with attorneys, law enforcement, government officials and inmates' families as directed by the Warden. Assisted the Warden in operational and administrative matters as required which included serving as the Administrative Duty Officer, the Warden's designee.

Deputy Warden for Program Services, Walden Correctional Institution **11/1986 – 10/1988**
SCDC
Assisted with the daily planning and coordinating of Program Services and areas of administration. Coordinated various programs and special projects and assisted with the supervision of all welfare and morale services for inmates including, but not limited to medical, classification, visitation arrangements, psychological, recreation, religious services and vocational rehabilitation programs. Composed policies and procedures for the warden and served as institutional volunteer coordinator. Responded to disturbances and emergency situations and ensured immediate action was taken to prevent crisis, disturbances, riots and escapes. Supervised activities of representatives and non-departmental agencies during their contact with inmates. Supervised and reviewed inmate records, recorded documentation, and the interviewing of newly assigned inmates. Composed and prepared a wide variety of correspondence which included but was not limited to special studies, proposed policy changes, operating procedures, rules and laws and responses to queries from inmates and their families and individuals of the public and private sector.

EDUCATION:
Bachelor of Arts, Sociology, 1976
Norfolk State University
Norfolk, Virginia

HONORS AND AWARDS:
South Carolina Correctional Association
President's Award for Excellence
South Carolina Department of Corrections
Manager of the Year
South Carolina Department of Corrections
Warden of the Year

TRAINING AND CERTIFICATIONS:
Certified Compliance Review Manager
Nakamoto Group, Inc.
Certified Accreditation Auditor
American Correctional Association (ACA)
Certified Security Auditor
National Institute of Corrections (NIC)
Certified Correctional Trainer
National Institute of Corrections (NIC)

EMPLOYER VERIFICATION INFORMATION:
SCDC 4444 Broad River Road
Columbia, South Carolina 29210
(803)896-1646

JOETTE D. SCARBOROUGH

2 Someton Court, Irmo, SC 29063, 803-407-4435, scarborough.joette@doc.sc.gov

Seeking position as a PREA Auditor. Have extensive experience in planning, supervising and executing institutional audits. Proven success in evaluation of systems and improving internal process. Experience in management, policy development and development of audit instruments

AUDITING EXPERIENCE

South Carolina Department of Corrections - Assistant Division Director June, 1997 - Present

- Lead comprehensive audits of 26 institutions for compliance with policies
- Supervise a staff of 3 Branch Chiefs, 26 Casemanagers, 150 Classification Caseworkers
- Conduct on-site visits for operational audits and reviews
- Conduct agency wide block training
- Developed the classification procedure and training manual

South Carolina Department of Corrections - Branch Chief Dec, 1995 – June, 1997

- Supervised and managed the classification staff in 12 institutions
- Conduct agency wide block training
- Conduct institutional audits to ensure compliance with agency policy

South Carolina Department of Corrections (SCDC) - Records Manager July, 1994 – Dec, 1995

- Managed the release section of the records office. Responsible for 1000 monthly releases
- Served as the supervising release authority in SCDC
- Supervised the auditors responsible for proper entry and interpretation of sentencing documents
- Represented SCDC in court in post conviction relief hearings

EDUCATION

South University, Columbia, South Carolina
Masters of Science in Criminal Justice, – December, 2013

Midland Technical College, Columbia, South Carolina
Associate of Arts in Criminal Justice – Graduate, 1982

South Carolina State University, Orangeburg, South Carolina
Bachelor of Science in Counselor Education- Graduate, 1978

COMMUNITY INVOLVEMENT

YWCA of the Midlands - Board President
SC Chapter of NABCJ – Past President
Promise Foundation – Board Member
South Carolina State Employees Association – Board Member

HONORS

SCDC – Supervisor of Year- 2001
Meritorious Service Award- Division of Classification- 2011
SCDC - Employee of Year- 1995

WENDY J. ROAL WARNER
2693 Shadywood Road, Excelsior, MN 55331 Email: wjrw62@msn.com
Home: (952) 471-1075
Cell: (309) 241-0796

Summary:

I retired as a Senior Executive Service Warden with the Federal Bureau of Prisons after twenty-nine years of service. I have extensive management experience in corrections allowing me to thoroughly assess Administration and Management, Staff/Detainee Services and Programs, Workforce Integrity and Detainee Discrimination. I have experience in all levels of prisons and with various types of inmate populations including high profile units, sex offender management programs, death row, prison medical centers, and pretrial facilities. I have also worked with female offenders and in the community corrections field.

Work Experience:

Warden 03/11 to 09/12 USP Marion, IL; 05/09 to 03/11 FPC Duluth, MN

As Warden I was responsible for all aspects of the prison's operation. I was responsible for ensuring programs and services were being provided in compliance with policy, program review guidelines, as well as ACA, PREA, and JCAHO standards. I ensured the various medical and mental health needs of the diverse population were being met. Through monitoring and visiting all areas of the institution and talking with staff and inmates, I ensured open lines of communication existed for the inmates to voice their concerns and questions. I reviewed and ensured inmate inquiries, administrative remedies, and staff and inmate investigations were thoroughly researched prior to finalizing and providing responses. I ensured staff were trained and performed their jobs professionally and with integrity and high ethical standards. I was Incident Commander during several emergency situations including inmate disturbances; staff assaults; uses of force; use of less lethal munitions; inmate assaults; suicide watches, and medical emergencies. I am well versed in EEO, Labor Management Relations, and Work Place Violence issues.

Associate Warden 05/06 to 05/09 FCC Terre Haute, IN; 11/03 to 05/06 FCI Pekin, IL, and 01/01 to 12/02 Philadelphia, PA

As Associate Warden, I ensured the areas under my review followed policy and standards. I implemented new Bureau initiatives such as Staff Searches. I monitored numerous perpetual audits, toured all areas of the institution several times a week and reviewed various reports to help ensure policy was being followed and staff were communicating effectively. I oversaw numerous programs including the only federal Death Row, Communication Management Units (self-contained units designed to monitor 100% of inmate communication); Life Connections Unit (a religious based residential housing unit program); a Residential Drug Abuse Program (RDAP), and a Care Level III medical program. I managed several emergency situations including numerous disturbances; uses of force; uses of lethal and less lethal munitions; medical emergencies; serious staff assaults; inmate homicides and inmate assaults. I also coordinated the management of an outbreak of Norovirus at the institution. At the pretrial facility, I worked closely with the U.S. Marshals Service and the Courts.

Assistant Administrator, Community Corrections 12/02 to 11/03
Northeast Regional Office (NERO), Philadelphia, PA

I was responsible for ensuring the Community Corrections Managers throughout the Region properly monitored the Statements of Work for the various Residential Release Centers. I also ensured the contractors provided Drug Treatment, Mental Health Treatment or any other special services required by the Court or the U.S. Parole Commission.

Executive Assistant 09/99 to 01/01 NERO, Philadelphia, PA; 09/92 to 03/95 FCI Fairton, NJ

As Executive Assistant for the Regional Director, I coordinated the monitoring of 18 institutions within the region through tracking program review findings; leading teams conducting Institution Character Profiles, and analyzing various reports. I authored numerous papers on new policy recommendations for the Regional Director to present to the rest of the Bureau's Executive Staff. I also served as the Public Information Officer (PIO) for all media inquiries for the region. At FCI Fairton, I served as PIO and monitored quality control for all communication for the Warden. I monitored all perpetual audits, Operational and Program Reviews.

Administrator, National Inmate Appeals 03/98 to 09/99
Central Office, Washington DC

I coordinated, reviewed and signed responses to all of the Bureau's national inmate appeals for the Administrative Remedy program. This was the last step prior to an inmate being able to file in court. This entailed reviewing thousands of appeals and ensuring my staff thoroughly researched policy and sought guidance from subject matter experts prior to issuing the Bureau's final response to the inmates.

National Transitional Drug Abuse Treatment Coordinator 08/97 to 03/98,
Washington, DC
I was responsible for ensuring the Community Corrections Managers throughout the Bureau were providing drug treatment to inmates who had completed the RDAP, and ensuring the community treatment was consistent with the philosophies and treatment methods of the RDAP.

Detention Services Specialist 03/95 to 08/97,
Central Office, Washington, DC
Assisted the Administrator in coordinating at the national level all services and communication between the Bureau of Prisons and the U.S. Marshals Service, BICE and the Executive Office of Immigration Review. This included reviewing Statements of Work and conducting on-site monitoring of contract facilities housing detainees.

Correctional Programs Assistant Administrator 12/90 to 09/92
South Central Regional Office, Dallas, TX
Lead teams as Reviewer-In-Charge for numerous Program Reviews as well conducted training sessions to the 15 institutions in the Region to ensure policy compliance. I also analyzed numerous reports to determine the effectiveness of Correctional Programs in the region.

Unit Manager 02/90 to 12/90
FCI Texarkana, TX
Responsible for managing two inmate housing units of this Medium level facility. I ensured the Case Managers and Counselors were following policy.

Instructor 07/88 to 02/90, Federal Law Enforcement Training Center
Glynco, GA
Responsible for teaching all introductory classes as well as self-defense to new employees of the Federal Bureau of Prisons. A passing score was required to retain employment with the Bureau.

Case Manager 09/85 to 07/88, Federal Medical Center
Rochester, MN
Responsible for inmate caseloads in the General Population and Medical/Surgical units. Authored numerous study cases for the courts; prepared all inmate paperwork for parole hearings, and determined an inmate's need for greater or lesser security.

Correctional Officer 06/84 to 09/85
FCI Englewood, CO
This was a Youth Correctional Act facility at the time housing offenders generally from 18 – 25 years of age. Responsible for ensuring order, security and safety of all inmates while working a variety of posts. Responded to numerous emergencies including disturbances, fights, and assaults.

Case Manager Trainee/Intern 06/83 to 09/83, FCI Sandstone, MN;
09/82 to 12/82,
Director's Office, Central Office, Washington, DC
Worked closely with the Unit Team preparing basic case management paperwork. Worked directly for the Director's Executive Assistant tracking congressional inquiries and other written correspondence from inmates, their family members and the public.

Education: BA, Criminal Justice, Gustavus Adolphus College,
St. Peter, MN, 1984

Training/Certifications/Awards:
DOJ Certified PREA Auditor; National Incident Management System (NIMS); FEMA; Crisis Management Training, Public Information Officer. Numerous awards for Outstanding Achievement and Performance.

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

BUSINESS ENTITY CERTIFICATION:
The offeror 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.dhs.gov/files/programs/gc_1185221678150.shtm.
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 and Materials Management.

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 _____ (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; **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 _____ (Company/Individual Name) is awarded a contract for the services requested herein under _____ (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, _____ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Division of Purchasing and Materials Management with all documentation required in Box B of this exhibit.

Authorized Representative's Name (Please Print)	*Authorized Representative's Signature*
Company Name (if applicable)	Date

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 **Correctional Management and Communications Group, LLC** (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

Carlyle I. Holder
Authorized Business Entity Representative's Name (Please Print)

Authorized Business Entity Representative's Signature

Correctional Management and Communications Group, LLC
Business Entity Name

October 6, 2014
Date

ceocmcg@aol.com
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:

X- 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

X- 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

X- 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 **Carlyle I. Holder** as **President/CEO** first being duly sworn on my oath, affirm **Correctional Management and Communications Group, LLC** 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 **Correctional Management and Communications Group, LLC** 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.)

Authorized Representative's Signature	**Carlyle I. Holder** Printed Name
President/CEO Title	**October 6, 2014** Date
Ceocmcg@aol.com E-Mail Address	**817036** E-Verify Company ID Number

Subscribed and sworn to before me this 6th (DAY) of October 2014 (MONTH, YEAR) am commissioned as a notary public within the County of Lake (NAME OF COUNTY), State of Florida (NAME OF STATE), and my commission expires on 09-23-2017 (DATE)

Signature of Notary *Date* 10/06/14

TABITHA JACKSON
MY COMMISSION #FF047420
EXPIRES September 23, 2017
(407) 398-0153 FloridaNotaryService.com

ONE RATE
Flat rate shipping that delivers more.
fedex.com/tryone

JE - 07 OCT 10:30A
RIORITY OVERNIGHT
DSR
65101
MO-US
STL

CVD OCT 7'14 AM 9:49 OA-DPMM

RKED BID NO. B3Z15047
NG DATE: 10/7/14
VED BY: lbess
OVED BY: CP

fedex.com 1.800.GoFedEx 1.800.463.3339

FedEx Express NEW Package US Airbill

FedEx Tracking Number 8047 9367 4470

Form ID No. 0200

1 From

Date 10/6/14 [redacted]

Sender's Name Orretta Slaughter Phone 352 988-5921

Company CMCG

Address 6044 N. Highway 27 - Suite 1 Dept./Floor/Suite/Room

City Hunnecula State FL ZIP 34715

2 Your Internal Billing Reference

3 To

Recipient's Name Roy Burgess Phone 573 751-1642

Company DPMH

Address 301 West High Street Dept./Floor/Suite/Room
We cannot deliver to P.O. boxes or P.O. ZIP codes.

Address Room 630
Use this line for the HOLD location address or for continuation of your shipping address.

City Jefferson City State MO ZIP 65101-1517

HOLD Weekday FedEx location address REQUIRED. NOT available for FedEx First Overnight.

HOLD Saturday FedEx location address REQUIRED. Available ONLY for FedEx Priority Overnight and FedEx 2Day to select locations.

8047 9367 4470

4 Express Package Service * To most locations.
NOTE: Service order has changed. Please select carefully.

Packages up to 150 lbs. For packages over 150 lbs., use the FedEx Express Freight US

Next Business Day

- [ ] FedEx First Overnight — Earliest next business morning delivery to select locations. Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.
- [x] FedEx Priority Overnight — Next business morning.* Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.
- [ ] FedEx Standard Overnight — Next business afternoon.* Saturday Delivery NOT available.

2 or 3 Business Days

- [ ] FedEx 2Day A.M. — Second business morning.* Saturday Delivery NOT available.
- [ ] FedEx 2Day — Second business afternoon.* Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.
- [ ] FedEx Express Saver — Third business day.* Saturday Delivery NOT available.

5 Packaging * Declared value limit $500.

- [x] FedEx Envelope*
- [ ] FedEx Pak*
- [ ] FedEx Box
- [ ] FedEx Tube
- [ ]

6 Special Handling and Delivery Signature Options

- [ ] SATURDAY Delivery — NOT available for FedEx Standard Overnight, FedEx 2Day A.M., or FedEx Express Saver.
- [ ] No Signature Required — Package may be left without obtaining a signature for delivery
- [x] Direct Signature — Someone at recipient's address may sign for delivery. Fee applies.
- [ ] Indirect Signature — If no one is available at recipient's address, someone at a neighbor address may sign for delivery. Fee applies for residential deliveries only.

Does this shipment contain dangerous goods?
One box must be checked.

- [x] No
- [ ] Yes — As per attached Shipper's Declaration.
- [ ] Yes — Shipper's Declaration not required.
- [ ] Dry Ice — Dry Ice, 9, UN 1845 ____ x ____

Dangerous goods (including dry ice) cannot be shipped in FedEx packaging or placed in a FedEx Express Drop Box.

- [ ] Cargo Aircraft Only

7 Payment *Bill to:*

Enter FedEx Acct. No. or Credit Card No. below. Obtain recip Acct. No

- [x] Sender — Acct. No. in Section 1 will be billed.
- [ ] Recipient
- [ ] Third Party
- [ ] Credit Card
- [ ] Cash

Total Packages ____ Total Weight ____ lbs. Credit Card Auth.

†Our liability is limited to US$100 unless you declare a higher value. See the current FedEx Service Guide for details.

64L

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Company ID Number: 817036

Approved by:

Employer Correctional Management & Communications Group, LLC	
Name (Please Type or Print) Ornetta Slaughter	Title
Signature Electronically Signed	Date 09/25/2014
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 09/25/2014