



**STATE OF MISSOURI
MISSOURI DEPARTMENT OF CORRECTIONS
CONTRACT AMENDMENT**

RETURN AMENDMENT NO LATER THAN September 8, 2016 TO:

Beth Lambert, Procurement Officer II
Beth.Lambert@doc.mo.gov
(573) 526-6494 (Phone)
(573) 522-1562 (Fax)
FMU/PURCHASING SECTION
P.O. BOX 236
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
August 25, 2016	Gateway Foundation, Inc. dba GFI Services 55 E. Jackson Blvd., Ste. 1500 Chicago, IL 60604	Amendment 006 SDA411062	Assessment & Substance Abuse Treatment Services Program for Eastern Reception Diagnostic Correctional Center

CONTRACT #SDA411062 IS HEREBY AMENDED AS FOLLOWS:

Due to a reduction in available funding, the Missouri Department of Corrections desires to amend section 2.5.1 h.2 to decrease the number of assessment counselors to one (1) full-time equivalent counselor beginning September 1, 2016 until June 30, 2017.

All other terms, conditions and provisions, including pricing, of the contract shall remain the same and apply hereto.

The contractor shall complete, sign and return this document as acceptance on or before the date indicated above.



IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.

Company Name: Gateway Foundation, Inc. dba GFI Services
Mailing Address: 55 E. Jackson Blvd., Suite 1500
City, State Zip: Chicago, IL 60604
Telephone: (312) 663-1130
E-Mail Address: tbritton@gatewayfoundation.org

Authorized Signer's Printed Name and Title: Dr. Thomas P. Britton, President & CEO

Authorized Signature: Date: 8/31/16

THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.

Date: 9-6-16
Matt Sturm, Director, Division of Offender Rehabilitative Services



**STATE OF MISSOURI
MISSOURI DEPARTMENT OF CORRECTIONS
CONTRACT AMENDMENT**

RETURN AMENDMENT NO LATER THAN January 13, 2016 TO:

Beth Lambert, Procurement Officer II

Beth.Lambert@doc.mo.gov

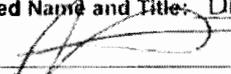
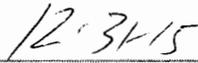
(573) 526-6494 (Phone)

(573) 522-1562 (Fax)

FMU/PURCHASING SECTION

P.O. BOX 236

JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
December 9, 2015	Gateway Foundation, Inc. dba GFI Services 55 E. Jackson Blvd., Suite 1500 Chicago, IL 60604	Amendment #005 SDA411062	Assessment and Substance Abuse Treatment Services Program at Eastern Reception Diagnostic Correctional Center
CONTRACT SDA411062 IS HEREBY AMENDED AS FOLLOWS:			
Pursuant to paragraph 2.9.2 and 2.9.3 on page 12, the Missouri Department of Corrections hereby exercises its option to renew the above-referenced contract for the period of July 1, 2016 through June 30, 2017.			
All other terms, conditions and provisions, including pricing, of the contract shall remain and apply hereto.			
The contractor shall complete, sign, and return this document as acceptance on or before the date indicated above.			
IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.			
Company Name: <u>Gateway Foundation, Inc., dba GFI Services, Inc.</u>			
Mailing Address: <u>55 East Jackson Blvd., Suite 1500</u>			
City, State Zip: <u>Chicago, IL 60604</u>			
Telephone: <u>312-663-1130</u>			
E-Mail Address: <u>tbritton@gatewayfoundation.org</u>			
Authorized Signer's Printed Name and Title: <u>Dr. Thomas P. Britton, President & CEO</u>			
Authorized Signature:  Date: <u>December 11, 2015</u>			
THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.			
<div style="display: flex; justify-content: space-between;"> <div data-bbox="178 1629 860 1713">  Matt Sturm, Director, Division of Offender Rehabilitation Services </div> <div data-bbox="877 1629 1389 1713">  Date </div> </div>			



STATE OF MISSOURI
MISSOURI DEPARTMENT OF CORRECTIONS
CONTRACT AMENDMENT

RETURN AMENDMENT NO LATER THAN April 10, 2015 TO:

Pamela Hodges
Pamela.Hodges@oa.mo.gov
(573) 522-2109 (Phone)
(573) 522-1562 (Fax)
FMU/PURCHASING SECTION
P.O. BOX 236
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
March 27, 2015	Gateway Foundation, Inc. dba GFI Services 55 E. Jackson Blvd., Suite 1500 Chicago, IL 60604	Amendment #004 SDA411062	Assessment and Substance Abuse Treatment Services Program at Eastern Reception Diagnostic Correctional Center
CONTRACT SDA411062 IS HEREBY AMENDED AS FOLLOWS:			
Pursuant to paragraph 2.9.2 and 2.9.3 on page 12, the Missouri Department of Corrections hereby exercises its option to renew the above-referenced contract for the period of July 1, 2015 through June 30, 2016.			
All other terms, conditions and provisions, including pricing, of the contract shall remain and apply hereto.			
The contractor shall complete, sign, and return this document as acceptance on or before the date indicated above.			
IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.			
Company Name: <u>Gateway Foundation, Inc</u>			
Mailing Address: <u>55 E. Jackson Blvd. Suite 1500</u>			
City, State Zip: <u>Chicago, IL 60604</u>			
Telephone: <u>(312) 663-1130</u>			
E-Mail Address: <u>Michael.Darcy@gatewayfoundation.org</u>			
Authorized Signer's Printed Name and Title: <u>Michael Darcy President CEO</u>			
Authorized Signature: <u><i>Michael Darcy</i></u> Date: <u>4/12/15</u>			
THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its			
entirety.			
			Date: <u>4-13-15</u>
Matt Sturm, Director, Division of Offender Rehabilitation Services			Date



**STATE OF MISSOURI
MISSOURI DEPARTMENT OF CORRECTIONS
CONTRACT AMENDMENT**

RETURN AMENDMENT NO LATER THAN JUNE 26, 2014 TO:

John Hall, Procurement Officer II, CPPB
john.hall@doc.mo.gov
(573) 526-6494 (Phone)
(573) 522-1562 (Fax)
FMU/PURCHASING SECTION
P.O. BOX 236
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
06/19/14	Gateway Foundation, Inc. dba GFI Services 55 E. Jackson Blvd., Suite 1500 Chicago, IL 60604	Amendment #3 SDA411062	Assessment and Substance Abuse Treatment Services Program at Eastern Reception, Diagnostic, and Correctional Center

CONTRACT #SDA411062 IS HEREBY AMENDED AS FOLLOWS:

Pursuant to paragraph 2.9.2 & 2.9.3 on page 12, the Missouri Department of Corrections desires to renew the above-referenced contract for the period of July 1, 2014 through June 30, 2015 with no increase in prices. All terms, conditions and provisions, including prices, of the previous contract period shall remain and apply hereto.

The contractor shall complete, sign and return this document as acceptance on or before the date indicated above.

IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.

Company Name: Gateway Foundation, Inc dba, GFI Services Inc.
 Mailing Address: 55 E Jackson Blvd Suite 1500
 City, State Zip: Chicago, IL 60604
 Telephone: 312-663-1130
 E-Mail Address: Michael.Darcy@gatewayfoundation.org
 Authorized Signer's Printed Name and Title: Michael Darcy President and CEO
 Authorized Signature: Michael Darcy Date: 6-20-14

THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.

Matt Sturm 6-25-14
Matt Sturm, Director, Division of Offender Rehabilitation Services **Date**



**STATE OF MISSOURI
MISSOURI DEPARTMENT OF CORRECTIONS
CONTRACT AMENDMENT**

RETURN AMENDMENT NO LATER THAN SEPTEMBER 6, 2013 TO:
LISA MEYER, MBA, CPPB
PROCUREMENT OFFICER II

MISSOURI DEPARTMENT OF CORRECTIONS
PURCHASING SECTION
2729 PLAZA DRIVE, P.O. BOX 236
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
9/12/13	GATEWAY FOUNDATION D/B/A GFI SERVICES 55 E. JACKSON BLVD., SUITE 1500 CHICAGO, IL 60604	SDA411062 Amendment 2	ASSESSMENT AND SUBSTANCE ABUSE TREATMENT SERVICES PROGRAM FOR EASTERN RECEPTION, DIAGNOSTIC AND CORRECTIONAL CENTER

THE CONTRACT BETWEEN GATEWAY FOUNDATION AND THE MISSOURI DEPARTMENT OF CORRECTIONS IS HEREBY AMENDED AS FOLLOWS:

The contract shall be revised to include paragraph 2.5.2 and sub-paragraphs a thru c attached hereto.

All other terms, conditions and provisions, including pricing, of the contract shall remain the same and apply hereto.

The contractor shall complete, sign and return this document as acceptance on or before the date indicated above.

.....THIS DOCUMENT MUST BE SIGNED TO BE VALID.....

IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.

Name Gateway Foundation, Inc. d/b/a GFI Services

Mailing Address: 55 E. Jackson, Suite 1500

City, State Zip: Chicago, IL 60604

Telephone: 312-663-1130 State Vendor Number: 0640646

E-Mail Address: mdarcy@gatewayfoundation.org

Authorized Signer's Printed Name and Title: Michael Darcy, President & CEO

Authorized Signature: Michael Darcy Date 9-13-13

THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.


Matt Sturm, Director of Offender Rehabilitative Services
Missouri Department of Corrections

9-18-13
Date

- 2.5.2 The state agency shall have the right to review actions and documentation of actions taken by the contractor related to the contractor's personnel identified by the contractor as either not meeting the requirements of the contract related to the Prison Rape Elimination Act (PREA) or violating the state agency's policies and procedures related to PREA, or both.
- a. The contractor shall be responsible for the actions or inactions, whichever is applicable, of all personnel providing services under the contract.
 - b. The contractor shall immediately report any violation of professional practice to the appropriate licensing/certification board. Immediately thereafter, the contractor must provide documentation of the report to the state agency.
 - c. Within twenty-four (24) hours of disciplinary action taken against any of the contractor's personnel providing service under the contract, the contractor shall inform the state agency of the personnel disciplinary action, including counseling and legal action. If requested by the state agency, the contractor shall provide documentation of the incident leading to the disciplinary action.



**STATE OF MISSOURI
MISSOURI DEPARTMENT OF CORRECTIONS
CONTRACT AMENDMENT**

RETURN AMENDMENT NO LATER THAN APRIL 17, 2013 TO:
LISA MEYER, MBA, CPPB
PROCUREMENT OFFICER II

MISSOURI DEPARTMENT OF CORRECTIONS
PURCHASING SECTION
2729 PLAZA DRIVE, P.O. BOX 236
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
3/6/13	GATEWAY FOUNDATION D/B/A GFI SERVICES 55 E. JACKSON BLVD., SUITE 1500 CHICAGO, IL 60604	SDA411062 Amendment 1	ASSESSMENT AND SUBSTANCE ABUSE TREATMENT SERVICES PROGRAM FOR EASTERN RECEPTION, DIAGNOSTIC AND CORRECTIONAL CENTER

THE CONTRACT BETWEEN GATEWAY FOUNDATION AND THE MISSOURI DEPARTMENT OF CORRECTIONS IS HEREBY AMENDED AS FOLLOWS:

In accordance with paragraph 2.9.2 & 2.9.3 on page 12, the Missouri Department of Corrections desires to renew the above-referenced contract for the period of July 1, 2013 through June 30, 2014.

In addition, by signing this amendment the contractor also agrees to comply with the attached Prisoner Rape Elimination Act (PREA) requirements.

All other terms, conditions and provisions, including pricing, of the contract shall remain the same and apply hereto.

The contractor shall complete, sign and return this document as acceptance on or before the date indicated above.

.....THIS DOCUMENT MUST BE SIGNED TO BE VALID:.....

IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.

Name: Gateway Foundation, Inc. d/b/a GFI Services
 Mailing Address: 55 E. Jackson Blvd., Suite 1500
 City, State Zip: Chicago, IL 60604
 Telephone: 312-663-1130 State Vendor Number: 0640646
 E-Mail Address: mdarcy@gatewayfoundation.org
 Authorized Signer's Printed Name and Title: Michael Darcy, President & CEO
 Authorized Signature: Michael Darcy Date 03/07/2013

THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.


 Matt Sturm, Director of Offender Rehabilitative Services
 Missouri Department of Corrections
 Date 3-12-13

ADDENDUM A
PRISON RAPE ELIMINATION ACT (PREA)
REQUIREMENTS

This Addendum A to the contract between Contractor and the Department ("Addendum") shall be effective upon the renewal of the Amendment renewing the contract for another one-year term, from 2013 to 2014, and is the intent of the parties that it shall be incorporated fully within the contract. To the extent that any terms or conditions of this Addendum conflict with the contract or any subsequent Amendment, the terms and conditions of this Addendum supersede.

1. The contractor and all of the contractor's employees/agents providing services in any Department of Corrections institution must be at least 21 years of age. A Missouri Uniform Law Enforcement System (MULES) check or other background investigation shall be required on the contractor, the contractor's employees/agents before they are allowed entry into the institution. The contractor, its employees/agents understand and agree that the Department shall complete criminal background records checks at least every five (5) years for the contractor and the contractor's employees/agents that have the potential to have contact with inmates.
2. The institution shall have the right to deny access into the institution for the contractor and any of the contractor's employees/agents for any reason, at the discretion of the institution. Such denial shall not relieve the contractor of any requirements of the contract.
3. The contractor, its employees/agents under active federal or state felony or misdemeanor supervision must receive written division director approval prior to providing services pursuant to a Department contract. Similarly, contractors/ employees/ agents with prior felony convictions and not under active supervision must receive written division director approval in advance.
4. The contractor, its employees/agents shall at all times observe and comply with all applicable state statutes, Department rules, regulations, guidelines, internal management policies and procedures, and general orders of the Department that are applicable, regarding operations and activities in and about all Department property. Furthermore, the contractor, its employees/agents, shall not obstruct the Department or any of its designated officials from performing their duties in response to court orders or in the maintenance of a secure and safe correctional environment. The contractor shall comply with the Department's policies and procedures relating to employee conduct.
 - a. The Department has a zero tolerance policy for any form of sexual misconduct to include staff/contractor/volunteer on offender or offender on offender sexual harassment, sexual assault, sexual abuse and consensual sex.
 - (1) Any contractor or contractor's employee/agent who witnesses any form of sexual misconduct must immediately report it to the warden of the institution. If a contractor or contractor's employee/agent fails to report or knowingly condones sexual harassment or sexual contact with or between offenders, the Department may cancel the contract, or at the Department's sole discretion, require the contractor to remove the contractor/employee/agent from providing services under the contract.
 - (2) Any contractor/employee/agent who engages in sexual abuse shall be prohibited from entering the institution and shall be reported to law enforcement agencies and licensing bodies, as appropriate.
5. The contractor, its employees/agents shall not interact with offenders except as is necessary to perform the requirements of the contract. The contractor, its employees/ agents shall not give anything to nor accept anything from the offenders except in the normal performance of the contract.
6. If any contractor or contractor's employee/agent is denied access into the institution for any reason or is denied approval to provide service to the Department for any reason stated herein, it shall not relieve the contractor of any requirements of the contract. If the contractor is unable to perform the requirements of the contract for any reason, the contractor shall be considered in breach.

INVITATION FOR BID

Missouri Department of Corrections
Purchasing Section
2729 Plaza Drive, P.O. Box 236
Jefferson City, MO 65102

IFB SDA411-062

Substance Abuse Assessment
Services
for
Eastern Reception, Diagnostic and
Correctional Center
Bonne Terre, MO

Contract Period: Date of award through June 30, 2013

Date of Issue: July 20, 2012

Page 1 of 53

Bids Must be Received No Later Than:

2:00 p.m., August 15, 2012

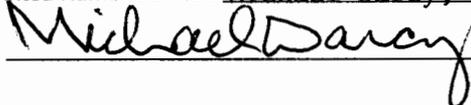
For information pertaining to this IFB contact
only the buyer of record:
Lisa Meyer, MBA, CPPB
Telephone: 573-526-6611
Fax: (573) 522-8407
Lisa.Meyer@doc.mo.gov

Services procured for the

Missouri Department of Corrections of Corrections
Division of Offender Rehabilitative Services

Bids must be delivered to the Department of Corrections, Purchasing Section, 2729 Plaza Drive, P.O. Box 236, Jefferson City, Missouri 65102. The bidder should clearly identify the IFB number on the lower right or left-hand corner of the container in which the bid is submitted to the Department of Corrections. This number is essential for identification purposes.

We hereby agree to provide the services and/or items, at the price quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of the Missouri Department of Corrections, a binding contract, as defined herein, shall exist. The authorized signer of this document certifies that the contractor (named below) and each of its principals are not suspended or debarred by the federal government from providing any service requirements outlined herein.

Name: Gateway Foundation, Inc. d/b/a GFI Services
Business Name as filed with the IRS: Gateway Foundation, Inc.
Mailing Address: 55 E. Jackson Blvd. Suite 1500
City, State Zip: Chicago, IL 60604
Telephone: 312-663-1130 State Vendor Number: 0640646
Federal Taxpayer ID Number: 36-2670036
E-Mail Address: mdarcy@gatewayfoundation.org
Authorized Signer's Printed Name and Title: Michael Darcy, President & CEO
Authorized Signature:  8-15-12
Bid Date

NOTICE OF AWARD:

This bid is accepted by the Department of Corrections as follows:

Contract No. **SDA411062**
Accepted in its entirety.


Division Director

9-11-12
Date

The original cover page, including amendments, should be signed and returned with the bid.



August 10, 2012

Lisa Meyer, MBA, CPPB
Missouri Department of Corrections
Procurement and Contracting Section
2729 Plaza Drive
P.O. Box 236
Jefferson City, Missouri 65102

RE: IFB SDA411-061, Assessment Services Program for Eastern Reception Diagnostic and Correctional Center

Dear Ms. Meyer:

Thank you very much for inviting the Gateway Foundation to submit our proposal to provide assessment services for Eastern Reception, Diagnostic and Correctional Center. We strongly believe that our proposal will demonstrate that we are the most qualified organization to provide the services outlined in the above referenced IFB.

As you know, for nearly 44 years Gateway Foundation, a not-for-profit organization based in Chicago doing business in Missouri as GFI Services, has been one of the nation's leading providers of substance abuse treatment in correctional settings and in the community. Gateway currently provides clinical services in nineteen (19) in-custody correctional treatment programs, including services provided currently at five institutions within the Missouri Department of Corrections system. We have extensive experience in providing correctional treatment for females and special needs populations, and are the incumbent provider at WERDCC and NECC. There are more than 5,600 men and women in Gateway in-prison treatment programs each day; and in 2011, Gateway treated nearly 18,000 people through our correctional programming.

Why Select Gateway to Provide Assessments at Eastern Reception and Diagnostic Correctional Center:

- Gateway's DENS ASI and treatment planning software has provided the Department with a solution for substance abuse assessments, and our plan to network this system at CCC and WERDCC will provide DORS staff with real-time access to aggregate assessment data. *The award of this contract could ensure that all vendor-operated programs are using the same clinical assessment software applications!*
- Gateway currently manages multiple projects of this size and scope, and *we have the human, financial, and clinical resources necessary to implement the programs desired by MODOC.*
- The award of this contract to Gateway could provide significant cost savings for Missouri as it would allow the Department to have the most-qualified organization running all vendor-operated treatment programs within the State's system. *By definition, this could provide the Department with a single partner for contract and policy matters, enabling Gateway and DORS to develop an even more effective service delivery system!*

We look forward to hearing from you regarding the opportunity to discuss our proposal. In order to expedite our response to any requests you might have, I ask that you direct communication to Mr. Gregg Dockins, Director, Corrections Initiatives, at (815) 579-2701; or to Mr. Mike Giniger, Vice President, Corrections Division, at (713) 592-8211, extension 14.

Thank you again for inviting us to submit this proposal. We look forward to expanding our work with the Missouri Department of Corrections through this contract.

Very truly yours,

A handwritten signature in cursive script that reads "Michael Darcy". The signature is written in black ink and is positioned below the "Very truly yours," text.

Michael J. Darcy
President and CEO

INVITATION FOR BID

**Missouri Department of Corrections
Purchasing Section
2729 Plaza Drive, P.O. Box 236
Jefferson City, MO 65102**

IFB SDA411-062

**Substance Abuse Assessment
Services
for
Eastern Reception, Diagnostic and
Correctional Center
Bonne Terre, MO**

Contract Period: Date of award through June 30, 2013

**Date of Issue: July 20, 2012
Page 1 of 53**

Bids Must be Received No Later Than:

2:00 p.m., August 15, 2012

**For information pertaining to this IFB contact
only the buyer of record:
Lisa Meyer, MBA, CPPB
Telephone: 573-526-6611
Fax: (573) 522-8407
Lisa.Meyer@doc.mo.gov**

Services procured for the

**Missouri Department of Corrections of Corrections
Division of Offender Rehabilitative Services**

Bids must be delivered to the Department of Corrections, Purchasing Section, 2729 Plaza Drive, P.O. Box 236, Jefferson City, Missouri 65102. The bidder should clearly identify the IFB number on the lower right or left-hand corner of the container in which the bid is submitted to the Department of Corrections. This number is essential for identification purposes.

We hereby agree to provide the services and/or items, at the price quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of the Missouri Department of Corrections, a binding contract, as defined herein, shall exist. The authorized signer of this document certifies that the contractor (named below) and each of its principals are not suspended or debarred by the federal government from providing any service requirements outlined herein.

Name: Gateway Foundation, Inc. d/b/a GFI Services
Business Name as filed with the IRS: Gateway Foundation, Inc.
Mailing Address: 55 E. Jackson Blvd. Suite 1500
City, State Zip: Chicago, IL 60604
Telephone: 312-663-1130 State Vendor Number: 0640646
Federal Taxpayer ID Number: 36-2670036
E-Mail Address: mdarcy@gatewayfoundation.org
Authorized Signer's Printed Name and Title: Michael Darcy, President & CEO
Authorized Signature: *Michael Darcy* 8-15-12
Bid Date

NOTICE OF AWARD:
This bid is accepted by the Department of Corrections as follows: Contract No.

Division Director Date

The original cover page, including amendments, should be signed and returned with the bid.

**EXHIBIT A
SUBMISSION IS MANDATORY**

**SDA411-062
PRICE PAGE**

Terms and conditions of this Invitation for Bid require that in order to be considered responsive, the bidder must complete, manually sign and submit this document (with all necessary attachments) together with their individual bid for providing all services listed herein as specified (See Part Three: Bid Submission Information). The bidder is cautioned that it is the bidder's sole responsibility to confirm the accuracy of any pricing information listed herein and that the Department of Corrections is under no obligation to solicit the bidder regarding such information once submitted. *The bidder must provide a firm fixed price in the table below for the original contract period and maximum prices for each potential renewal period for providing all services in accordance with the provisions and requirements of this IFB. All costs associated with providing the required services shall be included in the stated price.*

SERVICE DESCRIPTION	Original Contract Period	First Renewal Period	Second Renewal Period	Third Renewal Period	Fourth Renewal Period
Firm, Fixed Price for Assessment Services at ERDCC	\$ <u>87.25</u> per assessment	\$ <u>87.25</u> per assessment	\$ <u>87.50</u> per assessment	\$ <u>87.50</u> per assessment	\$ <u>88.00</u> per assessment

Number of days to implement program after award date 30 to 45 Days

The bidder should indicate below whether it will allow the Department to make payments using the State of Missouri Purchasing card. If the contractor agrees, the contractor shall be responsible for all merchant fees passed on by the purchasing card contractor. Furthermore, the contractor shall agree prices identified above will remain the same:

Agreement _____ Disagreement X _____

Bidder to state discount for prompt payment.

N/A % if paid within _____ days

Indicate if the bidder is a For Profit or Nonprofit Entity:

_____ For Profit X Nonprofit

EXHIBIT A (continued)
SUBMISSION IS MANDATORY

SDA411-062
PRICE PAGE

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

Are products and/or services being manufactured or performed at sites outside the United States?	Yes	<u>X</u> <i>W</i>	No	<u>X</u>
Describe and provide details: N/A--Service contract, no products produced; services provided inside the United States, at the ERDCC facility.				

Employee Bidding/Conflict of Interest - Bidders who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the bidder and/or any of the owners of the bidder's organization are currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name of State Employee, General Assembly Member, or Statewide Elected Official:	N/A
In what office/agency are they employed?	N/A
Employment Title:	N/A
Percentage of ownership interest in bidder's organization:	N/A %

By signing, the bidder hereby declares understanding, agreement and certification of compliance to provide the item at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions. The bidder further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid.

Company Name: Gateway Foundation, Inc., dba GFI Services

Printed Name: Michael J. Darcy, President & CEO E-mail Address: mdarcy@gatewayfoundation.org

Authorized Signature: *Michael J. Darcy* Date: 8-15-12

3.5 Bidder's Experience and Reliability

Exhibit B: Company Information

As required by the IFB, Gateway has completed Exhibit B (Company Information) with information related to previous and current services/contracts performed by Gateway that are similar to the requirements of this IFB, including a signature of the contact person verifying that that information presented is accurate. The contact person's signature also represents that the contact person is willing and will be available for contact by the State of Missouri in order to discuss the services performed by the bidder for the contact person's company.

Please find Exhibit B on the following pages.

EXHIBIT B

COMPANY INFORMATION

The bidder should complete the following with information about the bidder's organization and should provide information that documents and verifies the number of years stated in each blank, as appropriate:

<u>Information</u>	<u>Dates</u>	<u>Explanation and Detailed Support Verifying Dates</u> (ie: contract/client name, etc)
Total number of years in business	<u>Beginning Date:</u> 1968	Information is contained
Total number of years operating in substance abuse services	<u>Beginning Date:</u> _____	within this Section 3.5
Total number of years working with state government and targeted population	<u>Beginning Date:</u> _____	Experience & Reliability

The bidder should provide the following information about client history:

<u>Information</u>	<u>Numbers</u>	<u>Explanation and Detailed Support</u>
Total number of current clients performing _____ services	_____ Total Number	98 total contracts 65 total funders
Largest Current Client	\$10,606,265 Dollar Size	IL Dept. of Alcoholism & Substance Abuse

<u>Information</u>	<u>Explanation and Detailed Support</u>
Organizational history- including ownership structure, any pending litigation, any civil or criminal judgments, any bankruptcy proceedings, etc.	see attached
Documentation of Financial Solvency - (may submit most recent year audited financial statements or any other information provided such information may be made public). If the bidder is a subsidiary, provide this information for the parent company. All information provided will be made public.	see attached
Describe the structure of the organization including any board of directors, partners, top Departmental management, etc.	see attached

To: Gateway Foundation Audit Committee - Updated

From: Gary Salit, General Counsel

Legal Update: May to August 2012

The following is a summary of outstanding litigation, significant claims and complaints and potential legal exposure.

LITIGATION

New Litigation/Claims

No new litigation.

Old Litigation/Claims

Sharon Cloud v Gateway Foundation. Inc.

Status

A former Texas (ISF) employee filed suit in April against Gateway Foundation and Gateway Texas for harassment, retaliation and disability discrimination. In a pre-filing demand, plaintiff's attorney had asked for \$100,000 to settle. Plaintiff asks for damages in excess of \$100,000 from each defendant. Her deposition is scheduled next week.

Background

Employee voluntarily resigned her position with Gateway in October 2011. She then filed a claim with the EEOC claiming harassment, retaliation and disability discrimination. The claim was dismissed. She had been employed by Gateway for about six years. Over her last year or so with Gateway she was becoming more and more a work disruption as she alleged conspiracies against her, unfair treatment and retaliation. She became withdrawn and her interpersonal skills hit a low point when she made some inflammatory remarks about her fellow counselors which they learned of and actively ignored her. She was recommended for mandatory EAP, but did not actively engage in that process. She was never terminated.

Claims.

See Status.

Recommendations.

We have retained counsel approved by the insurance company to represent us. We don't believe there is any merit to her claims and have offered a de minimis amount to settle the case. Our retention is \$50,000.

LaTifa Brooks v. Gateway Foundation

Status

A former employee filed suit against Gateway and a former Gateway employee claiming sexual harassment, retaliation and hostile work environment. Ms. Brooks was terminated during her extended probationary period for failing to address the matters that gave rise to her probationary period being extended and failing to return to work on the date agreed upon after having been granted a leave of absence to attend to personal matters.

Background

Ms. Brooks was hired in August 2011. While her work was initially satisfactory, she had issues keeping up with her files and had an altercation with another employee in October. As a result, her probationary period was extended an additional 90 days and she was given a performance improvement plan which she refused to countersign. Over the next several months, her performance became more and more erratic and in December she was requested to take paid leave while she resolved her personal issues. Although she returned to the facility on December 29, the date she was to return to work, she left shortly after clocking in and was terminated.

Claims

Her attorney on her behalf has demanded \$40,000. We are in the process of negotiating a settlement.

Recommendations

The insurance company has retained counsel who has reviewed the files and concluded we have a strong defense with some vulnerability – the co-defendant, former employee who as yet has not been served. Our retention is \$25,000.

OTHER MATTERS

Recent Deaths Outside Programs and Facilities

Since my last report, two clients who left the program after allegedly having had a prohibited sexual relationship, one voluntarily, one terminated, have died, very possibly from overdosing although we have no direct knowledge and may never have.

We have also communicated with the mother of another former client who died shortly after having been successfully discharged from the program. The mother is trying to understand why her daughter discontinued taking Suboxone, a prescription drug used to reduce opiate dependency.

Belleville Drug Testing

A little more than one year ago, we had two instances where clients with negative urinalysis reports were found to be actually using drugs. The counselor who administered the tests had no explanation for his negative report and was terminated. As previously reported, we received a letter from an attorney representing the parents of one of the clients expressing great displeasure and threatening legal action. We hadn't then but we have now received a release signed by the client authorizing us to provide his file to the attorney. We have done so. While we do not believe we have any liability to the client or his parents, or DASA or the insurer, we just want to continue to alert you to the possibility of adverse publicity and a possible lawsuit.

Lake Villa Invasion of Privacy

About one year ago, three adult clients returning from a Narcotics Anonymous meeting were randomly selected to be searched for contraband. While searches of this kind are routine, in this case there was only one counselor available to do the searches and he took all three into the restroom while searching one at a time in the bathroom stall. [The norm is for a second counselor or CD Tech to wait with the others outside the restroom.] One of the clients claims his privacy was infringed since the other clients or one other client could observe the search through a mirror in the restroom. I visited the facility on July 24 and am of the opinion that it would have been difficult if not impossible for anyone looking in the mirror to have observed a person being searched in the stall. Nonetheless, I would not be surprised if we are sued since the attorney for the client has filed an action in the Lake County Court to gather information antecedent to filing a suit.

Gateway Foundation, Inc.

Financial Report
June 30, 2011

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Independent Auditor's Report

To the Board of Directors
Gateway Foundation, Inc.

We have audited the accompanying consolidated statements of financial position of Gateway Foundation, Inc. as of June 30, 2011 and 2010, and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended. These financial statements are the responsibility of Gateway Foundation, Inc.'s management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Gateway Foundation, Inc. as of June 30, 2011 and 2010, and the changes in its net assets, functional expenses, and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

McGladrey & Pullen, LLP

Chicago, Illinois
November 23, 2011

Gateway Foundation, Inc.

Consolidated Statements of Financial Position
June 30, 2011 and 2010

	2011	2010
Assets		
Current Assets		
Cash and equivalents	\$ 5,901,931	\$ 8,647,425
Investments	11,748,352	10,789,069
Accounts receivable (net of allowance for doubtful accounts of \$1,321,971 and \$821,169 at June 30, 2011 and 2010, respectively)		
Government grants and contracts	10,642,151	12,536,229
Medicaid	4,235,347	5,664,134
Other	2,655,882	1,965,825
Total accounts receivable	17,533,380	20,166,188
Other current assets	725,195	122,468
Total current assets	35,908,858	39,725,150
Noncurrent Assets		
Investments	22,037,998	15,159,464
Beneficial interest in perpetual trust	1,049,004	-
Property and equipment (net)	18,074,005	19,778,131
Deferred charges	405,511	366,785
Total noncurrent assets	41,566,518	35,304,380
Total assets	\$ 77,475,376	\$ 75,029,530
Liabilities and Net Assets		
Current Liabilities		
Accounts payable	\$ 1,468,747	\$ 1,624,558
Accrued expenses	4,045,550	5,026,668
Due to third party contractors	169,840	273,335
Deferred income	223,396	99,042
Line of credit	1,965,000	1,965,000
Total current liabilities	7,872,533	8,988,603
Long-Term Debt	3,210,000	3,210,000
Total liabilities	11,082,533	12,198,603
Net Assets		
Unrestricted	64,901,762	62,490,236
Temporarily restricted	417,257	315,871
Permanently restricted	1,073,824	24,820
Total net assets	66,392,843	62,830,927
Total liabilities and net assets	\$ 77,475,376	\$ 75,029,530

The accompany notes are an integral part of these consolidated financial statements.

Gateway Foundation, Inc.

Consolidated Statement of Activities and Changes in Net Assets
Year Ended June 30, 2011

	Unrestricted	Temporarily Restricted	Permanently Restricted	2011 Total
Support and revenue:				
Government grants and contracts	\$ 55,857,081	\$ -	\$ -	\$ 55,857,081
Net client fees and third party reimbursements	9,122,182	-	-	9,122,182
Contributions:				
Cash	70,426	106,652	-	177,078
Noncash	34,943	-	-	34,943
United Way	95,039	-	-	95,039
Beneficial interest in perpetual trust	-	-	1,049,004	1,049,004
Investment income	2,494,714	112,127	-	2,606,841
Gain on disposal of fixed assets	60,671	-	-	60,671
Other:				
Rental income	177,960	-	-	177,960
Food stamps	497,332	-	-	497,332
Interest on Medicaid receivables	452,443	-	-	452,443
Miscellaneous	19,341	-	-	19,341
Net assets released due to satisfaction of program restrictions	117,393	(117,393)	-	-
Total support and revenue	68,999,525	101,386	1,049,004	70,149,915
Expenses:				
Program services:				
Treatment and prevention	56,985,631	-	-	56,985,631
Total program services	56,985,631	-	-	56,985,631
Supporting services:				
Management and general	9,584,363	-	-	9,584,363
Fundraising	18,005	-	-	18,005
Total supporting services	9,602,368	-	-	9,602,368
Total expenses	66,587,999	-	-	66,587,999
Excess of revenue over expenses	2,411,526	-	-	2,411,526
Change in net assets	2,411,526	101,386	1,049,004	3,561,916
Net assets:				
Beginning of year	62,490,236	315,871	24,820	62,830,927
End of year	\$ 64,901,762	\$ 417,257	\$ 1,073,824	\$ 66,392,843

The accompany notes are an integral part of these consolidated financial statements.

Gateway Foundation, Inc.

Consolidated Statement of Activities and Changes in Net Assets
Year Ended June 30, 2010

	Unrestricted	Temporarily Restricted	Permanently Restricted	2010 Total
Support and revenue:				
Government grants and contracts	\$ 58,065,919	\$ -	\$ -	\$ 58,065,919
Net client fees and third party reimbursements	5,933,400	-	-	5,933,400
Contributions:				
Cash	67,500	103,104	-	170,604
Noncash	27,519	-	-	27,519
United Way	97,938	-	-	97,938
Investment income	3,022,745	16,989	-	3,039,734
Loss on disposal of fixed assets	(2,640)	-	-	(2,640)
Other:				
Rental income	176,360	-	-	176,360
Food stamps	569,997	-	-	569,997
Miscellaneous	47,845	-	-	47,845
Net assets released due to satisfaction of program restrictions	5,470	(5,470)	-	-
Total support and revenue	68,012,053	114,623	-	68,126,676
Expenses:				
Program services:				
Treatment and prevention	55,594,558	-	-	55,594,558
Total program services	55,594,558	-	-	55,594,558
Supporting services:				
Management and general	9,362,190	-	-	9,362,190
Fundraising	17,927	-	-	17,927
Total supporting services	9,380,117	-	-	9,380,117
Total expenses	64,974,675	-	-	64,974,675
Excess of revenue over expenses	3,037,378	-	-	3,037,378
Change in net assets	3,037,378	114,623	-	3,152,001
Net assets:				
Beginning of year	59,452,858	201,248	24,820	59,678,926
End of year	\$ 62,490,236	\$ 315,871	\$ 24,820	\$ 62,830,927

The accompanying notes are an integral part of these consolidated financial statements.

Gateway Foundation, Inc.

Consolidated Statement of Functional Expenses
Year Ended June 30, 2011

	Program Services		Supporting Services		2011 Total
	Treatment and Prevention	Management and General	Fund Raising	Subtotal	
Salaries	\$ 33,978,871	\$ 5,057,194	\$ 11,616	\$ 5,068,810	\$ 39,047,681
Employee benefits	7,260,985	1,068,790	2,336	1,071,126	8,332,111
Total salaries and related expenses	41,239,856	6,125,984	13,952	6,139,936	47,379,792
Housing	2,803,830	560,168	1,493	561,661	3,365,491
Food, clothing and personal maintenance	2,844,851	34,045	151	34,196	2,879,047
Recreation and activities	352,817	-	-	-	352,817
Transportation and travel	773,858	134,256	-	134,256	908,114
Staff training, development and recognition	364,268	141,323	5	141,328	505,596
Office supplies	350,129	29,810	-	29,810	379,939
Office equipment rental and repair	673,216	263,745	1,295	265,040	938,256
Telecommunications	671,625	259,595	-	259,595	931,220
Postage and shipping	94,371	49,814	-	49,814	144,185
Printing	70,007	27,567	-	27,567	97,574
Professional fees and contract service payments	1,946,601	943,563	983	944,546	2,891,147
Toxicology	198,539	448	-	448	198,987
General insurance	409,386	60,782	65	60,847	470,233
Interest expense	108,253	-	-	-	108,253
Provision for doubtful accounts	1,496,349	-	-	-	1,496,349
Dues and subscriptions	66,258	20,351	-	20,351	86,609
Other operating fees	221,533	36,030	61	36,091	257,624
Advertising and marketing	92,873	392,941	-	392,941	485,814
Miscellaneous	96,038	10,058	-	10,058	106,096
Total expenses before depreciation, amortization and in-kind expenses	54,874,658	9,090,480	18,005	9,108,485	63,983,143
Depreciation	2,071,594	493,883	-	493,883	2,565,477
Amortization of debt issuance costs	4,436	-	-	-	4,436
Other in-kind expenses	34,943	-	-	-	34,943
Total expenses	\$ 56,985,631	\$ 9,584,363	\$ 18,005	\$ 9,602,368	\$ 66,587,999

The accompanying notes are an integral part of these consolidated financial statements.

Gateway Foundation, Inc.

**Consolidated Statement of Functional Expenses
Year Ended June 30, 2010**

	Program Services		Supporting Services		2010 Total
	Treatment and Prevention	Management and General	Fund Raising	Subtotal	
Salaries	\$ 34,476,259	\$ 4,920,460	\$ 11,681	\$ 4,932,141	\$ 39,408,400
Employee benefits	6,858,289	1,070,745	2,195	1,072,940	7,931,229
Total salaries and related expenses	41,334,548	5,991,205	13,876	6,005,081	47,339,629
Housing	2,853,413	562,466	1,686	564,152	3,417,565
Food, clothing and personal maintenance	2,455,213	28,536	4	28,540	2,483,753
Recreation and activities	325,436	-	-	-	325,436
Transportation and travel	737,319	107,630	-	107,630	844,949
Staff training, development and recognition	388,414	183,051	5	183,056	571,470
Office supplies	301,471	30,124	18	30,142	331,613
Office equipment rental and repair	588,306	325,963	1,358	327,321	915,627
Telecommunications	617,752	198,000	728	198,728	816,480
Postage and shipping	96,057	47,047	69	47,116	143,173
Printing	71,403	25,310	150	25,460	96,863
Professional fees and contract service payments	1,720,133	808,544	10	808,554	2,528,687
Toxicology	177,990	252	-	252	178,242
General insurance	420,000	56,452	23	56,475	476,475
Interest expense	98,408	-	-	-	98,408
Provision for doubtful accounts	826,689	-	-	-	826,689
Dues and subscriptions	71,866	17,849	-	17,849	89,715
Other operating fees	225,626	29,868	-	29,868	255,494
Advertising and marketing	39,514	366,798	-	366,798	406,312
Miscellaneous	108,165	6,645	-	6,645	114,810
Total expenses before depreciation, amortization and in-kind expenses	53,457,723	8,785,740	17,927	8,803,667	62,261,390
Depreciation	2,104,880	576,450	-	576,450	2,681,330
Amortization of debt issuance costs	4,436	-	-	-	4,436
Other in-kind expenses	27,519	-	-	-	27,519
Total expenses	\$ 55,594,558	\$ 9,362,190	\$ 17,927	\$ 9,380,117	\$ 64,974,675

The accompanying notes are an integral part of these consolidated financial statements.

Gateway Foundation, Inc.

Consolidated Statements of Cash Flows
Years Ended June 30, 2011 and 2010

	2011	2010
Cash Flows from Operating Activities		
Change in net assets	\$ 3,561,916	\$ 3,152,001
Depreciation and amortization	2,569,913	2,685,766
Provision for doubtful accounts	1,496,349	826,689
(Gain) loss on disposal of property and equipment	(60,671)	2,640
Realized (gain) loss on investments	(316,089)	5,518
Unrealized gain on investments	(1,503,481)	(2,269,945)
Contribution of beneficial interest in trust	(1,049,004)	-
Changes in:		
Accounts receivable	1,136,459	(7,346,302)
Other current assets	(602,727)	419,491
Deferred charges	(43,162)	20,567
Accounts payable	(155,811)	(287,571)
Accrued expenses	(981,118)	73,651
Due to third party contractors	(103,495)	(205,216)
Deferred income	124,354	14,524
Net cash provided by (used in) operating activities	4,073,433	(2,908,187)
Cash Flows from Investing Activities		
Additions to property and equipment	(1,216,404)	(1,236,494)
Purchase of investments	(70,674,105)	(70,743,035)
Proceeds from sale of investments	64,655,858	70,561,057
Proceeds from sale of property	415,724	1,700
Net cash used in investing activities	(6,818,927)	(1,416,772)
Cash Flows from Financing Activities		
Repayments of note payable	-	(2,000,000)
Net cash used in financing activities	-	(2,000,000)
Net decrease in cash and cash equivalents	(2,745,494)	(6,324,959)
Cash and cash equivalents:		
Beginning of year	8,647,425	14,972,384
End of year	<u>\$ 5,901,931</u>	<u>\$ 8,647,425</u>
Supplemental Disclosure of Cash Flow Information		
Interest paid	<u>\$ 54,148</u>	<u>\$ 80,421</u>

The accompany notes are an integral part of these consolidated financial statements.

Gateway Foundation, Inc.

Notes to Consolidated Financial Statements

Note 1. Basis of Presentation

Nature of organization: The accompanying consolidated financial statements include the accounts of Gateway Foundation, Inc., and its affiliates, Gateway Youth Care Foundation, Inc., Gateway Foundation Texas, Inc., G.W. Foundation, Inc. and Gateway Charitable Foundation (collectively "Gateway" or the "Organization"). Gateway Foundation, Inc., Gateway Youth Care Foundation, Inc., G.W. Foundation, Inc. and Gateway Charitable Foundation are incorporated in the State of Illinois. Gateway Foundation Texas, Inc. is incorporated in the State of Texas. Each organization is a nonprofit corporation that has been approved to operate as such under Section 501(c)(3) of the Internal Revenue Code, and, therefore, is exempt from federal and state income taxes.

Gateway is dedicated to increasing the understanding, treatment and prevention of alcohol and other drug abuse. Gateway staff assists men, women and children in developing the skills to reach and maintain recovery and lead healthy, productive lives.

Gateway has operations in the states of Delaware, Illinois, Missouri, New Jersey and Texas.

Note 2. Summary of Significant Accounting Policies

Basis of accounting: The financial statements have been prepared on the accrual basis. All significant intercompany transactions have been eliminated in consolidation.

Uses of estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

Support and revenue and accounts receivable: Revenue from government grants and contracts is recognized over the term in which Gateway provides the contracted service. Accounts receivable is recorded net of any contractual allowances.

Management continually reviews its assumptions and methodologies for estimating third-party reserves for post payment audits. Net client fees and third party reimbursements for the years ended June 30, 2011 and 2010, were increased by \$96,000 and \$188,000, respectively, as a result of changes in estimates relating to prior years.

Contributions received and unconditional promises to give are measured at their fair values and are reported as increases in net assets. The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets, or if they are restricted as support for future periods. When a donor restriction expires (i.e., when a stipulated time restriction ends or purpose restrictions are accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. The Organization reports contributions with a donor-imposed restriction whose restrictions are met in the same reporting period as unrestricted support in the statement of activities.

The Organization provides credit, in the normal course of business, to clients from (i) the state government under government contracts and grants representing approximately 63 and 65 percent of the consolidated operational support and revenue in fiscal years 2011 and 2010, respectively, and 61 and 62 percent of net accounts receivable as of June 30, 2011 and 2010, respectively; (ii) the state government under the Medicaid programs representing approximately 25 and 27 percent of the consolidated support and revenue in 2011 and 2010, respectively, and 24 and 28 percent of the net accounts receivable as of June 30, 2011 and 2010, respectively; and (iii) private payers including insurance companies, private carriers and other third-party payers.

Gateway Foundation, Inc.

Notes to Consolidated Financial Statements

Note 2. Summary of Significant Accounting Policies (Continued)

The Organization does not believe that there are any concentrated credit risks other than with receivables from government agencies. The remaining net receivable balances consist of receivables from various payers, subject to differing economic conditions. The Organization continually monitors and adjusts its reserves and allowances associated with these governmental and other receivables as necessary.

During the year ended June 30, 2011, the Organization received \$452,443 of interest on unpaid Medicaid accounts receivable which is reported as other support and revenue in the consolidated statement of activities and changes in net assets.

Excess of revenue over expenses: The consolidated statement of activities and changes in net assets includes excess of revenue over expenses. Changes in unrestricted net assets which are excluded from excess of revenue over expenses, consistent with industry practice, include unrealized gains and losses on investments other than trading securities, permanent transfers of assets to and from affiliates for other than goods and services, and contributions of long-lived assets (including assets acquired using contributions which by donor restriction were to be used for the purposes of acquiring such assets).

Cash and cash equivalents: Gateway considers short-term investments with an original maturity of three months or less to be cash equivalents. Deposits held in banks were in excess of federally insured levels at June 30, 2011 and 2010.

Investments: Investments in equity securities with readily determinable fair values and all investments in debt securities are measured at fair value based on quoted market prices in the consolidated statement of financial position. The Organization's investments are designated as trading securities. As such, all investment income or loss (including realized and unrealized gains and losses on investments, interest, and dividends) not restricted by donors is included in the excess of revenue over expenses.

Deferred charges: Deferred charges consist of bond costs that are amortized over the terms of their respective contracts.

Property and equipment: Property and equipment are stated at cost, except for donated property and equipment (non-cash contributions) which are stated at estimated fair value when the donated asset is received. Depreciation and amortization are computed on a straight-line basis over the estimated useful life of the asset, using a half year of depreciation in the first year of the asset's life. The estimated useful life of the asset is determined by the classification of the asset.

Beneficial interest in perpetual trust: The Organization has a beneficial interest in a perpetual trust which is held by a third party. This interest is reflected in the accompanying consolidated financial statements at its estimated fair value, which is determined by quoted market prices. The Organization recognizes contribution revenue equal to its proportionate share of the fair value of the trust assets upon notification and determination that its right to receive benefits under the agreement is unconditional. Changes in the fair value of the Organization's interest in the trust assets are reflected as permanently restricted in the consolidated statement of activities in the period they occur. Distributions from the trust, which were \$106,652 during the year ended June 30, 2011, are recognized as revenue in the period received.

Advertising and marketing: The Organization advertises and markets services it offers and new services that will be offered in the future. Advertising and marketing costs are expensed as incurred. These advertising and marketing costs totaled \$485,814 and \$406,312 for the years ended June 30, 2011 and 2010, respectively.

Notes to Consolidated Financial Statements

Note 2. Summary of Significant Accounting Policies (Continued)

Net assets: Net asset categories and types of transactions affecting each category are:

Unrestricted net assets: Net assets that are not subject to donor-imposed restrictions including the carrying value of physical properties (land, building, and equipment). Items that affect this net asset category include revenues (principally, grants and fees for service), and related expenses associated with the core activities of the Organization. Changes in this category of net assets also include certain types of philanthropic support, namely unrestricted gifts, as well as restricted gifts whose donor-imposed restrictions are for current or developing programs and were met during the fiscal year, gifts for capital projects currently under construction and realized and unrealized gains and losses on donor-restricted funds.

Temporarily restricted net assets: Net assets subject to donor-imposed restrictions that may or will be met either by action of the Organization or by the passage of time. Items that affect this net asset category are gifts for which restrictions have not been met.

Permanently restricted net assets: Net assets subject to donor-imposed restrictions to be maintained permanently by the Organization. Items that affect this net asset category include gifts where donors stipulate that the corpus be held in perpetuity and only the income be made available for program operations.

Income taxes: The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and applicable state law, except for taxes pertaining to unrelated business income, if any.

The accounting standard on uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under this guidance, the Organization may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. Examples of tax positions include the tax-exempt status of the Organization, the continued tax-exempt status of bonds issued by the Organization, and various positions related to the potential sources of unrelated business taxable income (UBIT). The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50 percent likelihood of being realized upon ultimate settlement. There were no unrecognized tax benefits identified or recorded as liabilities during the periods covered by these financial statements.

The Organization files Forms 990 in the U.S. federal jurisdiction and the State of Illinois. Forms 990 filed by the Organization are subject to examination by the Internal Revenue Service (IRS) up to three years from the extended due date of each return. The Organization is generally no longer subject to examination by the IRS for years before 2008.

New accounting pronouncements: In August 2010, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2010-23, *Health Care Entities (Topic 954) – Measuring Charity Care for Disclosure*. ASU 2010-23 requires disclosure of charity care based on the health care provider's direct and indirect costs of providing charity care services, the method used to identify or estimate such costs, and funds received to offset or subsidize charity services provided. The disclosures required by ASU 2010-23 are effective for fiscal years beginning after December 15, 2010, and must be applied retrospectively. The Organization is assessing the impact of the implementation of ASU 2010-23 on the disclosures in its consolidated financial statements.

Gateway Foundation, Inc.

Notes to Consolidated Financial Statements

Note 2. Summary of Significant Accounting Policies (Continued)

ASU 2010-24, *Health Care Entities (Topic 954) – Presentation of Insurance Claims and Related Insurance Recoveries*. ASU 2010-24 clarifies that a health care entity should not net insurance recoveries against a related claim liability. Additionally, ASU 2010-24 provides that the amount of the claims liability should be determined without consideration of insurance recoveries. The provisions of ASU 2010-24 are effective for fiscal years, and interim periods within those years, beginning after December 15, 2010. Entities must apply the provisions of ASU 2010-24 by recording a cumulative-effect adjustment to opening unrestricted net assets as of the beginning of the period of adoption. Retrospective application of the provisions ASU 2010-24 is permitted. The Organization is assessing the impact of the implementation of ASU 2010-24 on its consolidated financial statements.

In July 2011, the FASB issued ASU 2011-07, *Health Care Entities (Topic 954) – Presentation and Disclosure of Patient Service Revenue, Provision for Bad Debts, and the Allowance for Doubtful Accounts for Certain Health Care Entities*. ASU 2011-07 requires health care entities that recognize significant amounts of patient service revenue at the time the services are rendered even though they do not assess the patient's ability to pay, to change the presentation of their statement of activities by reclassifying the provision for bad debts associated with patient service revenue from an operating expense to a deduction from patient service revenue (net of contractual allowances and discounts). Additionally, ASU 2011-07 requires those health care entities to provide enhanced disclosure about their policies for recognizing revenue and assessing bad debts, disclosures of patient service revenue (net of contractual allowances and discounts) as well as qualitative and quantitative information about changes in the allowance for doubtful accounts.

For nonpublic entities like the Organization, the provisions are effective for the first annual period ending after December 15, 2012, and interim and annual periods thereafter, with early adoption permitted. The changes to the presentation of the provision for bad debts related to patient service revenue in the statement of activities should be applied retrospectively to all prior periods presented. The disclosures required by ASU 2011-07 should be provided for the period of adoption and subsequent reporting periods. The Organization is assessing the impact of the implementation of ASU 2011-07 on its consolidated financial statements.

Reclassifications: Certain prior year amounts have been reclassified to conform to the current year presentation, with no effect on excess of revenue over expenses or net assets.

Subsequent events: In preparation of the financial statements, the Organization has considered events through November 23, 2011, the date the consolidated financial statements were available for issue.

Note 3. Property and Equipment

Property and equipment at June 30, 2011 and 2010, consist of the following:

	2011	2010
Land	\$ 1,113,003	\$ 1,240,946
Buildings and improvements	36,550,114	36,621,287
Office equipment	11,757,850	11,548,184
Transportation and equipment	999,069	938,080
Work in progress	240,907	360,267
	<u>50,660,943</u>	<u>50,708,764</u>
Less accumulated depreciation	(32,586,938)	(30,930,633)
	<u>\$ 18,074,005</u>	<u>\$ 19,778,131</u>

Gateway Foundation, Inc.

Notes to Consolidated Financial Statements

Note 4. Investments and Fair Value Measurements

Investments, stated at fair value, at June 30, 2011 and 2010, consist of the following:

	2011	2010
Short-term investments, Fixed income securities	\$ 11,748,352	\$ 10,789,069
Long-term investments:		
Whole life policy	-	6,052
Equity securities	8,151,674	4,690,941
Fixed income securities	13,886,324	10,462,471
	<u>22,037,998</u>	<u>15,159,464</u>
Total investments	<u>\$ 33,786,350</u>	<u>\$ 25,948,533</u>

Investment income, including realized and unrealized gains (losses) on investments, is comprised of the following for the years ended June 30, 2011 and 2010:

	2011	2010
Interest and dividend income, net of fees	\$ 787,271	\$ 775,307
Net realized investment gain (loss)	316,089	(5,518)
Net unrealized investment gain	1,503,481	2,269,945
Investment income	<u>\$ 2,606,841</u>	<u>\$ 3,039,734</u>

Fair Value Measurements

The FASB-issued guidance on fair value measurements and disclosures establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy under this guidance are described below:

Level 1. Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Organization has the ability to access.

Level 2. Inputs to the valuation methodology include: Quoted prices for similar assets or liabilities in active markets; Quoted prices for identical or similar assets or liabilities in inactive markets; Inputs other than quoted prices that are observable for the asset or liability; or Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

Level 3. Inputs to the valuation methodology are unobservable (supported by little or no market activity) and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Gateway Foundation, Inc.

Notes to Consolidated Financial Statements

Note 4. Investments and Fair Value Measurements (Continued)

Following is a description of the valuation methodologies used for assets measured at fair value:

Equity Securities and Bond Securities: Valued at the closing price reported on the active market on which the individual securities are traded. All are classified as Level 1 of the fair value hierarchy because they were valued using quoted market prices in active markets.

Beneficial Interest in Perpetual Trust: The fair value of the beneficial interest in trust assets represents the Organization's proportionate interest in the value of a charitable trust fund. The trust's portfolio includes a variety of investments, including equity securities and fixed income investments. The fair value of the trust was provided by the trustee.

The following table sets forth a more detailed presentation of the Organization's assets at fair value as of June 30, 2011 and 2010:

	Asset Measurements					
	2011			2010		
	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3
Whole life policy	\$ -	\$ -	\$ -	\$ 6,052	\$ -	\$ -
Equity securities, by industry:						
Banks	195,707	-	-	151,662	-	-
Capital equipment	217,712	-	-	90,553	-	-
Consumer capital spending	73,148	-	-	94,283	-	-
Consumer cyclical	166,743	-	-	112,876	-	-
Consumer non-durable	164,595	-	-	80,598	-	-
Defense	42,336	-	-	42,813	-	-
Energy	303,167	-	-	229,941	-	-
Finance	892,527	-	-	583,062	-	-
Healthcare	439,390	-	-	272,425	-	-
Industrial commodities	200,014	-	-	161,090	-	-
Real estate investment trusts	13,227	-	-	13,574	-	-
Retail	165,565	-	-	131,800	-	-
Technology	256,374	-	-	183,135	-	-
Transportation	76,886	-	-	38,588	-	-
Utilities	150,865	-	-	83,753	-	-
Equity mutual funds, by type:						
Small-Mid Cap Growth Fund	1,043,678	-	-	438,997	-	-
International Fund Growth Fund	948,277	-	-	504,525	-	-
International Fund Institutional	913,701	-	-	439,280	-	-
Institutional Index Fund	1,887,762	-	-	1,037,986	-	-
Fixed income securities, by type:						
U.S. Treasury	2,310,626	-	-	3,009,382	-	-
Corporate debt	13,577,039	-	-	8,537,518	-	-
Residential mortgage-backed	2,993,437	-	-	2,213,590	-	-
Commercial mortgage-backed	6,753,574	-	-	7,491,050	-	-
Subtotal of investment securities	33,786,350	-	-	25,948,533	-	-
Beneficial interest in perpetual trust	-	-	1,049,004	-	-	-
	<u>\$ 33,786,350</u>	<u>\$ -</u>	<u>\$ 1,049,004</u>	<u>\$ 25,948,533</u>	<u>\$ -</u>	<u>\$ -</u>

Gateway Foundation, Inc.

Notes to Consolidated Financial Statements

Note 4. Investments and Fair Value Measurements (Continued)

Financial instruments classified as Level 3 in the fair value hierarchy represent the Organization's investments in financial instruments in which the Organization has used at least one significant unobservable input in the valuation model. The Organization's beneficial interest in perpetual trust is not considered to have observable inputs. The following table presents a reconciliation of activity for the Level 3 financial instruments:

	<u>Beneficial Interest in Perpetual Trust</u>
Balance, July 1, 2010	\$ -
Contribution of beneficial interest	1,049,004
Balance, June 30, 2011	<u>\$ 1,049,004</u>

Note 5. Debt

In July 2004, Gateway Foundation, Inc. merged with Community Counseling Center of Fox Valley (CCCFV) and assumed responsibility for their "City of Aurora, IL Variable Rate Demand Bonds." Effective April 2, 2003, Community Counseling Center of Fox Valley became indebted to the City of Aurora, Illinois for the principal amount of \$3,210,000 pursuant to a promissory note. These bonds mature May 1, 2028. The Organization has a remarketing agreement with BMO Capital Markets GKST, Inc. that provides for a "best efforts" remarketing of the bonds. The Organization anticipates that additional bonds will be remarketed to the extent of the maturities; however, there can be no guarantee that these bonds can or will be remarketed. The bonds are secured by an irrevocable letter of credit with an original amount of \$3,240,781, which expires on July 15, 2013. The amount available under the letter of credit is reduced by principal and interest payments made by the Organization toward the bonds. If the letter of credit is drawn on to pay for bonds that were not remarketed, such amounts are due on demand with interest at a rate of 10%. The variable interest rate on the bonds is equal to 80% of the bond equivalent yield applicable to 91-day United States Treasury Bills as sold at the most recent auction or as quoted or published by the Federal Reserve Board (0.11% and 0.33% as of June 30, 2011 and 2010, respectively).

Gateway Foundation, Inc. has a line of credit with Chase Bank with maximum borrowing of \$7,000,000. Interest is calculated on the outstanding and unpaid principal amount based on a variable rate as determined in the line of credit agreement (2.19% and 2.35% as of June 30, 2011 and 2010, respectively). Interest is calculated on the basis of the actual number of days elapsed in a year of 360 days. As of both June 30, 2011 and 2010, a total of \$1,965,000 was borrowed under this line of credit. In accordance with the agreement, the line of credit is renewed annually on June 30.

Note 6. Net Assets

Unrestricted Net Assets

Unrestricted net assets includes amounts for operations and property and equipment replacement that management internally segregates from other unrestricted net assets. The Organization calculates this portion to be 25 percent of the year's total expenses plus the balance of the net property and equipment, or \$34,721,016 and \$36,021,800, as of June 30, 2011 and 2010, respectively. The Organization views the remainder of its unrestricted net assets to be available for future program expansion.

Gateway Foundation, Inc.

Notes to Consolidated Financial Statements

Note 6. Net Assets (Continued)

Temporarily Restricted Net Assets

Temporarily restricted net assets at June 30, 2011 and 2010, are available for client treatment and education.

Temporarily restricted net assets are those whose use by the Organization has been limited by donors to a specific time period or purpose. Temporarily restricted net assets of \$417,257 and \$315,871 were available for support to clients for treatment and educational scholarships as of June 30, 2011 and 2010, respectively.

Permanently Restricted Net Assets

In fiscal year 2011, the Organization recorded a beneficial interest in an irrevocable trust in the amount of \$1,049,004 as a permanently restricted contribution. Distributions from this trust are restricted for support to clients for treatment and educational scholarships, and are recorded as temporarily restricted contributions when received. The remaining permanently restricted net assets at June 30, 2011, and all of the permanently restricted net assets at June 30, 2010, are restricted to investment in perpetuity, the income from which is expendable to support any activities of the Organization.

Note 7. Employee Benefit Plans

The Organization maintains a defined contribution plan established pursuant to the provisions of Section 401(a) of the Internal Revenue Code which provides retirement benefits for all full-time employees. Contributions to the plan are discretionary, as determined by Gateway's Board of Directors. There were no contributions made for the years ended June 30, 2011 and 2010. The Organization also maintains a Section 403(b) defined contribution plan to which employees make contributions.

Note 8. Lease Obligations

The Organization leases certain administrative offices and outpatient clinics under various long-term agreements. Minimum annual rentals under such operating leases that have remaining lease terms in excess of one year as of June 30, 2011, are as follows:

	Administrative Offices	Outpatient Clinics	Total
Years Ending June 30			
2012	\$ 865,128	\$ 177,947	\$ 1,043,075
2013	860,336	183,308	1,043,644
2014	875,545	66,843	942,388
2015	891,235	57,088	948,323
2016	759,223	-	759,223
	<u>\$ 4,251,467</u>	<u>\$ 485,186</u>	<u>\$ 4,736,653</u>

Rental expense under all operating leases for the years ended June 30, 2011 and 2010, aggregated \$982,058 and \$961,028, respectively.

Gateway Foundation, Inc.

Notes to Consolidated Financial Statements

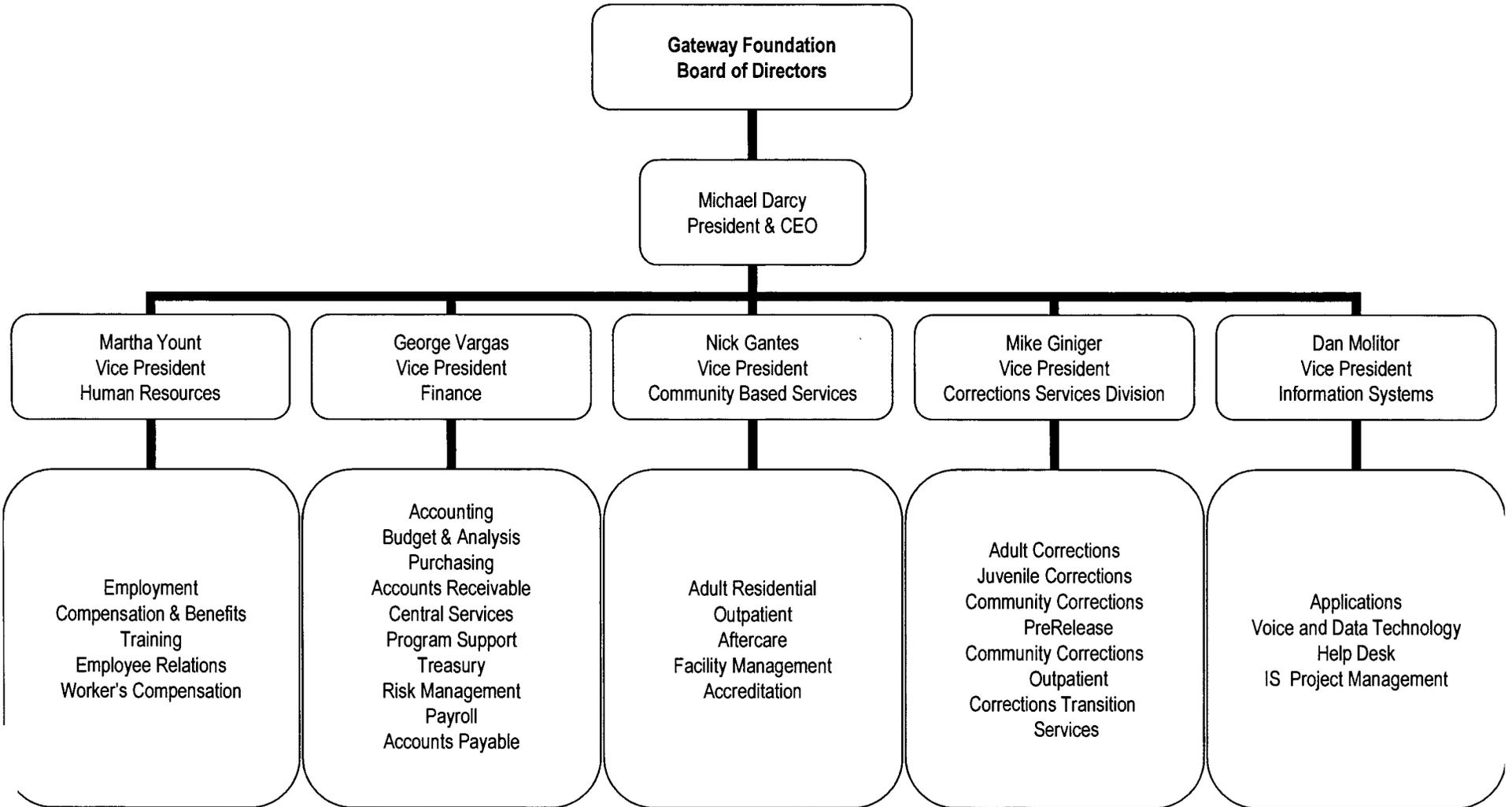
Note 9. Contingencies

The Organization is subject to various claims and lawsuits in the ordinary course of business. In the opinion of management, the ultimate resolution of these matters will not have a material adverse effect on the Organization's changes in net assets or financial position.

Note 10. Functional Allocation of Expenses

The cost of providing the various programs and other activities has been summarized on a functional basis in the consolidated statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

**Gateway Foundation, Inc.
Corporate**



Gateway Foundation Board of Directors

Michael Darcy
President & CEO

Nick Gantes
Vice President
Community Services Division

Lake Villa
Rick George, Executive Director
Adult Services
Youth Residential

Springfield
Kerry Henry, Executive Director
Adult Residential & Outpatient
Youth Residential & Outpatient

Chicago West
Sally Thoren, Executive Director
Westside Adolescent, Westside Women Residential
Westside Adult Residential, Westside L-Star Residential

Delaware
Glenn LeFevre, Executive Director
Adult Residential
HIV Program

Caseyville & Belleville
Don Bushnell, Executive Director
Caseyville Adult Residential & Outpatient
Belleville Youth & Adult Outpatient

Dr. Phil Welches
Clinical Director

Carbondale
Steve Wierman, Executive Director
Carbondale Youth Residential
Adult Youth & Outpatient

Tom McCabe
Community Initiatives Director

Chicago Northwest
Vacant, Executive Director
Kedzie Halfway House, Chicago Outpatient NW
Adult Outpatient, Nursing Home Services

John Courshon
Quality Management Coordinator

Aurora
Tracy Griffin Collander, Executive Director
Adult, Adolescent Residential Substance Abuse
Outpatient MISA & Substance Abuse

Marty Varpa
Director
Facilities Management

Corrections Management Organizational Structure

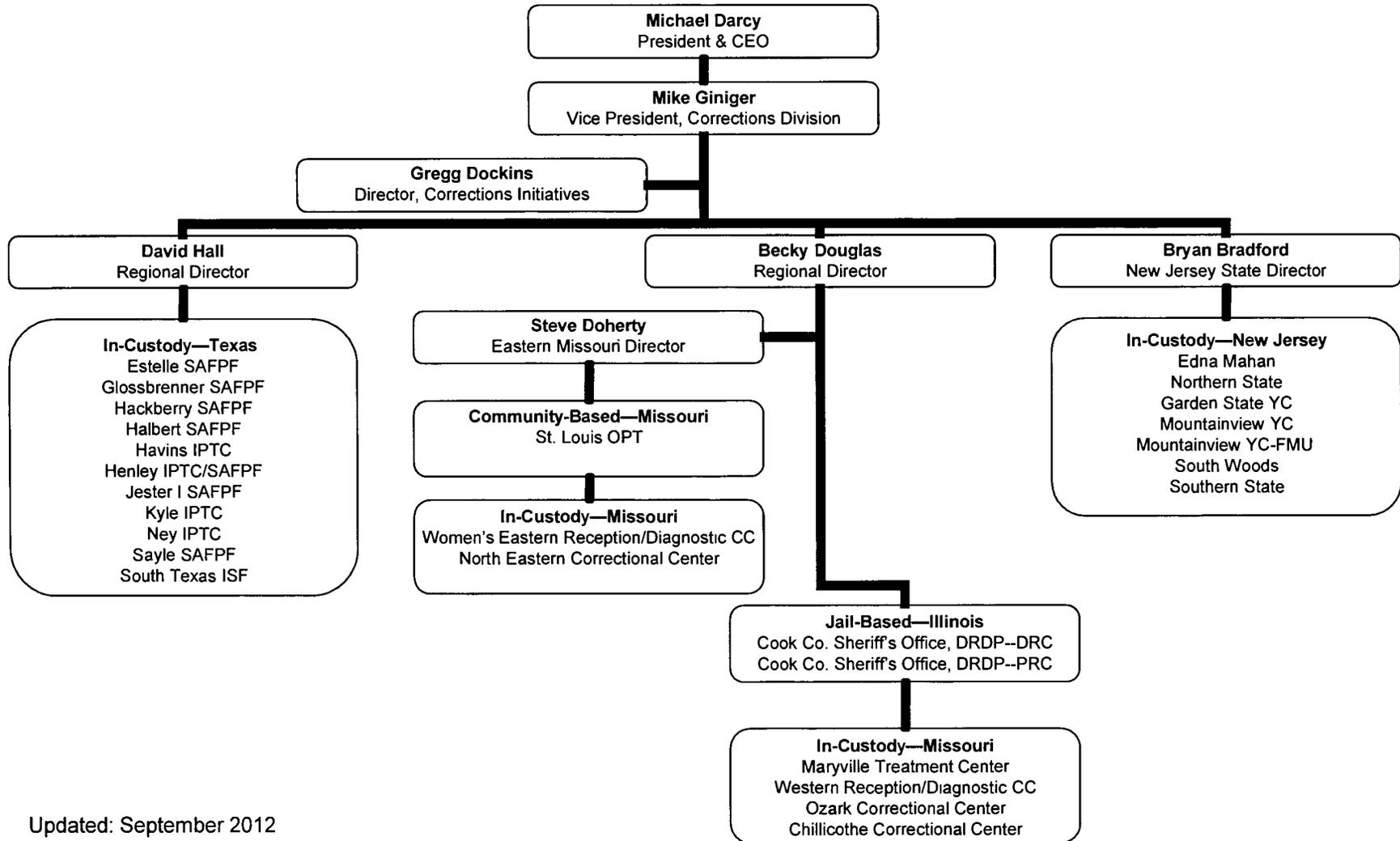


Exhibit C: Prior Experience of Bidder

On the following pages, Gateway has prepared an Exhibit C (Prior Experience of Bidder) for the following references as documentation of our prior experience:

New Jersey Department of Corrections

Whittlesey Rd. PO Box 863

Trenton, NJ 08625

Contact:

Herbert Kaldany, D.O.

Acting Director, Office of Drug Programs

(609) 943-3488

Herbert.Kaldany@doc.state.nj.us

Illinois Department of Corrections

- Dwight Correctional Center 23813 E. 3200 North Rd. Dwight, IL 60420
- Dwight Correctional Facility & Kankakee Minimum Security Unit (same above address)
- Kankakee Minimum Security Unit (Satellite for Dwight) (same address as Dwight)
- Lincoln Correctional Center 1098 1350th St. PO Box 549 Lincoln, IL 62656
- Westside ATC 121 North Campbell Chicago, IL 60612
- Vandalia Correctional Center Route 51 North, PO Box 500 Vandalia, IL 62471
- Taylorville Correctional Center Route 29 South PO Box 1000 Taylorville, IL 62568
- Logan Correctional Center 1096 1350th St. PO Box 1000 Lincoln, IL 62656
- Jacksonville Correctional Facility 2268 East Morton Ave. Jacksonville, IL 62650
- Graham Correctional Center RR 1 Highway 185 PO Box 499 Hillsboro, IL 62049

Contact:

John Nunley, Coordinator

Addiction Recovery Management Services

(815) 278-2001

John.Nunley@doc.illinois.gov

Illinois Department of Corrections

Sheridan Correctional Center

4017 E. 2603 Rd. Sheridan, IL 60551

Contact:

Kenneth Osborne, Warden

(815) 496-2181

Kenneth.Osborne@doc.illinois.gov

Missouri Department of Corrections

**Assessment and Substance Abuse Treatment Services Program for Eastern Reception,
Diagnostic and Correctional Center**

Texas Department of Criminal Justice

- **Joe Ney IPTC** 114 Private Rd. 4303 Hondo, TX 78861
- **Hackberry SAFPF** 1401 State School Rd. Gatesville, TX 76528
- **Estelle SAFPF** 264 FM 3478 Huntsville, TX 77320
- **Jester I SAFPF** 1 Jester Rd. Richmond, TX 77469
- **T.R. Havins IPTC** 500 FM 45 E Brownwood, TX 76804
- **South Texas ISF** 1511 Preston, Houston, TX 77002

Contact:

Madeline Ortiz, Director, Rehabilitation Programs Division

(936) 437-2180

Madeline.Ortiz@tdcj.state.tx.us

Missouri Department of Corrections

Maryville Treatment Center

30227 US Hwy 136

Maryville, MO 64468

Contact:

Sonny Collins, Warden

(660) 582-6542

Sonny.Collins@doc.mo.gov

Gawaine.Banks@doc.mo.gov

Missouri Department of Corrections

Women's Eastern Reception, Diagnostic and Correctional Center

Hwy. E 54 PO Box 300

Vandalia, MO 63382

Contact:

Angela Pearl, Warden

(573) 594-6686

Angela.Pearl@doc.mo.gov

Missouri Department of Corrections

Western Reception, Diagnostic and Correctional Center

3401 Faraon, St. Joseph, MO

Contact:

Ryan Crews, Warden

(816) 387-2158

Ryan.Crews@doc.mo.gov

Missouri Department of Corrections

**Assessment and Substance Abuse Treatment Services Program for Eastern Reception,
Diagnostic and Correctional Center**

Missouri Department of Corrections
Chillicothe Correctional Center
3151 Litton Rd., Chillicothe, MO 64601
Contact:
Steve Larkins, Warden
(660) 646-4032
Steve.Larkins@doc.mo.gov

Cook County Sheriff's Office
Division of Reentry and Diversion Programs

- **Pre-Release Center**, 3026 S. California Ave., Chicago, IL 60608
- **Day Reporting Center**, 3026 S. California Ave., Chicago, IL 60608

Contact:
Robert Mindell, Manager, Contract Treatment Services
(773) 674-4758
Robert.Mindell@cookcountyil.gov

In the following sections, we have prepared a detailed discussion of Gateway's experience and reliability as it relates to our capability to perform the requirements of the IFB.

EXHIBIT C

PRIOR EXPERIENCE OF BIDDER

The bidder should copy and complete this form for each reference being submitted as demonstration of the bidder and subcontractor's prior experience. In addition, the bidder is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Bidder Name:	Gateway Foundation, Inc., dba GFI Services
Reference Information (Prior Services Performed For:)	
Name of Reference Company/Client:	Missouri Department of Corrections
Address of Reference Company/Client:	P.O. Box 236 Jefferson City, MO 65102
Reference Contact Person Name, Phone #, and E-mail Address:	Marta Nolin, Assistant Director, Offender Rehabilitative Services (573) 526-6545 marta.nolin@doc.mo.gov
Title/Name of Service/Contract	In-custody services: WERDCC, Ozark Correctional Center, WRDCC, Maryville
Dates of Service/Contract:	Vary by Unit, but range from 1998 to Present
Size of Service such as: ✓ Number of Individuals Being Served ✓ Total Annual Value/Volume	WERDCC: 240; Ozark: 650; WRDCC: 275; Maryville: 300 Annual value: \$5,540,985 NECC 24 Chillicothe 256
Size of Service/Contract (in terms of bidder's total amount of business)	
Description of Services Per such as: ✓ Population Served ✓ Type of Services Performed ✓ Geographic Area Served ✓ Bidder's specific duties and strategic objective	Combination of in-custody substance abuse treatment services for male and female clients, clients with special needs.

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by the State of Missouri for additional discussions regarding my/my company's association with the bidder referenced above:

Signature of Reference Contact Person

Date of Signature

(recommended but not required)

EXHIBIT C

PRIOR EXPERIENCE OF BIDDER

The bidder should copy and complete this form for each reference being submitted as demonstration of the bidder and subcontractor's prior experience. In addition, the bidder is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Bidder Name:	Gateway Foundation, Inc., dba GFI Services
Reference Information (Prior Services Performed For:)	
Name of Reference Company/Client:	Texas Department of Criminal Justice
Address of Reference Company/Client:	861B IH-45 North, Suite #134 Huntsville, TX 77320
Reference Contact Person Name, Phone #, and E-mail Address:	Madeline Ortiz, Division Director, Rehabilitation Programs Division (936) 437-2180 madeline.ortiz@tdcj.state.tx.us
Title/Name of Service/Contract	In-custody services: Estelle, Hackberry, Havins, Houston ISF, Jester, Ney
Dates of Service/Contract:	2004 - Present
Size of Service such as: ✓ Number of Individuals Being Served ✓ Total Annual Value/Volume	Estelle: 212; Hackberry: 288; Havins: 576; Jester: 323; Houston ISF: 350; Ney: 296 Annual value: Glossbrenner: 612 Halbert 612 Henley 192 Kyle 520 Sayle 632 Annual Value-\$12,708,770.25
Size of Service/Contract (in terms of bidder's total amount of business)	
Description of Services Per such as: ✓ Population Served ✓ Type of Services Performed ✓ Geographic Area Served ✓ Bidder's specific duties and strategic objective	Combination of in-custody substance abuse treatment services for male and female clients and clients with special needs.

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by the State of Missouri for additional discussions regarding my/my company's association with the bidder referenced above:

Signature of Reference Contact Person

Date of Signature

(recommended but not required)

EXHIBIT C**PRIOR EXPERIENCE OF BIDDER**

The bidder should copy and complete this form for each reference being submitted as demonstration of the bidder and subcontractor's prior experience. In addition, the bidder is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Bidder Name:	Gateway Foundation, Inc., dba GFI Services
Reference Information (Prior Services Performed For:)	
Name of Reference Company/Client:	Cook County Sheriff's Office Division of Reentry and Diversion Programs
Address of Reference Company/Client:	3026 S. California Chicago, IL 60608
Reference Contact Person Name, Phone #, and E-mail Address:	Mr. Robert Mindell (773) 674-4758 robert.mindell@cookcountyil.gov
Title/Name of Service/Contract	In-custody services: Day Reporting Center & Pre-Release Center
Dates of Service/Contract:	2009 - Present
Size of Service such as: ✓ Number of Individuals Being Served ✓ Total Annual Value/Volume	450 beds – Pre-Release Center 200 slots – Day Reporting Center Annual value: \$ 3,114,428
Size of Service/Contract (In terms of bidder's total amount of business)	
Description of Services Per such as: ✓ Population Served ✓ Type of Services Performed ✓ Geographic Area Served ✓ Bidder's specific duties and strategic objective	Combination of in-custody substance abuse treatment services for male clients.

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by the State of Missouri for additional discussions regarding my/my company's association with the bidder referenced above:

Signature of Reference Contact Person

Date of Signature

(recommended but not required)

EXHIBIT C
PRIOR EXPERIENCE OF BIDDER

The bidder should copy and complete this form for each reference being submitted as demonstration of the bidder and subcontractor's prior experience. In addition, the bidder is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Bidder Name:	Gateway Foundation, Inc., dba GFI Services
Reference Information (Prior Services Performed For:)	
Name of Reference Company/Client:	Illinois Department of Corrections
Address of Reference Company/Client:	1301 Concordia Court, P.O. Box 19277 Springfield, IL 62794-9277
Reference Contact Person Name, Phone #, and E-mail Address:	John Nunley, Addiction Recovery Manager (815) 278-2001 john.nunley@doc.il.gov
Title/Name of Service/Contract	In-custody services: Dwight CJIA, Dwight, Graham, Graham CJIA, Jacksonville, Kankakee CJIA, Kankakee, Lincoln, Lincoln CJIA, Logan, Sheridan, Taylorville, Vandalia, Westside ATC
Dates of Service/Contract:	Site-specific contracts, ranging from Mid-90's through 2005-2006 FY
Size of Service such as: ✓ Number of Individuals Being Served ✓ Total Annual Value/Volume	Dwight CJIA: 26, Dwight: 120, Graham: 90, Graham CJIA: 80, Jacksonville: 80, Kankakee CJIA: 40, Kankakee: 60, Lincoln: 40; Lincoln CJIA: 94, Logan: 50, Sheridan: 1100, Taylorville: 120, Vandalia: 80, Westside ATC: 50 Annual value: \$ 7,473,847.44
Size of Service/Contract (In terms of bidder's total amount of business)	
Description of Services Per such as: ✓ Population Served ✓ Type of Services Performed ✓ Geographic Area Served ✓ Bidder's specific duties and strategic objective	Combination of in-custody substance abuse treatment services for male and female clients and clients with special needs.

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by the State of Missouri for additional discussions regarding my/my company's association with the bidder referenced above:

Signature of Reference Contact Person

Date of Signature

(recommended but not required)

EXHIBIT C**PRIOR EXPERIENCE OF BIDDER**

The bidder should copy and complete this form for each reference being submitted as demonstration of the bidder and subcontractor's prior experience. In addition, the bidder is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Bidder Name:	Gateway Foundation, Inc., dba GFI Services
Reference Information (Prior Services Performed For:)	
Name of Reference Company/Client:	New Jersey Department of Corrections
Address of Reference Company/Client:	Whittlesey Road; P.O. Box 863 Trenton, NJ 08625
Reference Contact Person Name, Phone #, and E-mail Address:	Herb Kaldany, Acting Director, Office of Drug Programs (609) 777-1497 herbert.kaldany@doc.state.nj.us
Title/Name of Service/Contract	In-custody services: Edna Mahan, Garden State, Mountainview, Northern State, South Woods, Southern State
Dates of Service/Contract:	2002 - Present
Size of Service such as: ✓ Number of Individuals Being Served ✓ Total Annual Value/Volume	Edna Mahan: 60; Garden State: 276; Mountainview I: 132; Mountainview II: 96; Northern State: 192; South Woods: 124; Southern State: 496 FY12 Annual value: \$ 6,071,649.99
Size of Service/Contract (in terms of bidder's total amount of business)	
Description of Services Per such as: ✓ Population Served ✓ Type of Services Performed ✓ Geographic Area Served ✓ Bidder's specific duties and strategic objective	Combination of in-custody substance abuse treatment services for male and female clients, juveniles, and clients with special needs.

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by the State of Missouri for additional discussions regarding my/my company's association with the bidder referenced above:

Signature of Reference Contact Person

Date of Signature

(recommended but not required)

GATEWAY BACKGROUND, HISTORY, AND EXPERIENCE

Legal Form of Business

Gateway Foundation, Inc. is a 501c (3) not-for-profit corporation incorporated in the State of Illinois. The corporate office is located at the following address:

Gateway Foundation, Inc.
55 East Jackson Blvd.
Suite 1500
Chicago, IL 60604

Gateway operates in Missouri under the dba GFI Services, Inc.

Gateway is governed by a diverse 16-member Board of Directors whose responsibility it is to further the stated mission of the agency, set policies and establish a vision for the agency, and monitor agency performance. Board members are recruited predominantly on the basis of professional expertise.

Established in 1968, Gateway today has 31 treatment sites spanning five states, including Illinois, Texas, Delaware, Missouri and New Jersey, and serves over 30,000 persons annually. Programs are provided in both community and correctional settings and serve a diverse clientele, including adolescents and adults with single and poly-substance addictions and those with co-occurring mental health disorders.

Types of Business Ventures

Gateway's mission is the provision of residential and outpatient substance abuse and mental health treatment programs for the indigent and incarcerated. We are actively engaged in the following types of business:

- Residential substance abuse treatment programs in correctional facilities
- Outpatient substance abuse treatment for correctional clients
- Transitional Treatment Center programming for correctional clients
- Community-based substance abuse treatment, including residential rehabilitation, intensive outpatient treatment, and drug court programs
- Community-based mental health treatment, including adult and child/adolescent outpatient treatment, and adult residential rehabilitation for substance abuse and co-occurring mental health disorders

The organization's programs are divided into the following two major Divisions, each headed by a Vice President:

**Missouri Department of Corrections
Assessment and Substance Abuse Treatment Services Program for Eastern Reception,
Diagnostic and Correctional Center**

Gateway Foundation, Inc.
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- **Corrections Division:** Consists of 20 institutional treatment programs in four states (Texas, Missouri, New Jersey, Illinois) and outpatient programs in two states (Missouri and Illinois)
- **Community Services Division:** Consists of 6 residential rehabilitation sites in two states (Illinois, Delaware) that serve adolescents and/or adults and four outpatient programs in Illinois

Gateway Foundation has understood and addressed the connection between criminal activity and substance abuse since it began providing services in 1968¹. Over the past 44 years, Gateway Foundation, Inc. has become one of the largest and most trusted providers of substance abuse and co-occurring treatment services in the United States. Gateway is a private, not-for-profit organization incorporated in the State of Illinois. Throughout our four decades of service, our mission has been, and continues to be, the provision of substance abuse and co-occurring disorders treatment programs that are therapeutically effective and cost efficient. Gateway specifically targets under-served populations in the areas served, including the indigent and the incarcerated, both adult and adolescent.

Gateway began its history of service with the opening of Criegee Ellis Houses in Chicago in 1968, operating in a traditional therapeutic community model. With a base of community and government support, a series of new residential treatment programs was implemented in Illinois during the 1970s.

The first was the Lake Villa Treatment Center, followed by the Springfield facility in 1972 and Kedzie House in 1974. These successful programs are still in operation. In addition, the Belleville Outpatient program opened in 1982, the Caseyville residential center in southern Illinois opened in 1988, and Lake Villa Adolescent program was dedicated in 1984.

Linkages between Gateway and the criminal justice system in Illinois resulted in the development of **the first in-jail treatment program for male and female detainees at the Cook County Jail, the largest single site county jail in the country at that time.** In 1980, the Cook County Department of Corrections began a pilot program to provide separate quarters for 100 inmates receiving Gateway treatment services. The Residential Treatment Unit offered systematic intake and screening in order to house and identify drug-dependent offenders as they entered the Jail.

As a result of the success of the men's program at Cook County Jail, Gateway began providing services in the Women's Division of the Jail in 1986. The Illinois Department of Corrections (IDOC) was impressed with the service delivery for Cook County inmates and requested that Gateway provide programming in the Illinois prison system. Gateway established treatment

¹ On June 28, 1968, the name Gateway Houses Foundation was officially entered with the Cook County Recorder's Office. It was changed to Gateway Foundation in 1983 to better reflect the expanded array of services offered.

services within the Illinois Department of Corrections for women at Dwight, Logan, and Kankakee Correctional Centers in 1988, and for men at Graham, Sheridan, Lincoln, Taylorville, and Jacksonville Correctional Centers.

The Sheridan Correctional Center was re-opened in 2004 as a National Model Correctional Therapeutic Community, and Gateway operated the fully-dedicated 1,100 bed facility from 2004 through 2006². **Recidivism studies by Loyola University and the Illinois Criminal Justice Information Authority (ICJIA) throughout that period evidenced outstanding success in reducing recidivism for those served.**

In the early 1990s, Gateway began providing services for the Texas Department of Criminal Justice, through the vision of then-Governor Ann Richards. As a result of her in-prison substance abuse treatment initiative, Gateway was selected to provide treatment services in the State of Texas in 1992. Between 1992 and 2007, Gateway grew to become the State's exclusive substance abuse treatment vendor in correctional facilities by 2003. At present, Gateway provides in-custody treatment programs for male and female inmates at 6 fully-dedicated treatment institutions within the Texas Department of Criminal Justice system. Although not the exclusive provider, **Gateway has recently expanded in Texas, adding four new Substance Abuse Felony Punishment Facilities (SAFPFs) and another In-Prison Therapeutic Community (IPTC) program for the start of TDCJ's FY13.** In the coming year, **Gateway will provide treatment programs for male and female inmates in 11 facilities throughout Texas, totaling over 4,500 beds.**

Gateway continued its expansion into corrections-based treatment through establishing programs in Arizona, Missouri, Indiana, Virginia and New Jersey. Although the Arizona and Indiana projects were de-funded after the first contract period due to political and budgetary considerations.

Since 1998, Gateway has provided in-prison treatment services in Missouri to women in a 240-bed therapeutic community at the Women's Eastern Reception and Diagnostic Correctional Center in Vandalia, MO. This contract includes the provision of services for men at the nearby **Northeast Correctional Center.** Gateway also operates a 525-bed program for men at the **Maryville Treatment Center** in Maryville, MO, is designated as an "integrated" program, meaning a blending the Department of Corrections counseling staff with the Gateway clinical staff to provide services. In September 2008, Gateway began providing in-prison TC services at the 650-bed fully dedicated treatment prison (**Ozark Correctional Center**) in Fordland, MO. In July 2010, Gateway began operating the 275-bed short- and intermediate-term treatment, assessment services, and a partial-day program at the **Western Reception, Diagnostic and Correctional Center in St. Joseph, MO.** The latest expansion of Gateway's Missouri operations came in July 2012, when Gateway was awarded the female treatment program at the **Chillicothe Correctional Center**

² Gateway voluntarily relinquished the contract to another provider.

In total, through the programming at the institutions outlined above, Gateway anticipates serving over 3,000 inmates per year in Missouri.

In **New Jersey**, Gateway is the sole provider of in-prison substance abuse treatment services for the NJDOC. There are eight programs housed in institutions across the state. Gateway provides services to over 2,000 inmates per year in New Jersey. **Seven of those programs began in October of 2002 and have been in operation for nearly 10 years.** Gateway recently received a renewal contract from NJDOC, further evidence of the outstanding services provided for the State of New Jersey.

In May 2009, Gateway assumed responsibility for the **Pre-Release Center**, a 450-bed male residential program for pre-trial, court-ordered, or sentenced offenders and for the **Day Reporting Center**, an intensive supervision program for 200 pre-trial men located within the Department of Community Supervision and Intervention of the **Cook County Sheriff's Office in Chicago, Illinois.**

In FY 2012, Gateway corrections programs admitted nearly 17,000 clients: 10% of these clients were women, 66% were minority, and all were clients with little to no annual income. **As a result of our extensive history of correctional service delivery over the past 44 years in State prisons and other secure settings and our ability to successfully integrate "adaptive" treatment services within a variety of correctional systems that result in reductions to recidivism, Gateway is the perfect provider to deliver the assessment services requested through this solicitation.**

Along with providing substance abuse treatment services to individuals while they are incarcerated, Gateway assists individuals in gaining access to a full spectrum of services upon their release. Most individuals require continuing treatment (residential and/or outpatient), linkages with self-help groups and social service agencies, or assistance in finding appropriate housing. Gateway maintains links with other providers to insure that individuals can find appropriate services in the areas to which they are moving, and our treatment programs emphasize the development of life skills that enhance individuals' abilities to maintain sober, crime-free lives.

As a large, national not-for-profit corporation, Gateway Foundation has a wealth of management and administrative resources it is able to commit to this project. The organization has extensive experience in the administration of contracts, grants and awards for substance abuse program services within correctional settings including state and county correctional institutions, community or transitional correctional facilities, and secured criminal justice facilities operated 24-hours per day, 7-days per week. Gateway has been administering programs and contracts in the state of Texas for nearly 20 years, in the state of Missouri for 18 years, and in the state of New Jersey for nearly 10 years. **Gateway has never had a contract terminated because of program or administrative deficiencies or the lack of administrative controls.**

Gateway possesses extensive experience with providing operational and administrative oversight for corrections programs throughout the country. The following table summarizes our current therapeutic community programs within correctional institutions.

Gateway Correctional Treatment Programs

UNIT NAME	UNIT LOCATION	BEDS	GENDER
Cook Co. Sheriff's Office, DRDP Pre-Release Center	Chicago, Illinois	450	Male
Estelle SAFPF	Huntsville, Texas	212	Male
Hackberry SAFPF	Gatesville, Texas	288	Female
Jester I SAFPF	Richmond, Texas	323	Male
Havins IPTC	Brownwood, Texas	576	Male
Ney IPTC	Hondo, Texas	296	Male
South Texas ISF	Houston, Texas	350	Male
Women's Eastern Reception, Diagnostic and Correctional Center	Vandalia, Missouri	240	Female
Northeastern Correctional Center	Bowling Green, Missouri	62	Male
Maryville Treatment Center	Maryville, Missouri	525	Male
Western Reception, Diagnostic and Correctional Center	St. Joseph, Missouri	325	Male
Ozark Correctional Center	Fordland, Missouri	650	Male
Chillicothe Correctional Center	Chillicothe, Missouri	256	Female
Edna Mahan	Clinton, New Jersey	60	Female
Garden State Correctional Facility	Yardville, NJ	276	Male
Mountainview Youth Correctional Facility	Annandale, NJ	132	Male
Mountainview Youth Correctional Facility II	Annandale, NJ	96	Male
Northern State Prison	Newark, NJ	192	Male
South Woods State Prison	Bridgeton, NJ	124	Male
Southern State Prison	Delmont, NJ	496	Male
20 INSTITUTIONAL PROGRAMS	TOTAL BEDS	5,891	M: 5,047 F: 844

Administrative and Management Experience and Capability

A brief synopsis of each of the core elements of Gateway's administrative experience and management functions is provided below:

1. FISCAL OVERSIGHT/MANAGEMENT

- **Receipt and Disbursement of Funds**
 - Payments are primarily received through a lockbox. Payments are posted according to date of deposit from the bank to the payer's account balance.
 - Weekly check run to process vendor invoices/requisitions, etc., based on appropriate approval by various staff, is the basis of disbursed funds.
 - Signature authorizations are periodically updated and retained on file for reference.
 - Checks are generated weekly based on approved invoices, requisitions, purchase orders, etc. Checks for more than \$5000 require two signatures. A check register is generated for each check run, is reviewed and kept on file.
- **Purchasing**
 - Solicitation and bids for services are carried out for purchases \$5000 and up—primarily capital equipment or improvements. Requisitions, purchase order preparation, and receiving functions are carried out using an automated accounting system.
 - Goods are received, inspected and checked off against packing list and original request or purchase order. The packing list is signed and any discrepancies are noted. Some purchases are carried out through the use of procurement cards. Authorized users and authorized purchases using the procurement cards are administered through the corporate office. Purchasers using the procurement cards are required to account, document and secure approvals for their purchases. Approval authority is assigned to managers and those with budget responsibilities.
- **Payroll**
 - The payroll period is bi-weekly and is automated.
 - The payroll records include time sheets, payroll register and employee individual earning records, tax returns and wage assignments.
 - Payroll Automation includes approval of time sheets, signature on payroll checks and payroll taxes and generation of W-2s.
- **Petty Cash**
 - Petty cash is used for minor purchases of supplies and other operating expenses.
 - Standard procedures are documented. Petty cash requests are made using a standard requisition form. The balance varies by program site.

- The details by type and date of the expense is recorded and submitted to accounting for review along with petty cash receipts for expenses. Petty cash must be balanced and reconciled prior to additional request for funds.

- **Internal Controls**
There are Internal Controls in place for safeguarding the assets of the organization and for preventing and detecting errors. The controls include, but are not limited to the following:
 - Written Fiscal/Financial Practice Policies and Procedures
 - The Policies and Procedures are regularly reviewed and revised as necessary
 - There is separation of functional responsibilities
 - Payments are primarily received through lockbox and wire transfers.
 - Formal Approval policies are followed
 - Both internal and external audits are performed
 - Financial reports are reviewed monthly by management
 - Bank and Receivable reconciliations are performed monthly

- **Information Systems**
The Information Systems (IS) department is responsible for the installation and support of technology infrastructure of the organization, including PCs, printers, networks, computer applications, and telephones.

2. ACCOUNTING

The method of Accounting is Accrual. Fiscal year end is June 30. The Accounting Records maintained are General Ledger, Subsidiary Ledgers, Bank Statements, Journal Entries, Fixed Asset Records, Financial Statements, and Audit Work Papers, Investment Records, Tax Returns and Cost Reports.

Financial Statements are generated every month by 15th of the following month. The financial statements generated every month include individual cost center Income/Expense reports, consolidated Income/Expense reports for a group of cost centers and Lines of Businesses, Consolidated Income/Expense report for the organization and Consolidated Statement of Financial position and Investment reports. These reports are reviewed by the Program Managers, Regional Directors, Accounting & Finance staff, Budget Department staff and Executive Management.

Annual audits are carried out by the auditing firm McGladrey & Pullen, LLP. Periodic audits are performed by funding providers.

3. BUDGETING

Each program or Reporting Unit has a Program Manager responsible for the preparation and review of the program budgets in consultation with the budget department.

Overall program budget is prepared based on (1) revenue to be earned for projected services to be delivered times rate per unit of service and performance incentive allowed under the contract if any, and (2) expenses to be incurred for staffing and other costs, to deliver the projected units of services.

Budget department receives and reviews annual budgets prepared by the program and department managers. The annual budgets are then presented to the Executive Management for review. Annual Budgets are approved by the Board of Directors in June each year. Budgets are reviewed every month by management with actual results. Adjustments are made if there are changes in the contract amounts or to correct any errors.

4. CONTRACT/GRANT ADMINISTRATION EXPERIENCE

The Program Support department reviews Requests for Proposals, Contracts, Grants and Award documents to ensure that the organization will be able to deliver services called for in the Requests for Proposals, Contracts, Grant and Award documents. Legal opinion is requested, if necessary, from the organization's counsel.

Renewal of Contracts, Grants and Awards is monitored by Program Support department. A thorough review of all contractual requirements is conducted upon contract award. A start-up team, consisting of program and administrative staff, is established, and all administrative items are reviewed/planned and monitored in light of the contractual requirements. Contract-specific reporting systems are developed, and a contract compliance monitoring form is developed for program use. Submission of contract required reports and other key program deliverables are monitored by the appropriate administrative unit.

5. PERSONNEL

- **Human Resources**

Gateway's Human Resources Department, located in Chicago, IL, consists of 12 team members who serve over 1000 employees under the direction of the Vice President of Human Resources. The department is divided into three areas: Corrections, Community, and Employee Relations.

The HR Corrections' team is overseen by a Manager, an HR Associate, and an Employee Service Representative. This team is responsible for benefits and workers compensation administration, unemployment compensation, employment, performance management, and complying with applicable federal, state and local employment laws.

The Employee Relations team is responsible for investigating employee complaints, leave administration and Equal Employment/Affirmative Action Planning for both the Corrections and Community Divisions. This team is directed by the Employee Relations Officer.

The HR department has served the Corrections Division and the corrections field for many years to ensure that staffing requirements outlined by the state contracts are met. The department also assists with efforts to recruit, train and retain a diverse and competent workforce and providing a positive working environment for all employees.

- **FY 2012 GATEWAY BOARD OF DIRECTORS**

A listing of the names and addresses of the FY2012 Gateway Foundation Board of Directors is included on the following pages.

Gateway Foundation Board of Directors
FY2013 Board Listing

Mr. Sidney Bradley

CitiBank
Vice President
Financial Reporting Operations
Strategy & Execution
Tampa, FL
Phone: 813.604.0341
Fax: 813.604.0466
Sidney.r.bradley@citi.com
Elected 6/09

Mr. Donald S. Crossett

W5611 Oak Bluffs Road
Fontana, WI 53125
Phone: 262-394-5151
Home: 262-275-5659
Fax: 262-394-5152
dcross1900@aol.com
Elected 9/01

Mr. Victor Fonseca

11021 Woodstock Drive

Orland Park, IL 60467

Phone: 708-460-1665
Cell: 312-636-2931
mrfons0126@yahoo.com
Elected 6/98

Mr. Warren Harrington

Forsythe Technology
7770 Frontage Road
Skokie, IL 60077
Phone: 847-213-7306
Fax: 847-213-8306
wharrington@forsythe.com
Elected 12/01

Mr. Glenn Baer Huebner

Donato, Minx and Brown, and Pool
3200 Southwest Freeway, Suite 2300
Houston, TX 77027
Direct Dial: 713-403-5420
Cell: 713-829-4536
Phone: 713-877-1112
Fax: 713-877-1138
ghuebner@donatominxbrown.com (preferred)
gbhuebner@prodigy.net (home)
Elected 9/96

Ms. Jennifer J. Johnson

Partner
Tressler LLP
233 South Wacker Drive, 22nd Floor
Chicago, IL 60606
Phone: 312-627-4107
Fax: 312-627-1717
jjohnson@tresslerllp.com
tressler.com/jennifer-johnson
Elected 6/99

Mr. John Kromer

609 Hyde Park Lane
Naperville, IL 60565-1619
Home: 630-983-0822
Cell: 630-336-1900
jkromer609@aol.com
Elected 6/02

Ms. Pat LePenske

President, LPR Services Inc.
3009 Oaksbury Ct., Ste. 110
Rolling Meadows, IL 60008
Phone: 847-397-8744
Fax: 847-397-1182
Cell: 312-485-6129
plepenske@lprservices.com
Elected 7/06

Gateway Foundation Board of Directors
FY2013 Board Listing

Mr. Richard L. McCullough

Executive Vice President
SpaceTime
35 E. Wacker Dr., #3100
Chicago, IL 60601
Phone: 312-425-0800
Fax: 312-425-0808 (Downtown)
Home: 847-491-9608
Fax: 847-869-8458
Dickmack2720@gmail.com
Elected 1977

Mr. Gary W. Rada

President
Rada Concepts LLC
904 Lusted Lane
Batavia, Illinois 60510
Phone: 630-215-3728
Home: 630-326-9445
Grada.concepts@gmail.com
Elected 9/11

Mr. Amalesh Sanku

President
Sagertech Communications
1800 River Ridge Circle
Naperville, IL 60565
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amalesh@yahoo.com
Elected 6/11

Mr. Len Shankman

Director, Specialty Finance
Caremark
2211 Sanders Road- NTB-4
Northbrook, IL 60062
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Fax: 847-559-5271
len.shankman@caremark.com
Elected 7/05

Ms. Elizabeth Ogilvie Simer

Senior Vice President & Manager of Strategic Sales Support
Mesirow Financial
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lsimer@mesirofinancial.com
Elected 6/95

Mr. Andy Smith

Managing Partner
Impact Advisors, LLC
821 Thomapple Drive
Naperville, IL 60540
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asmith@impact-advisors.com
Elected 12/01

Mr. Warren Stippich Jr., CPA, CIA

Partner & Practice Leader
Business Advisory Services
Grant Thornton, LLP
175 W. Jackson Blvd
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warren.stippich@gt.com
Elected 09/07

Mr. Henry D. Wolfe

Chairman
De La Vega Occidental & Oriental Holdings, LLC
445 E. North Water Street, Suite 2003
Chicago, IL 60611
Phone: 312- 321-0121
Cell: 312- 560-6648
Fax: 312- 321-0136
hdwolfe@delavegaoccidentalarientalholdings.com
Elected 09/04

Gateway Foundation Board of Directors
FY2013 Board Listing

FY2012 Officers

(Beginning 7/1/12)

Chairman..... Henry Wolfe
Treasurer..... Sidney Bradley
Secretary..... Elizabeth Ogilvie Simer
Staff..... Michael Darcy

Gender and Racial Breakdown

Total seats	20
Seats filled	16
Male	13
Female	3
White	13
African American	01
Hispanic	01
Indian American	01

WHY GATEWAY IS BEST SUITED TO BE SELECTED

Gateway Foundation has provided substance abuse treatment services for 43 years and is best suited to be selected to provide the required services for numerous reasons:

STATEWIDE CONTINUITY OF CARE IN SA ASSESSMENT PROTOCOL

Gateway currently provides assessment services at the Western Reception, Diagnostic and Correctional Center and the Women's Eastern Reception, Diagnostic and Correctional Center. In addition, all of our other institutional treatment contracts include the provision requiring completion of assessments (Chillicothe, Maryville and NECC). Gateway has recently received approval from the Department and the Missouri Office of Administration to provide its network version of the Drug Evaluation Network Services (DENS) software for completion of all assessments at these institutions. As a result, **through the award of this assessment contract to Gateway, the Department would have unprecedented access to a consistent substance abuse assessment program state-wide!**

EXCELLENT RECORD OF CONTRACT RENEWALS AND CONTRACT AWARDS

Gateway's record of receiving contract renewals or extensions when the contract allows States to award them is 100%. Gateway has been the sole provider of in-prison services for the New Jersey Department of Corrections for nearly a decade and has operated as many as 10 programs in Texas since 1992. Since opening the WERDCC Therapeutic Community for women in 1998, Gateway has long been the most experienced provider in Missouri and currently operates six institutional programs totaling over 1,900 beds. Gateway's programs in Missouri include the largest corrections-based program in the state and total all but one of the vendor-operated programs. When Gateway begins a contract relationship, it is committed to providing long-term stability for the Department.

REASONABLE, STABLE GROWTH OVER TIME AND FINANCIAL STABILITY

Gateway's methodical and stable growth over the years provides us with the financial stability to provide and continue effective programming year after year. As a not-for-profit organization, we are focused on our mission of serving the treatment needs of the indigent and the incarcerated. We are not directed by the need to meet stockholder financial expectations. However, through effective management over the years, Gateway is considered one of the nation's most financially stable not-for profit organizations. Our Dun and Bradstreet rating is 5A2, one of the best.

GATEWAY'S EXPERIENCE WITH CORRECTIONAL INSTITUTION PROTOCOL

In all of Gateway's treatment programs in correctional facilities, our approach has been and continues to be based on the following philosophy: First and foremost, "We are a guest in your home." Gateway strives to maintain a positive, cooperative relationship with contracting corrections agencies. Gateway proceeds with care to respect each agency's laws, rules, regulations and procedures. In turn, we hope to foster a sense of mutual respect and camaraderie that translates into the highest quality of service for the agency and for each individual client. Therefore, Gateway structures each of its programs according to the requirements of the hosting agency.

Respect for Institutional Scheduling

An important aspect of our collaboration and integration with institutional protocol will involve the assessment completion schedule. Gateway has developed effective schedules for a variety of program types, and Gateway personnel are well-versed in collaborating with corrections agencies in developing schedules that meet the needs of the Department and of the clients. **In corrections environments, Gateway is aware of various security issues and other agency concerns, such as the need for scheduled and/or random "counts" and the importance of providing for control of inmate movement with respect to the program schedule.** Gateway will therefore adapt our schedule to accommodate the facility schedule in this regard and address the need for escorts during client movement, supervision of client visitation, recreation and other activities, **working closely with institution representatives in designing program schedules.**

Gateway provides assessment services in our WERDCC and WRDCC programs. Gateway has adapted the assessment schedule and process to accommodate each program's unique facility schedules and designs. At WERDCC and WRDCC, a staff person is assigned to complete the assessments. At WRDCC, the person is located in the Diagnostic Center and reports to the Counselor Supervisor for the Partial Day Program. DOC generates a list that is submitted to the Counselor Supervisor, who schedules those individuals. At WERDCC, the assigned assessment counselor is located within the treatment center and when assessments are completed, she is able to participate in treatment services, i.e, she facilitates a targeted anger management group and a trauma group to which clients are assigned based on their TCU Trauma score. At ERDCC, Gateway will provide the required two (2) staff who will be fully dedicated to completion of the ICA-SA and the ASI. The staff will collaborate with the Department to establish a method for scheduling an assessment and accommodate, as necessary and appropriate, the needs of other departments providing assessments (Education, Medical, Psychology, etc.).

In any event, Gateway will work closely to adopt assessment schedules that best serve the interests of the Department and according to institutional restrictions. When necessary by institutional schedule, Gateway will provide a laptop with the DENS assessment program so that the counselor(s) can perform assessments anywhere within the institution (as approved).

Respect for Institutional Security Issues

Gateway's goal is to understand, abide by, and accommodate the security needs of the program while providing therapeutic programming. Our lengthy history of successful programming in correctional facilities speaks to our ability to abide by the myriad rules and regulations pertaining to the maintenance of security.

The relationship of the Gateway staff and representatives at the facility is of the utmost importance in maintaining an effective treatment program within the context of a secure and safe institution. To that end, Gateway staff and Department representatives at the facility will meet as frequently as necessary in order to discuss ongoing concerns as well as any new issues.

Gateway's experience has shown repeatedly that, for the most effective treatment to take place, everyone—security personnel, treatment staff, and clients—must be comfortable with the arrangements. Our experience has also shown that good relationships decrease security problems and makes for good security. Gateway will facilitate the development of a positive experience by making every effort to meet the Department's and other corrections officials' requirements.

CONTRACTS WITH ASSESSMENT COMPONENTS

Reference Name, Title and Contact Information	Contracts
<p>Texas Department of Criminal Justice Madeline Ortiz, Division Director Rehabilitation and Re-Entry Programs 861-B IH-45 North Suite #134 Huntsville, Texas 77320 (936) 437-2180 Madeline.Ortiz@tdcj.state.tx.us</p> <p>Texas Department of Criminal Justice Celeste Byrne, Division Director Private Facility Contract Monitoring/Oversight Two Financial Plaza, Suite 525 Huntsville, TX 77340 Celeste.Byrne@tdcj.state.tx.us</p>	<p>Ellen Halbert Substance Abuse Felony Punishment Facility (SAFPF) 9/1/04 – 8/31/09 (Lost to re-bid) 612-bed women’s substance abuse modified TC</p> <p>Estelle SAFPF 9/1/04 to present 188-bed men’s substance abuse modified TC; special needs unit</p> <p>Glossbrenner SAFPF 9/1/04- 8/31/09 (Lost to re-bid) 612-bed men’s substance abuse modified TC</p> <p>Hackberry SAFPF 9/1/04 - present 288 women’s substance abuse modified TC</p> <p>Jester I SAFPF 9/1/04 to present 323-bed men’s substance abuse modified TC; special needs unit</p> <p>Kyle IPTC 9/1/04 – 8/31/09 (Lost to re-bid) 520-bed men’s substance abuse modified TC; special needs unit</p> <p>Walker Sayle SAFPF 9/1/04 – 8/31/09 (Lost to re-bid) 632-bed men’s substance abuse modified TC</p> <p>South Texas Intermediate Sanction Facility 4/1/06 to present 350-bed men’s substance abuse intermediate sanction facilities</p>
<p>Southwestern Correctional, LLC Mr. Tim Kurpiewski, CFO 26228 Ranch Road 12 Dripping Springs TX 78620 512-858-7202 timswc@aol.com</p>	<p>Southwestern Correctional Burnet County Jail 6/1/09 to 8/31/2011 120-bed men’s, 96-bed women’s substance abuse modified TC (SAFPF) 144-bed men’s, 96-bed women’s ISF</p>

**Gateway Foundation, Inc.
Response to IFB SDA411-062**

Reference Name, Title and Contact Information	Contracts
<p>New Jersey Department. of Corrections Herb Kaldany, Acting Director, Office of Drug Programs Whittlesey Road; P.O. Box 863 Trenton, New Jersey 08625 (609) 777-1497 Herbert.Kaldany@doc.state.nj.us</p>	<p>The NJDOC contract is a multi-site contract. NJ has changed some of the program locations over the life of the agreement. 10/10/04 to present</p> <p>Edna Mahan 60-bed women's substance abuse modified TC</p> <p>Garden State Correctional Facility 320-bed women's substance abuse modified TC</p> <p>Mountainview Youth Correctional Facility 88-bed youth substance abuse modified TC</p> <p>Mountainview Youth Correctional Facility II 96-bed youth substance abuse modified TC</p> <p>New Lisbon (Closed) 138-bed substance abuse modified TC</p> <p>Northern State Prison 96-bed substance abuse modified TC Doubled to 192</p> <p>Riverfront (Closed) 117-bed substance abuse modified TC</p> <p>South Woods State Prison 234-bed substance abuse modified TC Capacity reduced to 124</p> <p>Southern State Prison 366-bed substance abuse modified TC Capacity increased to 496</p>

Reference Name, Title and Contact Information	Contracts
<p>Cook County Sheriff's Office Department of Reentry and Diversion Programs Mr. Robert Mindell 3026 S. California Chicago, IL 60608 773-674-4758 (Office) 773-674-7676 (Fax) Robert.Mindell@cookcountyil.gov</p>	<p>Day Reporting & Pre-Release Centers 5/17/09 to present 250-slot Day Reporting Center and a 450 bed male substance abuse modified therapeutic community pre-release center</p>

**Missouri Department of Corrections
Assessment and Substance Abuse Treatment Services Program for Eastern Reception,
Diagnostic and Correctional Center**

**Gateway Foundation, Inc.
Response to IFB SDA411-062**

Reference Name, Title and Contact Information	Contracts
<p>Missouri Dept. of Corrections Ms. Marta Nolin Assistant Director, Offender Rehabilitative Services P.O. Box 236 Jefferson City, MO 65102 (573) 526-6545 Marta.Nolin@doc.mo.gov</p>	<p>Women’s Eastern Reception and Diagnostic Correctional Center (Missouri) 7/1/04 to present Women’s 240-bed; 75 beds are dual diagnosis modified TC Assessment services required</p> <p>Maryville (Missouri) Treatment Center 12/4/07 to present 525-bed male modified therapeutic community (300 beds under contract)</p> <p>Northeast (Missouri) Correctional Center 7/1/08 to present (Part of the Women’s Eastern Reception agreement) 24-bed male substance abuse treatment for clients with special needs Assessment services required</p> <p>Ozark (Missouri) Correctional Center 9/18/08 to present 650-bed male long-term modified TC</p> <p>Western Reception Diagnostic Correctional Center St. Joseph 7/1/10 to present 275-bed male short term and intermediate substance abuse treatment; 25 to 50 Partial Day Treatment and 1800 assessments Assessment services required</p> <p>Chillicothe Correctional Center 7/1/12 to present 256-bed women’s substance abuse treatment program Assessment services required</p>

3.6 Expertise of Bidder's Personnel

3.6.1 QUALIFICATIONS OF GATEWAY PERSONNEL

To ensure that the Department receives the best quality services at the Eastern Reception, Diagnostic and Correctional Center, Gateway will provide excellent guidance and support of the program at all levels--from its Executive Management Team, the Corrections Management Team personnel, and the program-level personnel. The following sections describe current Gateway personnel who will deliver these quality services.

We have included Exhibit D (Expertise of Personnel), Exhibit G (Employee Expense Charged to the Contract), and Exhibit H (Personnel Control Listing) at the end of this section.

MANAGEMENT PERSONNEL SUPPORTING ERDCC PROGRAM

The Executive Management Team and Corrections Management Team personnel who will support the operations at ERDCC include highly qualified professionals. Their detailed vitae are included at the end of this section.

Executive Management/Leadership Team

The Executive Management Team and Corrections Management Team personnel who will support the operations in Missouri include the following professionals whose experience and credentials are summarized below.

MICHAEL DARCY

Michael Darcy is President and CEO of Gateway Foundation, Inc., a private, not-for-profit organization founded in 1968 to provide alcohol and other drug abuse prevention and treatment services.

Mr. Darcy began his career in 1967 working in New York's Greenwich Village as an outreach worker helping teens and young adults who were abusing alcohol and other drugs find their way out of addiction. In 1969, he was asked to come to Chicago to work at Gateway Foundation, one of six new drug treatment initiatives funded by the Illinois Department of Mental Health and organized under the auspices of the University of Chicago's Department of Psychiatry.

In 1985, Mr. Darcy was appointed President and CEO by the Board of Directors after serving in the positions of Treatment Center Director, Area Director, Program Director and Executive Director reporting to the President.

Mr. Darcy is nationally known for his work in the Substance Abuse field and has served on many Federal, State and Local Government Advisory Groups as well as on the Board of Directors of National and State Associations. He is currently a member of the reform-minded Chicago Housing Authority.

Mr. Darcy received his undergraduate degree, concentrating in Social Work, from Chicago's Roosevelt University and his Master of Management (MBA) from Northwestern University's Kellogg Graduate School of Business.

MICHAEL GINIGER

Michael Giniger, Vice President for Corrections, is responsible for the overall operation of Gateway's Corrections Division, which consists of treatment correctional units in the states of Missouri, New Jersey and Texas. He has direct responsibility for ensuring quality of care to clients; compliance with contract requirements and licensure and accreditation standards; promotion of the organization to appropriate correctional/state agencies; adherence to budgetary and sound fiscal requirements; promotion of prudent human resources practices; and development of new business opportunities.

Mr. Giniger played a lead role in the development of the Texas Criminal Justice Treatment Initiative and, in conjunction with that initiative, he has worked closely with the Winners Circle Self-Help Network to assist men and women re-entering the community. He has received many meritorious achievement awards from the Winners Circle and continues to work as an integral part of their national planning groups.

Prior to achieving the role of Vice President of Gateway Foundation's Corrections Division, Mr. Giniger had been a Regional Director with Gateway Foundation since 1994. He has been actively involved in the substance abuse treatment field since 1975. Immediately prior to his employment with Gateway, he worked with Parkside Medical Services as an Administrative and Program Director in several of their adult and adolescent treatment facilities. He also worked as a Program Director for Sinai-Samaritan Medical Center in Milwaukee.

Mr. Giniger was employed by DePaul Rehabilitation Hospital in Milwaukee in increasingly more responsible positions, starting as a counselor in 1977 and working his way up to a Program Director position before leaving in 1988. He began his work in the substance abuse treatment field at Daytop Village in New York City.

Mr. Giniger has served on several Boards of treatment provider associations including the National Association of Addiction Treatment Providers and presently serves on the Board of Therapeutic Communities of America. He has been a Certified Alcohol and Drug Counselor since 1977 and maintains his license as a Chemical Dependence Counselor in Texas and is a Certified Criminal Justice Professional.

Mr. Giniger has a Bachelor's degree in Health Care Management from LaSalle University.

GEORGE VARGAS

George Vargas, Chief Financial Officer, is responsible for the overall operation of the Gateway Foundation finance and accounting functions including accounting, budget and financial analysis, treasury management, supplier management, billing and accounts receivable, payroll, accounts payable, program support, and administrative support services.

Mr. Vargas has 22 years combined experience in accounting, internal auditing, process improvement, and business systems implementation.

Prior to joining Gateway, Mr. Vargas served as a senior business systems analyst for a major property and casualty insurance company and served in various accounting and internal auditing capacities for a major not-for-profit social service organization based in Illinois.

Mr. Vargas has a B.S. degree in computer science and a second B.S. degree in Accounting, both from Northeastern University in Chicago. He is a certified information systems auditor and a CPA.

MARTHA YOUNT

Martha Yount, Vice President, Human Resources, is responsible for the direction of Human Resources management for Gateway Foundation, which has over 1,000 employees in seven states. She oversees human resource programs and services including employment, compensation, benefits, employee relations, personnel records, and training programs ensuring compliance with the organizational goals and objectives.

She previously served as Associate Director, Human Resources at the University of Chicago Hospitals and Assistant Director, Human Resources at Baylor University Medical Center in Dallas where she was responsible for managing human resources programs and strategies.

Ms. Yount has a Master of Business Administration from the University of North Texas.

DAN MOLITOR

Dan Molitor, Vice President, Information Services, is responsible for strategy and operations of organization-wide data, voice and project management information systems and support. He has over 19 years of progressive information systems-related experience. He plans, directs, manages systems and personnel, develops, updates and secures approval of the IS Strategic plan, capital and operational budgets, IS policies and procedures and participates in administrative operations including acquisitions and mergers. He is a member of the executive management team responsible for welfare of the agency and its interests.

Prior to Gateway Foundation, Mr. Molitor worked for a major not-for-profit social service organization based in Illinois. His responsibilities included voice, data, applications and support of 120 locations throughout Illinois and a \$4 million information systems budget.

He has been an instructor for both Governors State University and South Suburban College in Illinois.

Mr. Molitor received an MBA in Management Information Systems from Governors State University.

CORRECTIONS MANAGEMENT PERSONNEL

REBECCA H. DOUGLAS

Rebecca Douglas, Regional Director, Corrections Division, has oversight of the St. Louis Missouri Correctional Outpatient program; Maryville (MO) Treatment Center; Western Reception Diagnostic Correctional Center (MO); Ozark Correctional Center (MO); Chillicothe Correctional Center, (MO); and Day Reporting Center and Pre-Release Center in Chicago, IL. Ms. Douglas also is responsible for oversight of all compliance requirements for the Corrections Division. These requirements include ensuring facility adherence to licensing, certification, accreditation, and contractual regulations and standards.

As the Continuing Education Coordinator for the Texas Units, Ms. Douglas provides training for unit CE Coordinators, selects and schedules continuing education topics, and reviews and evaluates seminars.

Ms. Douglas also coordinates, schedules, and participates in internal audits for Corrections; collects and prepares statistical data for Corrections Division reports; and provides support in various other ways for Michael Giniger, the Regional and State Directors, and the Center Directors. Ms. Douglas reports directly to Michael Giniger, Vice President of the Corrections Division.

Ms. Douglas has been the Director/Program Manager for a variety of mental health and chemical dependency programs, including Director of Psychiatric & Chemical Dependency Programs for Tenet Healthcare (Houston), an acute care facility for adolescents, adults and geriatric patients; Director of Clinical Services for Nexus Recovery Center (Dallas), a center for female substance abusers; Area Director for Gateway in a previous employment with Gateway-Texas (Houston); and Program Manager for Adolescent Alternatives (Richmond, TX), a residential juvenile justice chemical dependency program. She has also been a presenter at several local and statewide conferences.

Ms. Douglas has a Master's degree in Clinical Psychology; is a Licensed Professional Counselor (LPC); a Licensed Chemical Dependency Counselor LCDC); Certified Criminal Justice Professional (CCJP), and a Certified LPC Supervisor.

STEPHEN DOHERTY

Stephen Doherty is currently Gateway's **Eastern Missouri Director**. In this position he manages the clinical services and administrative and fiscal functions for clients referred through state and federal criminal justice and mental health department contracts. He oversees operations of two Missouri prison treatment programs (Women's Eastern Reception and Diagnostic Center and Northeastern Correctional Center) and Gateway's St. Louis Correctional Outpatient Program. Mr. Doherty is responsible for managing a professional staff of clinical and administrative personnel who provide substance abuse and mental health treatment services to over 1500 corrections clients.

Mr. Doherty currently serves on the Missouri Department of Mental Health, Division of Alcohol and Drug Abuse State Advisory Council, providing guidance to the state agency in the delivery of treatment and prevention services throughout the state. He is the past President of the Missouri Substance Abuse Professional Credentialing Board and a former State Advisory Council member for the Missouri Recovery Network. Mr. Doherty is currently an adjunct faculty member at Missouri Baptist University in St. Louis, teaching graduate and undergraduate counseling courses.

Mr. Doherty has worked in the field of substance abuse and mental health treatment for over 24 years in both the private and public funding sectors. Prior to joining Gateway Foundation Inc., in 2002, Mr. Doherty worked for 12 years with Provident Counseling Inc. as Assistant Director of Clinical Services and Director of Addictions Treatment, overseeing programs serving substance abuse, compulsive gambling, mental health, and domestic violence clients in five St. Louis-area treatment sites.

Mr. Doherty formerly served as Vice President of the Missouri Association of Alcohol and Drug Abuse Programs (MADAP) and as an advisory member of the Illinois Department of Human Services' Substance Abuse – Domestic Violence Interdisciplinary Task Force. He holds a Bachelor of Arts degree in Psychology and a Master of Education degree in Counseling from Stephen F. Austin State University in Texas. He is a Licensed Professional Counselor and a Certified Substance Abuse Counselor and Certified Criminal Justice Addictions Professional in Missouri.

GREGG DOCKINS

Gregg Dockins, Director of Corrections Initiatives, has served Gateway Foundation, Inc. as the Director of Corrections Initiatives since November 2006. His current responsibilities include the solicitation and procurement of contract business for the Corrections Division and various other development and marketing assignments. He represents the Corrections Division for Gateway Foundation during contractual negotiations and legislative contacts and is responsible for assisting the operational management staff of the Division with program start-ups.

Prior to his current assignment, Mr. Dockins was Gateway's Program Director at the 950-bed Sheridan Correctional Center Therapeutic Community (Illinois Department of Corrections). His responsibilities included administrative and clinical oversight functions for the DASA-licensed Therapeutic Community. Mr. Dockins has been the Director/Program Manager for a variety of mental health and chemical dependency programs since 1991 and has 24 years of experience in substance abuse treatment. His specialty is implementing programs using the Therapeutic Community treatment methodology.

Mr. Dockins holds a bachelor's degree in Psychology from Wayland Baptist University and completed Master's courses at the University of Texas at Arlington. He is a Certified Criminal Justice Addictions Professional (CCJP) in both Illinois and Texas and has been a licensed substance abuse counselor (Texas: LCDC) since 1991. Mr. Dockins has co-authored manuals on chemical dependency counselor training, has been a contributing author to college textbooks, is a seasoned trainer on chemical dependency treatment models, therapeutic communities, and chemical dependency counseling approaches and was a principal author of the Sheridan Correctional Center Integrated Standard Operating Procedure Manual for the Illinois Department of Corrections.

As a result of our extensive history of correctional service delivery over the past 30 years in State prisons and other secure settings, and our proven ability to successfully provide assessment services within the WERDCC, CCC, and WRDCC institutions, Gateway is the perfect provider to provide the requested assessment services at ERDCC.

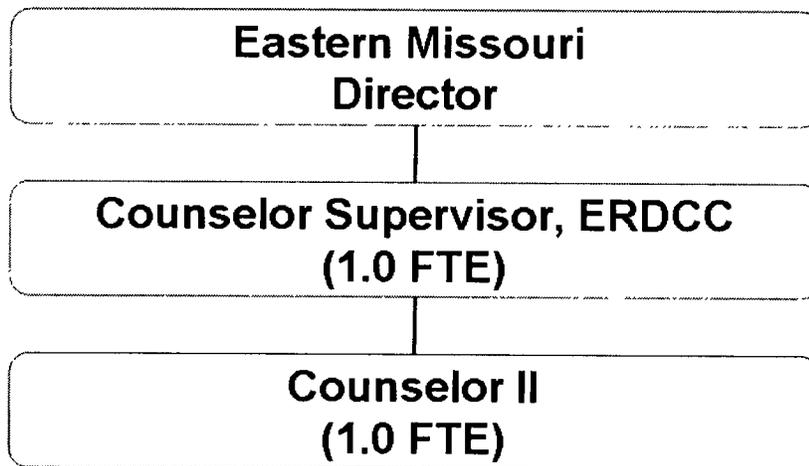
PROPOSED PROJECT STAFFING

Gateway proposes to staff the programs as noted in the following table.

STAFFING PATTERN

POSITION TITLE	ERDCC FTEs
Counselor Supervisor	1
Counselor II	1
TOTAL	2

A proposed Organizational Chart for is provided below.



Proposed: October 1, 2012

GATEWAY PERSONNEL

Upon award of this contract, Gateway will begin the process of recruitment, interviewing, and selection of qualified staff to provide assessment services at ERDCC.

As this is understandably of paramount concern to the Department, we will commit the resources of the Gateway Corrections Division management and support teams to ensure that we provide quality treatment services from day one of the new award.

Staff Recruitment, Retention, and Professional Enhancement

Gateway utilizes a specific policy pertaining to recruitment sources, and we have talented staff in our Human Resources (HR) Department specifically dedicated to recruitment and hiring staff for new Gateway programs. Our policy makes clear that recruitment of qualified people is a critical priority in assuring the success of our programs. Gateway managers and HR representatives are trained in and familiar with recruitment efforts directed at locating and attracting the most qualified individuals to fill vacancies.

EFFORTS TO EMPLOY A DIVERSE STAFF

Gateway has long recognized the value of diversity in the work environment and with respect to service provision. High priority is attached to the recruitment and hiring of minority individuals and persons from the various cultures represented by the client population. As detailed elsewhere in this proposal, our Human Resources Department takes care to post available positions with local agencies that cater to various ethnic groups, such as the Urban League or various offices of the Department of Employment Security. This is to ensure that notice of vacant positions reaches qualified clinicians from a variety of ethnic groups and to increase our opportunities for hiring staff members with diverse backgrounds and experiences.

Gateway has developed Affirmative Action Programs (AAP) for each region in the United States in which we provide services. Each AAP is structured and calculated as required by the Office of Federal Contract Compliance and Programs (OFCCP), and conforms to all guidelines and requirements both in letter and spirit.

The data in the following table are evidence of the success of our diversity initiatives in hiring.

MALES									
White	Black	Hispanic	Asian	Native Hawaiian/ Other Pacific Islander	American Indian/ Alaskan Native	Two or More Races	Not Specified	Total	Percent Male
192	162	15	3	1	0	4	3	380	37%
FEMALES									
White	Black	Hispanic	Asian	Native Hawaiian/ Other Pacific Islander	American Indian/ Alaskan Native	Two or More Races	Not Specified	Total	Percent Female
373	216	35	6	3	2	3	9	647	63%

RECRUITMENT PLAN

Gateway Foundation is an equal opportunity employer and does not discriminate in hiring on the basis of race, color, national origin, sexual orientation, or gender. Gateway has developed Affirmative Action Plans (AAP) that include placement goals that reflect attainable objectives. The placement goals are not justification to extend a preference to any individual, select an individual, or adversely affect an individual’s employment status. The plans are periodically reviewed to assess the utilization of staff within diverse groups compared with the availability of those individuals in the labor market. In all employment decisions, selection decisions are made in a nondiscriminatory manner.

Gateway has structured recruitment, interview, and selection processes to assist with sourcing and identifying the best qualified candidates. We utilize both traditional and nontraditional recruitment strategies, such as Internet recruiting, marketing campaigns, job ads, and outreach to professional organizations. Additionally, we partner with local state agencies, colleges and universities, and participate in job fairs and other community events to source candidates and promote Gateway as an employer of choice.

Job Boards/Internet/Professional Associations:

- LinkedIn
- Monster.com
- Careerbuilder.com
- SocialService.com
- Recovery Today Publication
- American Counseling Association of Missouri
- Missouri Career Source
- The Association for Addiction Professionals - www.naadac.org
- Chamber of Commerce (in cities or surrounding cities in which the programs are located)

Missouri Department of Corrections
Assessment and Substance Abuse Treatment Services Program for Eastern Reception,
Diagnostic and Correctional Center

Colleges/universities with over 2000 students nearest to Bonne Terre:

- Mineral Area College (about 6 miles; Park Hills, MO; Full-time enrollment: 2,165)
- Jefferson College (about 24 miles; Hillsboro, MO; FT enrollment: 3,180)
- East Central College (about 41 miles; Union, MO; FT enrollment: 2,137)
- Saint Louis Community College-Meramec (about 46 miles; Kirkwood, MO; FT enrollment: 5,544)
- Webster University (about 48 miles; Saint Louis, MO; FT enrollment: 6,422)
- Saint Louis Community College-Forest Park (about 52 miles; Saint Louis, MO; FT enrollment: 2,900)
- Washington University in St Louis (about 53 miles; Saint Louis, MO; FT enrollment: 11,422)

Newspapers:

- *St. Louis Post Dispatch*
- *Daily Journal (Park Hills)*
- *Farmington Press (Farmington)*
- *Independent-Journal (Potosi)*

GATEWAY'S SCREENING AND EVALUATION PROCESS

Gateway expects every hiring manager to commit to utilizing sound and consistent practices when screening and hiring staff. Managers are expected to provide all job applicants, internal and external, with an equal employment opportunity on the basis of ability, experience, and training, regardless of race, color, age, religion, national origin, sex, or disability.

Applications for open positions may come from internal or external applicants. Internal applicants must complete an Internal Application for Job Posting and forward to the Human Resources (HR) department for evaluation. Only those candidates approved by Human Resources may be interviewed. HR will forward all approved applications to the hiring manager.

Our Human Resources Department quickly performs follow-up contacts with unsolicited inquiries and frequently obtains lists of certified counselors in the area for mailing advertisements of job openings. Gateway has obtained a mailing list of Missouri's certified substance abuse counselors as an additional method for seeking staff, which we use as the need arises

Managers will screen applicants' external resumes for experience, education, and certification requirements. If an applicant is a former Gateway employee, managers must contact Human Resources to determine if the candidate is eligible for rehire.

Our Human Resources Department recommends that each viable candidate undergo a telephone pre-screen to determine his or her suitability for the position. Conducting an effective pre-screen saves time as it helps to eliminate those candidates who either do not qualify or are not interested in your open position.

Once applicants' eligibility and interest are established, managers follow established guidelines for conducting a successful interview. Before commencing the interview, managers carefully review the Application for Employment to ensure that all information is complete and that the application is signed.

After an interview has been completed, managers review their interview notes and the Candidate Assessment form and rate the candidate. As a team, the individuals involved in the interview discuss their rankings and reach a consensus, if possible.

The top candidate(s) are selected, and the background check process is initiated. The chosen candidate(s) is (are) notified that the next step is to conduct reference and criminal background checks. Candidates are asked to complete the Background Check Request and Release Authorization form. Because Gateway is a multi-state organization, the Criminal Background Check process on each candidate is initiated following individual state guidelines.

The business reference checks are also performed on each candidate, following the *Reference Check Policy*. This includes verifying the candidate's degree, certification, or other licenses. If the criminal background check, the reference checks, the school degree check, and certification check are acceptable by Gateway's standards, the deliberation process is initiated.

If a candidate fails the drug screen, HR will send a letter to the candidate withdrawing the offer of employment. Managers then must decide if they want to pursue any previously interviewed candidates.

RETENTION PLAN

Gateway is committed to recruiting, retaining and developing qualified employees. All of our managers have a talent development plan to assist designed to assist them in enhancing their leadership skills and developing their direct reports.

All of our employees participate in an organization on-boarding program and site specific orientation plan, new and ongoing training and regular one-on-one supervisions. Existing employees are often deployed to assist with the start-up of new programs to mentor new staff. Newly hired or assigned Program Directors are partnered with an existing Gateway Director to ensure the success of the new program. With the start of most new programs, there is typically higher than normal staff turnover during the first year. We hope by continuously recruiting for qualified staff that the negative impact on staff retention is minimal. The goals of this retention plan are to ensure there is adequate staffing to meet the overall goals and deliverables of the contact and:

- To retain staff by:
 - Recruiting individuals who are a good match for both the job, program and work environment
 - Developing managers to build trust with their teams
 - Communicating expectations in a clear and timely fashion
 - Orientating the staff to Gateway and the program
 - Offering ongoing training and support to ensure a successful start-up
 - Assigning mentors
 - Maintaining a positive work environment
 - Strengthening relationships between the treatment staff and correctional staff
 - Listening to and quickly resolving issues that arise at the program

Gateway believes that continuing efforts to retain high-quality staff are particularly important and that minimally qualified staff and high staff turnover adversely affect the quality of the services. We hire staff for the program with attention to staff members' ability to adopt an interdisciplinary approach and to provide services to each inmate according to his unique needs. Gateway typically participates in progressive and creative agendas in cooperation with the Department to achieve our mutual goals in this regard. To further emphasize the importance of this issue, staff retention is incorporated as a goal in our Corporate Strategic Plan.

Gateway provides extensive orientation to its corporate policies and procedures. We have a New Employee Handbook as well as a more intensive "on-boarding" package that includes a welcome packet upon offer acceptance that includes a welcome letter; first-day schedule, and a mission, vision, and values DVD. There is also a welcome card and professional development journal, with targeted meetings with the supervisor. Each unit has tailored its new hire orientation to its unique requirements and culture. In addition, each Gateway unit has an array of activities designed to demonstrate that it values its employees, thus increasing retention.

Pursuant to Gateway's Corporate Strategic Plan, managers review employee retention data monthly. Programs experiencing low retention are provided with additional guidance and support from Gateway management and Human Resources. This support can include on-site visits by members of the management team, or employee focus groups conducted by Human Resources in an effort to identify common problem areas, and develop a plan to address them in conjunction with the local management team. Gateway also conducts exit interviews to solicit feedback from employees, which is reported to managers and the Board of Directors, and corrective actions are taken if necessary, based on this feedback.

With respect to corrective actions at various sites, managers devise strategies specific to their staff retention needs. Our goal is to promote an enhanced sense of belonging for our staff, which in turn contributes to a positive progress in our programming. Actions we have taken in the past to positively impact retention include the following:

- identifying and providing training to our staff in areas where they may lack experience, particularly relating to issues specific to a corrections-based treatment program. These issues include staff and inmate boundaries, holding inmates accountable for their behavior, and finding ways to develop a closer working relationship with the Department.
- conducting regular staff meetings with Department representatives to continue to develop and maintain an open line of communication with the Department.
- providing supervisors with an Employee Selection Workshop designed to assist in selecting the most qualified candidates.
- developing a relationship with local universities to develop student internships as a way of recruiting future staff members.
- participating in DOC sponsored job fairs.

PROFESSIONAL DEVELOPMENT

Counselor Supervisors are trained to identify staff training needs as well as client needs, and all treatment staff are trained to understand the complexities of providing substance abuse treatment in a correctional setting with a difficult-to-treat population. Gateway requires that all treatment staff receive appropriate training and encourages staff to maintain and increase their level of qualifications.

STAFF CERTIFICATION POLICY

Gateway's staff certification policy pertains to all clinical staff who provide direct clinical services including Counselors and Counselor Supervisors, among others. Specifically, clinical staff hired to work at the proposed sites will meet one or more of the following criteria:

- be certified by the appropriate State Agency as a substance abuse counselor or be certified by an agency recognized by the State Agency and/or the funding source as demonstrating appropriate reciprocity, or
- be licensed as a Licensed Counselor, Licensed Clinical Professional Counselor, Licensed Social Worker, or Licensed Clinical Social Worker.

STAFF TRAINING STRATEGIES, CURRICULUM AND PRACTICES

Internal Training Efforts

Gateway is able to choose from its qualified staff instructors adept at training professionals on important and various treatment issues. Determinations for suggested training efforts and annual training needs (beyond New Employee Orientation and Mandatory Training) are made based on feedback from staff and supervisors, and on contract or licensing requirements.

At a minimum, Gateway provides training to staff as required to maintain necessary credentials. With respect to staff training at ERDCC, Gateway will provide training to staff in the assessment process, including methods for accommodating special needs offenders. A variety of methods is available, including participation in training with St. Louis Outpatient staff or on Gateway's E-learning system. In-service training may be conducted by Gateway staff members or by non-Gateway professionals when necessary.

Training Record

A training record will be completed for each employee. The training record will be maintained as an on-going document and will include the New Employment Orientation Checklist, In-service Checklist - Mandatory Training, and In-service Checklist - Additional Training. Training records will be kept by the unit administrative support staff and updated as training opportunities are offered. Certificates of completion will be kept with each employee's training record as verification of course completion.

New Employee Orientation

The following orientation items must be reviewed prior to any new employee working without immediate supervision. Each session includes presentation of material and groups discussion during 1 - 1.5 hour training sessions. An exact training schedule will be provided once the contract is awarded and Gateway has the opportunity to collaborate with the department.

- Facility Policy and Procedure Manual
- Orientation to Working in a Correctional Environment
- Client Rights
- Client Grievance Procedure
- Confidentiality of Client Identifying Information
- Client Abuse, Neglect and Exploitation
- Requirements for Reporting Abuse, Neglect, and other Critical Incidents
- Standards of Conduct and Practice (Ethics Policy)
- Emergency/Evacuation Procedures
- Specific Job Duties

PRE-SERVICE TRAINING

New Gateway employees will participate in pre-service training orientation presented by Gateway management staff over the first several weeks of employment. Normally, Gateway provides this training during the first full week of employment, but due to start-up considerations, as we are prioritizing the continuation of uninterrupted service delivery during the ERDCC transition, we will extend the pre-service orientation timeframe for those hired at day one of the contract. All new Gateway staff thereafter will be oriented to specific Gateway procedures and processes during their first week of employment. The standard pre-service orientation includes:

Gateway Employee Guide:

- Policy and Procedures
- Attendance policy
- Daily time sheets; paid time off
- Code of Conduct/Corporate Compliance Program
- Gateway mission, vision & history overview
- Job description; Performance Evaluation and review process
- Benefits overview
- Smoking; visitors; solicitation;
- Dress Code
- Gateway property; computers/voice mail; use and reporting problems
- Orientation to Working in a Correctional Environment
- Client Rights
- Client Grievance Procedure
- Client Abuse, Neglect and Exploitation
- Requirements for Reporting Abuse, Neglect, and other Critical Incidents
- Standards of Conduct and Practice (Ethics Policy)
- Specific Job Duties

Confidentiality:

- HIPAA privacy regulations
- 42 CFR
- Confidentiality—HIV/AIDS Status
- Confidentiality of client Identifying Information

Emergency Procedures

- Medical, psychiatric, suicide prevention / intervention
- Fire safety
- First aid kit location, if necessary

Organization:

- Site tour & introduction to site personnel
- Organization chart (Gateway & site / department)
- Description of program service

Security & Safety:

- Infection Control & Standard Precautions
- Workers Compensation / employee injuries
- OSHA Hazard Communication Plan
- Personal Belongings

HIV:

- Etiology, transmission, symptomology, and testing

Clinical Policy Review:

- Client behavior and consequences
- Child/elder abuse and neglect reporting/exploitation
- Client acknowledgment of treatment rights

Within the **first ninety (90) days** of hire, Gateway employees experience further training in the following areas:

- Quality Management Plan
- Unusual Incident Reporting
- Non-Violent Crisis Intervention
- Assessment documentation & processes

STAFF DEVELOPMENT

Staff development is of paramount concern to Gateway. Our written policies address the need to assess, maintain, demonstrate and improve on the competencies of staff on an ongoing basis. Staff members are provided continuing education training each year. In addition, individual units offer regular and on-going in-service training to address specific local needs. A training record is completed for each employee reflecting the mandatory training (those topics required by contract, Gateway, and counselor licensure). Presentation of topics and participation in training are reviewed during the annual performance review.

The in-service training may be conducted by Gateway staff members or by non-Gateway professionals if necessary. Directors ensure that all trainers have appropriate credentials and experience.

STAFF DEVELOPMENT OPPORTUNITIES THROUGH ONLINE TRAINING: ESSENTIAL LEARNING

Essential Learning offers online learning, staff compliance training and continuing education for behavioral health, mental health and addiction treatment. There are 900+ hours of online interactive courses that are more than just a list of journal, research and newsletter articles. The educational technologists at Essential Learning use adult learning principles and research to develop courses. Many of these courses are accredited and provide employees with Continuing Education Units (CEU) for recertification. Gateway provides this benefit at no cost to our employees to enhance retention and improve the quality of the services we deliver.

Supervision of Staff

Clinical Supervision

Gateway has developed a thorough system for supervision of all clinical staff. Gateway proposes a staffing pattern for ERDCC that will appropriately allocate clinical oversight, supervision of staff and quality management. The Counselor Supervisor will have direct supervision of the Counselor II and will be responsible for compliance and quality control and will assist in completing the required assessments. These positions will be responsible for establishing and maintaining appropriate working relationships with corrections staff, parole officers, and Department or other state agency personnel. The Counselor Supervisor will coordinate meetings among program staff, corrections staff, and parole officers and ensure that clients are receiving the type and intensity of services they need.

The Counselor Supervisor will meet individually with the CII one time per month (a minimum of one hour of face-to-face supervision) to provide clinical supervision. The Counselor Supervisor and CII will discuss any aspects of service delivery that require accommodation and/or adaptation to ensure compliance with the contract and with Institutional needs.

Clinical Observation

The Counselor Supervisor will observe the CII performing assessments as needed so that appropriate feedback can be given.

Meetings

The Counselor Supervisor will coordinate meetings with the Institutional Warden or designee, corrections staff, and parole officers, as needed to ensure that identified clients are receiving the required assessments.

POSITION DESCRIPTION SUMMARIES

POSITION	RESPONSIBILITIES
Counselor Supervisor	Supervises Counselor II, ensures compliance and quality control. Responsible for establishing and maintaining appropriate working relationships with corrections staff, parole officers, and other Department or other state agency personnel Coordinates meetings among program staff, corrections staff, and parole officers; ensures that clients receive the type and intensity of services needed.
Counselor II	Assume primary responsibility for providing ICA-SA and ASI to assigned clients

Detailed job descriptions for these positions are included on the following pages.

GATEWAY FOUNDATION, INC.

JOB DESCRIPTION

JOB TITLE: Counselor Supervisor

FLSA STATUS: Exempt

GENERAL SUMMARY:

In addition to regularly performing duties of Counselor II, supervises other counselors, and guides and directs activities and operations of assigned treatment program. Plans and schedules work time and caseload for assigned staff, and audits client records and documentation. Responsible for orienting, training and developing assigned staff. Interprets and enforces area Policies and Procedures and assists in the development of corrective actions. Serves as resource to assigned staff in identifying and resolving complex case problems.

PRINCIPAL DUTIES AND RESPONSIBILITIES: (The following duties and responsibilities are all essential job functions, as defined by the ADA, except for those that begin with the word "May.")

1. Regularly performs duties of Counselor II (for a reduced caseload), which includes: completing comprehensive assessments, preparing individualized developmentally appropriate treatment plans, conducting individual and group counseling sessions, and documenting treatment activities and clients' responses.
2. Supervises groups of counselors and other clinical support staff, and guides and directs activities and operations of assigned substance abuse treatment program. In doing so, ensures proper treatment planning and implementation, and client needs and contractual obligations for quantity and quality of care are met.
3. Responsible for planning and scheduling assigned schedules and making client caseload assignments, according to established guidelines.
4. Assists in the auditing of client records and documentation to ensure same is timely, accurate, and in accordance with regulatory and accreditation standards, and funding agency requirements. Authorizes or signs off client admissions and discharges.
5. Meets regularly with assigned staff, in groups or individually, in order to plan and evaluate client treatments, review caseload progress, and determine appropriateness of continuation or modification of treatment. Serves as resource to staff in resolving complex case problems, and performing crises interventions.
6. Assists in mentoring new staff and assists in the oversight of training and development of interns and practicum students.
7. Assists in interviewing, and recommends hiring and assists in the development of performance evaluations of assigned staff. Participates in coaching employees regarding work performance and expectations, advising them of consequences, and assists in the compiling of disciplinary action documentation.
8. Assists in developing area policies and procedures, and maintains procedures manual. Interprets and enforces Gateway, treatment program, and funding agency policies and procedures. Investigates incidents, and potential staff or client violations; documents findings; and takes necessary immediate corrective action. Notifies supervisor of complex or sensitive enforcement situations.

JOB DESCRIPTION: Counselor Supervisor

9. Completes various regular and special reports and memos regarding program results and activities, incident reports and actions, recommendations to improve program quality and effectiveness, and so forth.
10. Maintains and enhances knowledge and expertise through appropriate educational and organizational activities. Serves on various internal and external committees such as utilization review, as assigned.
11. May conduct formal presentations to explain treatment program services and objectives to groups of student interns, peers and/or professional interests.
12. Participates in performance improvement activities as appropriate.
13. Performs staff on duty responsibilities, ensuring effective operation of therapeutic community. Conducts dormitory inspections; initiates crises management and conflict resolution interventions; writes disciplinary tickets and incident reports; and notifies corrections staff of clients' disruptive behaviors, or potential threats to safety of others.
14. Ensures clients exhibiting MISA symptomatology are appropriately referred to Mental Health Professionals, counseling is conducted in accordance with both program and MISA guidelines, and MISA-specific case management is provided to clients; and evaluates and confirms Counselor competency to perform MISA-specific responsibilities.

MINIMUM QUALIFICATIONS:

1. **Education Requirement:** Associates' degree in psychology, Sociology, social work, Criminal Justice, mental health counseling, or substance abuse counseling or related field; or equivalent work experience on a year for year basis.
2. **Certification Requirement:** Current certification as a substance abuse counselor or advanced license in the State of Missouri. Must maintain a valid certification or license for continued employment in accordance with the Missouri Department of Corrections requirements.
3. **Experience Required:** Two years prior experience in the substance abuse field, with at least twelve hours supervisory training. Minimum six months treatment experience, and knowledge of up to date techniques and modalities, and case management, in a corrections or adult residential treatment program required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Advanced communication skills; and knowledge of group and individual dynamics, conflict resolution, intervention techniques, and confrontation skills.
2. Ability to perform assessment, treatment planning, and counseling; provide intensive services for some complex cases; and plan, guide, oversee, and evaluate the work of others; at a level normally acquired through eighteen months to three years prior experience in substance abuse field.
3. Demonstrated skills and knowledge of the principles of growth and development for the client population; and is able to assess and interpret client data, identifying individual client needs and providing care appropriate to the developmental stage of the clients served.
4. Advanced interpersonal skills necessary to oversee and motivate others; encourage and support clients through often difficult phases of recovery; provide effective counseling through appropriate empathy, support, intervention, direction, and conflict resolution; interact effectively with client family members; and maintain effective contacts with outside agencies and referral sources or services.

JOB DESCRIPTION: Counselor Supervisor

- 5. Analytical abilities necessary to plan and schedule the work of others, conduct comprehensive assessments, prepare and evaluate treatment plans, provide counseling and case management, and complete progress evaluations and related reports.
- 6. Typing ability and working knowledge of word processing software in order to complete required forms, reports and correspondence.
- 7. May require limited travel for training, assistance with program development in other units, etc.

PHYSICAL REQUIREMENTS: (The following statements describe the physical abilities required to perform the essential job functions, although exceptions may be made to these requirements based on the principle of reasonable accommodation)

- 1. Ability to speak with others in order to exchange information and provide counseling.
- 2. Ability to record and proofread information on forms and charts.
- 3. Ability to respond to telephones and pages, and hear speech.
- 4. Ability to use a keyboard and video display terminal to receive, retrieve, and/or audit information and data on a regular basis.

REPORTING RELATIONSHIPS:

- 1. Reports to the Clinical Supervisor or Director.
- 2. Responsible for leading and following-up on the work of other clinical staff.

WORKING CONDITIONS:

- 1. Works in a normal office or clinical environment where there are relatively few discomforts due to dust, dirt, noise and the like. Occasional exposure to contagious diseases, but potential for harm is limited if established safety and infection control precautions are followed.
- 2. Works in corrections facility where there is exposure to potentially disruptive or violent inmates. Potential for harm is limited if established security precautions and procedures are followed.

APPROVALS:

Name	Title	Date
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Name	Title	Date
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Name	Human Resources	Date
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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.



JOB DESCRIPTION

JOB TITLE: Counselor II

FLSA STATUS: Nonexempt

GENERAL SUMMARY:

Completes comprehensive assessment of clients' substance abuse history and treatment requirements, and prepares individualized developmentally appropriate treatment plan. Provides individual and group counseling, and educational programs in accordance with treatment plan. Documents treatment and discharge plans, and clients' progress and responses to treatments; and maintains related records and charts. Performs case management and contributes to client care monitoring. Caseload typically includes some complex cases requiring more intensive services. Duties vary by Center or site assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES: (The following duties and responsibilities are all essential job functions, as defined by the ADA, except for those that begin with the word "May.")

1. Completes comprehensive assessment within program guidelines, and formulates diagnostic impression, by conducting client and/or family interviews, reviewing substance abuse and treatment history, conferring with staff and referral sources, and so forth.
2. Prepares individualized treatment plan, in accordance with established standards and deadlines, consistent with assessment, and in conjunction with client and supervisor; to include developmentally appropriate goals, interventions, necessary support or referral services, and so forth. Evaluates client response to treatment, and modifies treatment plan or recommends treatment extension as circumstances require.
3. Develops client discharge plans that integrate aftercare treatment, and utilization of appropriate referral resources. Coordinates discharge with court officers, social service agencies, or community organizations as appropriate or required.
4. Conducts individual counseling sessions with clients in accordance with treatment plan, or as necessary for crises intervention; to provide clients with feedback, support, or encouragement; or to address behaviors and attitudes, or family, social, or personal problems. Depending on site assigned, may provide individual employment or vocational counseling as well.
5. Prepares and conducts group counseling or therapeutic encounter sessions; facilitates discussion and interaction; and enables group members to understand and accept responsibility for recovery process, and acquire necessary coping and behavior management skills.
6. Prepares and conducts educational programs and lectures on scheduled topics related to disease of addiction, relapse prevention, life skills, problem solving, behavior modification, anger management, and so forth.
7. Documents treatment plans, narrative progress notes, interventions, treatments, evaluations, discharge summaries, treatment plan reviews, and so forth; and maintains client records and charts in accordance with organizational, regulatory, accreditation, and contractual standards.
8. Maintains regular communications with client family members or guardians, probation or parole officers, case workers, court officers, insurance providers, and so forth; to relay reports on clients' progress in treatment. Prepares written reports and correspondence as necessary.

JOB DESCRIPTION: Counselor II

9. Performs case management, and serves as client advocate, by obtaining, coordinating, and scheduling additional medical, dental or psychiatric treatments; or other legal, social service, educational, employment, or community organization services; as needed to support attainment and continuation of recovery. Maintains rapport with local community resources to ensure effective referral options and contacts.
10. Contributes to client care monitoring which requires regular reporting of caseload activities and results to supervisor, and participating in clinical staff meetings to review client progress and treatment plans, and recommend continuation or modification of treatment.
11. Attends job specific training sessions offered within and outside of organization to enhance job skills and knowledge. Develops and utilizes knowledge of federal and state rules and regulations governing confidentiality.
12. May be required to perform urine collection from clients for laboratory screening.
13. Participates in performance improvement activities as appropriate.

Residential Centers:

14. Performs on-call or staff on duty responsibilities as assigned. Monitors client behaviors during social, recreational or daily living activities; enforces house rules; initiates disciplinary actions or revocation of privileges; and provides crises intervention or conflict resolution as necessary. Initiates emergency call procedures as appropriate.

Corrections Sites:

15. Performs staff on duty responsibilities, ensuring effective operation of therapeutic community. Conducts dormitory inspections; initiates crises management and conflict resolution interventions; writes disciplinary tickets and incident reports; and notifies corrections staff of clients' disruptive behaviors, or potential threats to safety of others.

MISA clients:

16. Performs necessary screenings and appropriately refers clients exhibiting MISA symptomatology to Mental Health Professionals; conducts group, individual, and/or family counseling in accordance with both program and MISA guidelines; provides MISA-specific case management to clients, serving as an advocate for their continued progress.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Advanced communication skills; and knowledge of group and individual dynamics, conflict resolution, intervention techniques, and confrontation skills; at a level normally acquired through completion of a Bachelor's degree in psychology, social work, mental health counseling, or substance abuse counseling; or equivalent education and life experience, with a minimum of 100 hours documented clinical training in counseling theory and practice.
2. Ability to perform assessment, treatment planning, and counseling, and provide intensive services for some complex cases, with minimal supervision and direction, at a level normally acquired through two years prior experience in the substance abuse field.
3. Demonstrated skills and knowledge of the principles of physical growth and development and psychosocial development; the ability to tailor interventions, such as de-escalation techniques, and communicate using appropriate language based on the client's cognitive and maturational status; the ability to assess and interpret client data, and identify individual client needs to provide substance abuse treatment appropriate to the developmental stage and client population as outlined below:

JOB DESCRIPTION: Counselor II

- **Adolescent Clients:** Six months developmental counseling experience with adolescent clients, or forty hours of development training/education, or equivalent combination. Ability to incorporate the principles of adolescent development to an individualized treatment plan, e.g. relate the recovery process to peer relationships, family issues, sexual identity issues, educational/vocational preparation, and other issues related to preparation for assuming an adult role.
 - **Adult Clients:** Ability to apply knowledge of the normal developmental tasks of adulthood to an individualized treatment plan, e.g. relating recovery to family issues, parenting, vocational issues, healthy living, etc., and to promote the development of effective life skills to support a healthy, drug-free lifestyle.
 - **Geriatric Clients:** Ability to apply knowledge of the physical, cognitive, and psychosocial changes associated with later adulthood to an individualized treatment plan, and to understand the impact of medications and medication interactions on the cognitive and behavioral functioning of the client. Ability to incorporate the developmental tasks and challenges of the elderly client with substance abuse treatment, e.g. multiple health issues, living with chronic pain; personal losses; possible loss of independence, financial concerns, etc., and to teach coping skills and independent living skills as necessary.
4. Current certification or qualification as an alcohol, drug, or substance abuse counselor as required by agency, association, board or commission in state of employment location. (See policy guidelines for state specific certification requirements, equivalents, or reciprocals. Formal approval of hiring and employment by state or federal contracting agencies may be required.)
 5. Advanced interpersonal skills necessary to encourage and support clients through often difficult phases of recovery; provide effective counseling through appropriate empathy, support, intervention, direction, and conflict resolution; interact effectively with family members; and maintain effective contacts with outside agencies and referral sources or services.
 6. Analytical abilities necessary to conduct comprehensive assessments, prepare treatment plans, provide counseling and case management, and complete progress evaluations and related reports.
 7. Typing ability and working knowledge of word processing software in order to complete required forms, reports and correspondence.

PHYSICAL REQUIREMENTS: (The following statements describe the physical abilities required to perform the essential job functions, although exceptions may be made to these requirements based on the principle of reasonable accommodation.)

1. Ability to speak with others in order to exchange information and provide counseling.
2. Ability to record and proofread information on forms and charts.
3. Ability to respond to telephones and pages, and hear speech.
4. Ability to use a keyboard and video display terminal to receive, retrieve, and/or audit information and data on a regular basis.

REPORTING RELATIONSHIPS:

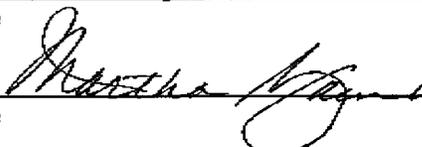
1. Reports to the Counselor Supervisor or Clinical Supervisor.
2. May occasionally oversee and train Interns.

JOB DESCRIPTION: Counselor II

WORKING CONDITIONS:

1. Works in a normal office or clinical environment where there are relatively few discomforts due to dust, dirt, noise and the like. Occasional exposure to contagious diseases, but potential for harm is limited if established safety and infection control precautions are followed.
2. May work in a corrections facility where there is exposure to potentially disruptive or violent inmates. Potential for harm is limited if established security precautions and procedures are followed.

APPROVALS:

	VP Community Services	11/30/01
Name	Title	Date
	VP Correction Services	11/30/01
Name	Title	Date
	VP Human Resources	11/30/01
Name	Human Resources	Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

EXHIBIT D

EXPERTISE OF PERSONNEL

To Be Hired

(copy and complete this table for each key person assigned to the project)

Title of Position: _____	
Name of Person:	
Position Description for this Project:	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s):	
Specialized Training Completed. Include dates and documentation of completion:	
# of years experience in area of service proposed to provide:	
Describe person's relationship to bidder. If employee, # of years. If subcontractor, describe other/past working relationships	
Previous employer(s), positions, dates	
Identify specific information about experience in: <input checked="" type="checkbox"/> Substance abuse services <input checked="" type="checkbox"/> Re-entry Services <input checked="" type="checkbox"/> Working with Offenders	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
Describe the person's planned duties/role proposed herein:	

EXHIBIT H

PERSONNEL CONTROL LISTING

Contractor Name Gateway Foundation, Inc., dba GFI Services

Location Eastern Reception, Diagnostic and Correctional Center

Date October 1, 2012 (Proposed)
(MONTH, DAY, YEAR)

Staff Name	Position	Location	Hours/Week	Certification Number	License Number	ADA/QSAC Yes/No	Degree/Field of Study	Date Employed
To Be Hired	Counselor Supervisor	ERDCC	40					
To Be Hired	Counselor II	ERDCC	40					

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Michael Dary 8-10-12
Signature Date

3.7 PROPOSED METHOD OF PERFORMANCE, INCLUDING PART TWO: SCOPE OF WORK

3.7 PROPOSED METHOD OF PERFORMANCE

3.7.1 GENERAL REQUIREMENTS

Gateway Foundation, Inc. (“Gateway”) hereby proposes to provide assessment services for the Eastern Reception, Diagnostic and Correctional Center (ERDCC) in accordance with the provisions and requirements set forth by the Missouri Department of Corrections (“Department”) to the sole satisfaction of the Department.

Per the requirements of section 3.7.1, Gateway hereby presents its distinctive plan for performing the requirements of the IFB as delineated in Part Two, Scope of Work in a manner that is consistent and compliant with the certification standards. The sections that follow provide detailed information as to how Gateway will comply with those standards.

PART TWO SCOPE OF WORK

2.1 GENERAL CONTRACTUAL REQUIREMENTS

2.1.1 – 2.1.3 PROVISION OF REQUIRED SERVICES

Gateway Foundation, Inc. (“Gateway”) hereby proposes to provide assessment services for the Eastern Reception, Diagnostic and Correctional Center (ERDCC) in accordance with the provisions and requirements set forth by the Missouri Department of Corrections (“Department”) to the sole satisfaction of the Department.

We agree that the Department shall be the final judge of the quality of our performance under the contract and that any dispute arising from conflicts with Department policy and appropriate clinical practice for assessments shall be resolved by the Assistant Division Director, Division of Offender Rehabilitative Services for Substance Abuse.

Gateway further understands and agrees that if additional funding is obtained by the Department, Gateway will be required to provide additional services at the firm, fixed price as indicated on the pricing page.

2.2 GENERAL OPERATIONAL REQUIREMENTS

2.2.1 SUBSTANCE ABUSE ASSESSMENT AND CLASSIFICATION SERVICES

Gateway is prepared to provide substance abuse assessment and classification services at the ERDCC to offenders designated and referred by the Department as eligible to receive services. The services will be provided on site in the diagnostic center area, located within the ERDCC perimeter fence.

The comprehensive assessment for each offender is a compilation of standardized instrumentation and individualized interviews that cover psychosocial functioning; alcohol/drug dependency issues; familial and social support systems; medical and psychological health; and educational, vocational, and employment needs. Gateway proposes to administer the Initial Classification Analysis-Substance Abuse (ICA-SA) and the CJ-Addiction Severity Index (through our DENS application). These are discussed in detail in a later section of this proposal.

2.2.2 VOLUME OF ASSESSMENTS

Gateway understands and agrees that the Department makes no specific guarantee as to the minimum or maximum number of assessments that will be required, however, it is estimated that 1,600 assessments will be needed annually.

We understand the goal of the Department to ensure that the maximum number of substance abuse assessments is completed to ensure appropriate program placement and will make every effort not only to achieve that goal, but also to achieve it in a timely manner.

2.2.3 DEPARTMENT AS SOLE SOURCE OF REFERRAL

Gateway agrees that the Department alone is the sole source of referral and without exception retains the right to terminate any participant it deems necessary in order to maintain program integrity and a safe and secure correctional environment.

2.2.4 DEPARTMENT AS FINAL JUDGE OF QUALITY OF PERFORMANCE

Gateway understands and hereby agrees that all services must and will be performed to the sole satisfaction of the Department as the final judge of the quality of Gateway's performance under the contract and that any dispute arising from conflicts with Departmental policy and appropriate clinical practice for assessments will be resolved by the Assistant Division Director, Offender Rehabilitative Services for Substance Abuse. Therefore, it is understood and agreed that Gateway will comply with the following requirements:

- a. Gateway will establish appropriate and professional services consistent with Department objectives of maintaining a structured and well-managed state facility.
- b. Gateway and the Department will jointly develop and maintain a standardized operating procedure governing the provision of assessment services at ERDCC, consistent with the Department's Standard Operating Procedures. The Department will be the final decision maker regarding the standardized operating procedure.
- c. Gateway will identify a contact person who will be responsible for coordinating all aspects of the contract with the ERDCC Warden and the Assistant Division Director, Division of Offender Rehabilitative Services for Substance Abuse. Gateway will also identify a contact person at ERDCC who will be responsible for oversight of the contracted services.

2.2.5 SERVICES FOR PERSONS OF ALL FAITHS AND NO FAITH

Gateway's services will be accessible to persons of all faiths and to persons of no faith who are atheist, agnostic or undecided. No offender will be denied services as a result of his association with the above ideations.

2.2.6 PROVISION OF SERVICES WITHIN THE START-UP PERIOD

Based on our history of uncomplicated start-up efforts, Gateway expects no complications during the start-up process. Gateway will ensure that services are delivered within 30 days of contract inception as indicated in the transition plan on the following page.

In the highly unlikely event that we are unable to begin providing services by the startup time period specified through no fault of Gateway, we understand that we may submit a request for an extension, up to thirty (30) calendar days beyond the original startup date. We acknowledge that approval or rejection of the request will be at the discretion of the Assistant Division Director, Offender Rehabilitative Services for Substance Abuse Services.

2.2.7 MATERIALS, LABOR, EQUIPMENT, AND SUPPLIES

Unless otherwise specified, Gateway will be responsible for furnishing all material, labor, equipment, and supplies necessary to perform the services required and will comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and any other federal and state laws, rules, regulations and executive orders to the extent that these may be applicable.

2.2.8 COST OF PROVIDING SERVICES

Gateway will assume all costs for providing services, except as otherwise specified herein. Gateway understands that the Department will not provide private telephone lines, fax lines, or fax equipment. Substantial justification, in addition to payment for installation and maintenance, must be provided in a formal request to the Department who maintains sole discretion for approval or rejection. If approved, Gateway will be responsible for payment of all phone/fax line service and/or equipment.

Gateway understands that the Department will provide office space, furnishings (i.e. desks, chairs, furniture), and utilities at the facility, except as listed in 2.2.8 a.

2.2.9 ACCESS TO DEPARTMENT'S DATABASE AND MOCIS

Gateway understands and agrees to the following terms relative to information access.

- The Department will provide a limited number of computers to the contractor for on-site services. In collaboration with the ERDCC Warden, Gateway will determine the number of computers and peripheral equipment needed. The actual quantity of computers provided will be subject to Department approval based upon availability, proposed usage and proposed location of the computer
- If deemed necessary by the Department, the Department will provide Gateway with access to the Department's database and to the Missouri Corrections Integrated System (MOCIS) when the Healthcare Module is implemented
- Gateway will obtain any computers and equipment in excess of those provided by the Department, subject to the Department's approval. For off-site locations, Gateway will be responsible for providing computer hardware, line charges and/or installation costs.
- Access to Department information systems including MOCIS will only be provided on a need-to-know basis. Approval for access will be obtained through the Assistant Division Director, Division of Offender Rehabilitative Services for Substance Abuse and will be limited to Gateway staff who have been approved access by the Assistant Client Services Manager, Office of Administration, Information Technology Division ("Assistant Client Services Manager, ITSD").
- The Department will provide any computer requiring Department network access.
- Gateway understands and agrees that Gateway is responsible for the provision of required substance abuse assessment software and any necessary hardware for the implementation of Department-approved assessment(s). It is Gateway's intent to provide its Drug Evaluation Network System (DENS) PC-based software program, to be loaded on Department computers assigned to its staff, as described below.

- Any and all computers used in the facilities, including printers and technology related equipment provided by the contractor and to be used on the Department computer network, must meet Department and state specifications and be approved by the Assistant Client Services Manager, ITSD.
- All approvals for computer and internet access must be received in advance through the ERDCC Warden, the Assistant Division Director, Division of Offender Rehabilitative Services for Substance Abuse and the Assistant Client Services Manager, ITSD.

2.2.10 WRITTEN COMMUNICATIONS AND MATERIALS

Gateway understands that the Department will have the right, at any time, to review and approve all written communications and materials developed and used by Gateway to communicate with offenders and/or staff. In addition, Gateway will coordinate and submit for approval any formats, forms and materials to the Assistant Division Director, Division of Offender Rehabilitative Services for Substance Abuse Services prior to their use.

Any and all standardized forms used by Gateway that are not official Department forms must be approved (as to content and format) in writing by the facility Wardens and the Assistant Division Director, Division of Offender Rehabilitative Services for Substance Abuse Services. Gateway and Department staff will use the same Department approved forms for consistency. If a specific quality assurance format is required by the Division of Offender Rehabilitative Services, Gateway will comply as requested.

Gateway recently agreed to the Department's request to include both the Gateway logo and the Department of Corrections' logo on the Offender Handbook. Gateway has obtained all proper approvals and can continue to use the approved forms without any time lag that would be required for a new vendor to obtain these approvals. It is understood that Gateway will not use the name, logo, or other identifying marks of the State of Missouri or the Department on any materials produced or issued, without the prior written approval of the Department.

2.2.11 LEGAL AND ACCOUNTING SERVICES

Gateway understands that the Department will furnish all legal and accounting services as may be necessary for the Department to satisfy its contractual responsibilities but will not assume, nor be liable for, legal, accounting, or insurance counseling services necessary for the Gateway to satisfy its contractual obligations.

Without exception to the foregoing, the Department is not obligated to provide legal, accounting, or insurance counseling services to Gateway in connection with any litigation or threatened litigation against Gateway arising out of Gateway's performance.

2.2.12 DAYS OF SERVICE PROVISION

Gateway agrees to provide services five (5) days per week (Monday through Friday), although staff are not required to provide services on state holidays.

2.3 SPECIFIC SERVICE REQUIREMENTS

2.3.1 PLAN FOR SEAMLESS INTEGRATION OF PROGRAM SERVICES INTO EACH FACILITY'S ORGANIZATIONAL STRUCTURE AND FUNCTIONS

Without exception, in all of our correctional programs, we have found that a team approach with representatives of the Department is essential to service delivery and improves treatment efficacy with this population. At our other Missouri programs, we already have demonstrated that this approach is essential to ensure a seamless integration into a facility's organizational structure and function. We will employ the same approach to providing services at ERDCC.

Gateway staff will work closely with ERDCC's administration to deliver substance abuse assessment and classification services within the context of reception and diagnostic center operations. Upon award of this contract, Gateway Corrections Management will meet with the assigned DORS and institutional personnel to review the integration protocol for the ERDCC assessment services.

2.3.2 ASSESSMENT OF OFFENDERS WITH SPECIAL NEEDS

All offenders with special needs will be assessed, including but not limited to those offenders with co-occurring substance abuse and mental health disorders, lower cognitive functioning, physical disabilities and learning disabilities or deficits.

Our adaptations for accommodating offenders with special needs are described in detail in a later section of this proposal.

2.3.3 ONGOING CONSULTATIVE COMMUNICATION WITH ERDCC STAFF

Services will be modified to adequately address offender assessment needs. Our adaptations for accommodating offenders with special needs are described in detail in a later section of this proposal.

Contractor staff shall develop and maintain ongoing consultative communication with facility staff regarding special considerations pertaining to assessment. Gateway will interact daily with institutional staff to discuss the most efficient and appropriate methods to accomplish the assessments.

2.2.4 DOCUMENTATION OF ASSESSMENTS

All consultations related to assessments will be documented in an assessment file.

2.2.5 TIMELINESS OF ASSESSMENT AND CLASSIFICATION

Assessment will be completed within the first week to ten days after offenders are designated and referred by the Department for assessment. Short-term offenders (those sentenced to 120 days in substance abuse treatment) will take priority for assessment completion in order that they will be ready for treatment placement no more than thirty days after entry into the Reception and Diagnostic Center. Gateway understands the Department's requirement to complete a minimum of five (5) assessments/day and will work with the facility Warden and custody staff to ensure that offenders are available for the assessment process.

Gateway agrees and understands that service needs must be covered consistently during the work week. Trained back-up staff will be available as needed to administer and document assessments in accordance with established timelines.

Under usual circumstances the assessment summary may be completed immediately after interviewing an offender if needed.

2.2.6 DEPARTMENT-APPROVED ASSESSMENT INSTRUMENTS

Gateway will complete all substance abuse assessment and classification instruments and written assessment summary reports within one working day of conducting an assessment interview with an offender.

Gateway has identified its proposed assessment instruments and will use a scoring format that is approved by the Assistant Division Director, Offender Rehabilitative Services for Substance Abuse Services, and the Assistant Client Services Manager, ITSD.

The comprehensive assessment for each offender is a compilation of standardized instrumentation and individualized interviews that cover psychosocial functioning; alcohol/drug dependency issues; familial and social support systems; medical and psychological health; and educational, vocational, and employment needs. Gateway proposes to administer the Initial Classification Analysis-Substance Abuse (ICA-SA) and the CJ-Addiction Severity Index (through our DENS application).

These assessments collectively provide the basis for comprehensive treatment planning that directs the regimen of services delivered and opportunities provided to offenders within the treatment environment. Specifically, the assessment functions completed within the first week to ten days after the offender is designated and referred by the Department for assessment include the instruments described below.

INITIAL CLASSIFICATION ANALYSIS-SUBSTANCE ABUSE (ICA-SA)

Gateway assessment staff will use the Initial Substance Abuse Classification Analysis (ICA-SA), an assessment instrument developed by the Outcomes Assessment Workgroup comprised of state and private substance abuse treatment providers. The purpose of the ICA-SA is to aid in the appropriate placement of incarcerated individuals into differing levels of need for substance abuse treatment ranging from “long-term, intensive, inpatient treatment” to “no services required.” Gateway’s qualified professional counselors will easily be able to incorporate the ICA-SA into the assessment procedure.

The substance abuse treatment staff at the facilities will incorporate the substance abuse needs score identified by the ICA-SA and any pre-existing substance abuse testing into the assessment summary.

The comprehensive assessments are compiled and disseminated to the entire treatment team in preparation for treatment plan completion, developed as a result of the assessment and treatment recommendations.

The assessment instrument and interview will be completed by a certified, registered, or appropriately licensed Substance Abuse Professional as defined by the Department of Mental Health’s Division of Alcohol and Drug Abuse, *Certification Standards for Alcohol and Drug Abuse Programs* in Missouri.

CRIMINAL JUSTICE—ADDICTION SEVERITY INDEX (CJ-ASI)

Gateway also will use the **Criminal Justice Addiction Severity Index (CJ-ASI) and Psycho-Social History** to assess all clients. The CJ-ASI assesses the nature and extent of clients’ substance abuse history, treatment history, clients’ strengths and recovery capabilities, and specific treatment needs. The assessment shall include the following bio/psycho/social data:

- name
- home address
- home and work telephone number
- date of birth
- sex
- race or ethnic origin and/or language preference
- emergency contact
- education
- religion and/or spiritual orientation
- marital status
- type and place of employment
- physical or mental disability, if any

- social security number , if requested
- drivers license number, county of residence and county of arrest

All clients will be assessed by intake staff for health status and risk factors. This assessment will include the following:

- a medical screening;
- a history of current and prior emotional or behavioral functioning, problems and treatments including a history of current physical, emotional or sexual abuse
- an analysis of the client's home and/or living environment including child care needs, religion, childhood, military service history, education and vocational history, financial status, social or peer group, family constellation and history of substance abuse, treatment history, and a determination of the need for participation of any family members or significant others in the clients' treatment
- information on pending legal issues or specific conditions of court supervision, probation or parole including substance abuse assessments related to a DUI offense
- motor development and functioning
- speech, hearing, vision, and language functions
- substance abuse history and current pattern of use

The ASI instrument is a comprehensive, highly structured clinical interview designed to obtain detailed information about all aspects of a client's life and situation, including, but not limited to, the medical, social, psychological, vocational, legal, family, and alcohol/drug abuse aspects of the person's life. Ratings are based on responses to objective and subjective questions within each area. Because interviewer judgment is critical, only counselors with the appropriate credentials, training, and experience will administer the ASI.

Gateway's use of the ASI is another example of our commitment to exceed expectations and to excel in program delivery. Clinical staff at various locations identified the need to obtain information not addressed by the instrument. To resolve this dilemma, our clinicians adapted the ASI to better obtain psycho-social information needed to develop more effective treatment planning for clients at all of our treatment programs. The ASI document is a matter of public domain, and while Gateway clinicians worked with a prominent research entity to modify the instrument, its integrity has been maintained.

Use of the ASI allows Gateway clinicians to collect detailed information for identifying and ranking client problems that need intervention and to establish intermediate and long-term goals. These tasks are achieved in concert with each client, based in part on his unique perspectives and in part on the priorities identified by the Department. Ongoing assessment of client needs and treatment progress will be conducted as indicated in the Treatment Plan section.

When necessary, the Department will provide interpreters for the hearing impaired or those with specific language needs as well as support for the visually impaired. When appropriate and available, Gateway will ensure that releases are signed by the offender in order to obtain

previous treatment and/or assessment records. Should consultation pertaining to assessment be necessary, Gateway staff will complete a note that will be placed in the assessment file.

Each completed ASI is signed and dated by the intake clinician. All ASIs are reviewed and countersigned by Counselor Supervisors.

PROPOSED USE OF GATEWAY'S DENS SOFTWARE APPLICATION

Gateway worked with a prominent research group to develop a computerized version of the ASI that assists us in collecting client information and providing written reports in an efficient manner. This computerized version, the Drug Evaluation Network System (DENS), allows Gateway to quickly and efficiently complete the ASI electronically. The use of DENS in our treatment programs also assists counselors in the formulation and documentation of individualized treatment plans based on the information obtained from the ASI.

As Gateway currently uses the DENS program at its assessment sites at all contracted treatment locations (MTC, WRDCC, CCC, OCC, WERDCC and NECC), as well as at the reception centers at both WRDCC and WERDCC, **awarding this contract to Gateway will provide the Department with a consistent approach to the completion of substance abuse assessments for offenders.** Additionally, this will allow for a relatively seamless integration of data between all sites, with aggregate, statewide reports available to the Department upon request.

It is important to note that use of a computerized version does not detract from the counselor-client interview process and produces treatment plans that are unique and individualized according to each client's treatment needs. Through this process Gateway ensures that treatment plans are comprehensive and address all of the information obtained during the assessment process.

2.2.7 WRITTEN NARRATIVE ASSESSMENT SUMMARIES

Gateway assures the Department that the written narrative summary of the assessment will comply with the assessment documentation requirements as reflected by the Certification Standards for Alcohol and Drug Abuse Programs, 9 CSR 10-7.010, et al "Core Rules for Psychiatric and Substance Abuse Programs."

A brief summary report of the assessment findings and recommendation for treatment will be distributed to appropriate classification staff and the institutional Parole Officer within 1 (one) working day after the completion of the assessment. If treatment stipulations are not consistent with assessment findings, Department staff may contact the appropriate jurisdiction of authority to revise orders for program placement.

Gateway will complete all required substance abuse assessment and classification instruments, and written assessment summary reports within one (1) working day of conducting an

assessment interview with an offender for individuals whose assessments will be used to determine suitability for program placement. The procedure to direct and track this referral process will be developed by the Assistant Director, Division of Rehabilitation Services, Substance Abuse Services, and appropriate Probation & Parole staff in consultation with the Warden at the correctional facility and with Gateway.

Gateway will provide assessment summaries and treatment recommendations to the institutional Parole Officer to facilitate appropriate program placement. These summaries will be submitted within one (1) working day after completion of the assessment.

2.3 SECURITY

2.3.1 SECURITY OF GATEWAY STAFF

Gateway understands that the Department will provide security for Gateway staff while in the ERDCC facility at a level consistent with and according to the same standards of security afforded to Department personnel.

2.3.2 SECURITY OF EQUIPMENT AND OFFENDERS

The Department will provide security and security procedures to protect Gateway's equipment as well as Department equipment.

Gateway assures the Department that Gateway staff will adhere to all policies and procedures regarding security, custody, and control of offenders.

2.4 TRAINING REQUIREMENTS

2.4.1 ORIENTATION AND TRAINING OF GATEWAY STAFF

Gateway is very familiar with and will cooperate with the Department's requirements regarding orientation and training expectations and agrees that all expenses incurred on behalf of Gateway staff are Gateway's responsibility.

All program staff that provide services within the institution for 30 or more hours per week will complete the Department of Corrections' Basic Training prior to initiation of services and host institution orientation if required by the ERDCC Warden.

At the discretion of the Department, upon initial contract award, Gateway staff attending basic training may be spread over a period of time to be mutually agreed upon by the Department and the contractor.

Gateway will require all full-time, part-time, back-up or substitute personnel to complete the host institution orientation prior to initiation of services.

Back-up or substitute personnel will meet the Basic Training requirement for contracted staff if they will be providing services in the institution for sixty (60) consecutive days or longer.

Gateway agrees to participate in additional training as deemed necessary by the Department to ensure successful compliance with the contract.

PROFESSIONAL DEVELOPMENT

Counselor Supervisors are trained to identify staff training needs as well as client needs, and all treatment staff are trained to understand the complexities of providing substance abuse treatment in a correctional setting with a difficult-to-treat population. Gateway requires that all treatment staff receive appropriate training and encourages staff to maintain and increase their level of qualifications.

STAFF CERTIFICATION POLICY

Gateway's staff certification policy pertains to all clinical staff who provide direct clinical services including Counselors and Counselor Supervisors, among others. Specifically, clinical staff hired to work at the proposed sites will meet one or more of the following criteria:

- be certified by the appropriate State Agency as a substance abuse counselor or be certified by an agency recognized by the State Agency and/or the funding source as demonstrating appropriate reciprocity, or
- be licensed as a Licensed Counselor, Licensed Clinical Professional Counselor, Licensed Social Worker, or Licensed Clinical Social Worker.

STAFF TRAINING STRATEGIES, CURRICULUM AND PRACTICES

Internal Training Efforts

Gateway is able to choose from its qualified staff instructors adept at training professionals on important and various treatment issues. Determinations for suggested training efforts and annual training needs (beyond New Employee Orientation and Mandatory Training) are made based on feedback from staff and supervisors and on contract or licensing requirements.

At a minimum, Gateway provides training to staff as required to maintain necessary credentials. With respect to staff training at ERDCC, Gateway will provide training to staff in the assessment process, including methods for accommodating special needs offenders. A variety of methods is available, including participation in training with St. Louis Outpatient staff or on Gateway's E-learning system. In-service training may be conducted by Gateway staff members or by non-Gateway professionals when necessary.

Training Record

A training record will be completed for each employee. The training record will be maintained as an on-going document and will include the New Employment Orientation Checklist, In-service Checklist - Mandatory Training, and In-service Checklist - Additional Training. Training records will be kept by the unit administrative support staff and updated as training opportunities are offered. Certificates of completion will be kept with each employee's training record as verification of course completion.

New Employee Orientation

The following orientation items must be reviewed prior to any new employee working without immediate supervision. Each session includes presentation of material and groups discussion during 1 - 1.5 hour training sessions. An exact training schedule will be provided once the contract is awarded and Gateway has the opportunity to collaborate with the department.

- Facility Policy and Procedure Manual
- Orientation to Working in a Correctional Environment
- Client Rights
- Client Grievance Procedure
- Confidentiality of Client Identifying Information
- Client Abuse, Neglect and Exploitation
- Requirements for Reporting Abuse, Neglect, and other Critical Incidents
- Standards of Conduct and Practice (Ethics Policy)
- Emergency/Evacuation Procedures
- Specific Job Duties

PRE-SERVICE TRAINING

New Gateway employees will participate in pre-service training orientation presented by Gateway management staff over the first several weeks of employment. Normally, Gateway provides this training during the first full week of employment, but due to start-up considerations, as we are prioritizing the continuation of uninterrupted service delivery during the ERDCC transition, we will extend the pre-service orientation timeframe for those hired at day one of the contract. All new Gateway staff thereafter will be oriented to specific Gateway procedures and processes during their first week of employment. The standard pre-service orientation includes:

Gateway Employee Guide:

- Policy and Procedures
- Attendance policy
- Daily time sheets; paid time off
- Code of Conduct/Corporate Compliance Program
- Gateway mission, vision & history overview
- Job description; Performance Evaluation and review process
- Benefits overview
- Smoking; visitors; solicitation;
- Dress Code
- Gateway property; computers/voice mail; use and reporting problems
- Orientation to Working in a Correctional Environment
- Client Rights
- Client Grievance Procedure
- Client Abuse, Neglect and Exploitation
- Requirements for Reporting Abuse, Neglect, and other Critical Incidents
- Standards of Conduct and Practice (Ethics Policy)
- Specific Job Duties

Confidentiality:

- HIPAA privacy regulations
- 42 CFR
- Confidentiality—HIV/AIDS Status
- Confidentiality of client Identifying Information

Emergency Procedures

- Medical, psychiatric, suicide prevention / intervention
- Fire safety
- First aid kit location, if necessary

Organization:

- Site tour & introduction to site personnel
- Organization chart (Gateway & site / department)
- Description of program service

Security & Safety:

- Infection Control & Standard Precautions
- Workers Compensation / employee injuries
- OSHA Hazard Communication Plan
- Personal Belongings

HIV:

- Etiology, transmission, symptomology, and testing

Clinical Policy Review:

- Client behavior and consequences
- Child/elder abuse and neglect reporting/exploitation
- Client acknowledgment of treatment rights

Within the **first ninety (90) days** of hire, Gateway employees experience further training in the following areas:

- Quality Management Plan
- Unusual Incident Reporting
- Non-Violent Crisis Intervention
- Assessment documentation & processes

STAFF DEVELOPMENT

Staff development is of paramount concern to Gateway. Our written policies address the need to assess, maintain, demonstrate and improve on the competencies of staff on an ongoing basis. Staff members are provided continuing education training each year. In addition, individual units offer regular and on-going in-service training to address specific local needs. A training record is completed for each employee reflecting the mandatory training (those topics required by contract, Gateway, and counselor licensure). Presentation of topics and participation in training are reviewed during the annual performance review.

The in-service training may be conducted by Gateway staff members or by non-Gateway professionals if necessary. Directors ensure that all trainers have appropriate credentials and experience.

STAFF DEVELOPMENT OPPORTUNITIES THROUGH ONLINE TRAINING: ESSENTIAL LEARNING

Essential Learning offers online learning, staff compliance training and continuing education for behavioral health, mental health and addiction treatment. There are 900+ hours of online interactive courses that are more than just a list of journal, research and newsletter articles. The educational technologists at Essential Learning use adult learning principles and research to develop courses. Many of these courses are accredited and provide employees with Continuing Education Units (CEU) for recertification. Gateway provides this benefit at no cost to our employees to enhance retention and improve the quality of the services we deliver.

2.5 PERSONNEL REQUIREMENTS

2.5.1 COMPLIANCE WITH PERSONNEL REQUIREMENTS

Gateway understands and will comply with each of the following personnel requirements specified in the IFB:

- a. Minimum age of employees and passage of background investigations equivalent to those required by Department personnel
- b. Pre -employment and random drug testing procedures
- c. Prohibitions pertaining to supervision
- d. State licensure/certification requirements
- e. "Licensing/certification supervision" requirements
- f. Pre-employment provision of current curriculum vitae information and licensure and/or certification
- g. Goals for diversified staff
- h. Substitution of personnel, minimum staffing, and staff absences requirements
- i. Resolution of personnel problems to Department's satisfaction
- j. Non-binding agreements
- k. Compliance with all applicable state statutes, Department rules, regulations, guidelines, internal management policy and procedures, and general orders of the Department regarding operations and activities in and about all Department property and employee supervision, training, conduct, performance, employee rights, and safety

2.6 INTERPRETIVE/TRANSLATION SERVICES

2.6.1 NEED FOR INTERPRETIVE/TRANSLATION SERVICES

Gateway agrees that the Department will determine whether an offender requires Interpretive/Translation services due to a physical impairment or language barrier and that the Department will obtain and bear the financial responsibility for such services.

2.6.2 COORDINATION OF INTERPRETIVE/TRANSLATION SERVICES

Gateway will coordinate all such services with the Department and the Assistant Division Director, Division of Offender Rehabilitative Services for Substance Abuse and must receive approval for each interpreter/translator the program plans to utilize, prior to the interpreter/translator providing services.

2.7 REPORTING REQUIREMENTS

2.7.1 REPORT FORMAT

Gateway will provide information relating to assessments completed in electronic data format, i.e., Excel, on a monthly basis. This report will include information required by the Assistant Division Director, Division of Offender Rehabilitative Services for Substance Abuse.

2.7.2 WEEKLY REPORT

On a weekly basis, Gateway will provide a list of offenders who received substance abuse assessment classification, during that week, to the ERDCC Warden/designee and the Assistant Division Director, Division of Offender Rehabilitative Services for Substance Abuse.

2.7.3 PARTICIPATION IN RESEARCH OR OUTCOME STUDIES

Gateway will participate and cooperate in any research project or outcome studies initiated by or required by the Department and provide monthly data summaries to Probation and Parole, the ERDCC Warden and to the Assistant Division Director, Division of Offender Rehabilitative Services for Substance Abuse.

2.7.4 JUSTIFICATION OF LATE ASSESSMENTS

Although Gateway is confident that all assessments will be completed in a timely manner, in the unlikely event that an assessment is late, we will include detailed information regarding why the assessment was received on a timely basis, upon the Department's request.

2.8 MEETING AND OTHER REQUIREMENTS

2.8.1 MEETING REQUIREMENTS

Gateway is committed to ongoing communication with the Department and will meet with the Department on an as-needed basis after services are fully implemented.

If acceptable to the Department, such meetings may be conducted via telephone call.

If requested by the Department, Gateway's managers and associated administrative personnel will attend periodic Department staff meetings held regionally or in Jefferson City, depending on the nature of the agenda and will be responsible for expenses incurred by Gateway personnel to attend such meetings.

2.8.2 MONTHLY QUALITY ASSURANCE ACTIVITIES

Gateway will design and implement monthly quality assurance (QA) activities to ensure appropriate contract compliance and service quality at ERDCC. A summary of monthly QA activities will be maintained and forwarded to the Assistant Division Director, Offender Rehabilitative Services for Substance Abuse Services and the ERDCC Warden on a quarterly basis according to the following schedule: October 15 (for the months of July, August, September), January 15 (for the months of October, November, December), April 15 (for the months of January, February, March), and July 15 (for the months of April, May, and June).

Gateway's Counselor Supervisor will establish a **Quality Assurance Review** process to oversee the assessment services at ERDCC. The process will include quarterly reporting that outlines the number of assessments completed; any late assessments and the reason, with corresponding plan of correction as applicable; and a discussion of quality enhancements to resolve problems or issues pertaining to assessment services.

2.8.3 AUDIT REQUIREMENTS

Gateway agrees to provide the Department/designee(s), including other state and federal representatives, access to Gateway, Gateway's facilities, any Gateway personnel providing services pursuant to the contract, or any other Gateway activities pursuant to the contract for purposes of audit and evaluation of the services performed.

Gateway will produce, upon forty-eight (48) hours' notice and at a location designated by the Department, all books and records relating to the contract for purposes of a Department audit and will provide access for audits of the operating systems, procedures, programs, documentation, software packages, facilities, and equipment used in support of the contract.

Gateway also will provide read-and-copy access for the Department to all files that are used. Such files include, but are not limited to, inventory control files, case management files, procedure files, and any other files related to the contract.

2.8.4 APPROVAL OF STANDARDIZED FORMS

Gateway agrees that any and all standardized forms used by Gateway that are not official Department forms must be approved for content and format in writing by the ERDCC Warden and the Assistant Division Director, Division of Offender Rehabilitative Services for Substance Abuse prior to use.

However, Gateway and Department treatment staff will use the same Department-approved forms for consistency with the Department of Mental Health, Alcohol and Drug Administration documentation criteria for all QA activities required herein.

2.9 – 2.13 OTHER CONTRACTUAL REQUIREMENTS

NOTE: SECTIONS 2.9 THROUGH 2.13 CONTAIN GENERAL CONTRACTUAL REQUIREMENTS. GATEWAY UNDERSTANDS ALL OF THESE REQUIREMENTS AND AGREES TO COMPLY WITH ALL ITEMS STIPULATED IN THOSE SECTIONS AND SUBSECTIONS AS IDENTIFIED BELOW.

- 2.9.1 Contract
- 2.9.2 Contract Period
- 2.9.3 Renewal Periods
- 2.9.4 Termination
- 2.9.5 Termination Assistance
- 2.9.6 Deficiency Notice
- 2.9.7 Contractor Liability
- 2.9.8 Conflict of Interest
- 2.9.9 Insurance
- 2.9.10 Incidental Beneficiaries
- 2.9.11 Assignment
- 2.9.12 Coordination
- 2.9.13 Confidentiality
- 2.9.14 Property of State
- 2.9.15 Publicity
- 2.9.16 Subcontractors
- 2.9.17 Contractor Status
- 2.10 E-Verify
- 2.11 Participation by Other Organizations
- 2.12 Contractor's Personnel
- 2.13 Invoice Requirements

ADDITIONAL REQUIREMENTS OF IFB SECTION 3.7

3.73 WAIVER OF ADA CERTIFICATION REQUIREMENTS

Gateway is not requesting a waiver of any ADA certification requirement(s) relating to services requested in this document.

3.7.4 ORGANIZATIONAL CHART

Below, please find Gateway's ERDCC organizational chart.



Proposed: October 1, 2012

3.7.5 ACCOMMODATION OF SPECIFIC AND UNIQUE NEEDS OF OFFENDERS

Gateway wishes to point out that our lengthy history of providing substance abuse treatment services in the dedicated special needs facilities in Texas has honed our expertise and ability to provide specialized services and programming to accommodate the clients' disabilities for treatment to be most successful. "Special needs" may include physical disabilities, mental illness, cognitive impairments, learning disabilities, illiteracy, language deficits, and/or other permanent disabilities.

To provide clients the most effective assessment services possible, Gateway ensures that staff members are trained and remain competent to accurately assess for special needs and to make adjustments in determining the most appropriate placement of clients with these needs.

The following table summarizes the accommodations that Gateway will employ as needed to assure that the special needs of clients are met.

MODIFICATIONS /ACCOMMODATIONS FOR CLIENTS WITH SPECIAL NEEDS	
Clients with Physical Disabilities (e.g., non-ambulatory clients, amputees, etc.)	<ul style="list-style-type: none"> • Assess concurrent psychological and social consequences of the disability such as anger, hopelessness, frustration, social isolation, low self-esteem, etc. • Assess need for assistance to participate in treatment
Clients with Cognitive Disabilities (e.g., brain injury, learning disabilities, mental retardation, etc.)	<ul style="list-style-type: none"> • Remove auditory (noise) and visual distractors (e.g., artwork, etc.) that interfere with attention and concentration from counseling areas • Adjust frequency and/or length of assessment sessions to accommodate short attention spans • Repeat important information as needed to ensure comprehension • Provide written materials at appropriate reading level or in auditory form; review and "translate" material into simpler or more concrete language as needed; avoid abstract language
Clients with reading deficits	<ul style="list-style-type: none"> • Assist in reading material and documents • Assess clients' reading and comprehension level
Clients with deficits in written, spoken, or receptive language	<ul style="list-style-type: none"> • Remove auditory distractors (noise) that interfere with attention and concentration from counseling areas • Provide staff assistance to explain verbally written material • Work with the Department to provide interpreters as appropriate to the respond to the specific deficit

MODIFICATIONS /ACCOMMODATIONS FOR CLIENTS WITH SPECIAL NEEDS	
<p>Clients with Sensory Disabilities (e.g., visual impairment/blindness, hearing impairment/deafness, etc.)</p>	<p>For visually impaired or blind clients:</p> <ul style="list-style-type: none"> • Provide materials in large print or audio form when available • Ensure that pathways are clear of obstacles • Provide signage in large lettering or Braille • Arrange for ancillary services such as readers <p>For hearing impaired or deaf clients:</p> <ul style="list-style-type: none"> • Arrange for sign language interpreters, as needed • Provide assistive listening devices for sound amplification, close-captioned videos, and/or computer-assisted transcription • Assess client’s ability to lip-read if interpreters are not available • Assess client’s ability to communicate orally • Ensure that room is barrier-free and lighting allows clients to see interpreter • Provide written alternatives to verbal material

Offenders with Mental Illness

Clients with special needs, particularly those clients with co-occurring substance abuse and mental health disorders, require accurate assessment and classification in order to succeed in their treatment programs. Gateway staff members all have a basic knowledge of both substance abuse disorders as well as psychiatric disorders. This is true for all of Gateway's programs, not only those programs specifically dedicated for treatment of clients with special needs.

Accommodations for assessing mentally ill offenders will be accomplished through referral to the Mental Health contractor staff assigned to ERDCC, per Departmental policies.

3.7.6 PLAN TO MEET CONTRACT REQUIREMENTS AND QUANTITY AND TIMELINESS OF ASSESSMENTS

Quantity and Timeliness of Assessment

In our other Missouri correctional programs, Gateway has implemented an effective process to review all incoming offender files on the day offenders arrive at the facility. A counselor is assigned that day to schedule and complete the assessment within the allotted time frame. This process has been very efficient in the past, resulting in a near perfect record of achieving assessment guidelines, despite the fact that offenders were supposed to arrive with assessments already completed.

This process will allow Gateway to meet all timeliness requirements for the completion of the required clinical assessments.

Plan to Meet Contract Requirements

Assessments will be completed within the first seven to ten days after offenders are designated and referred by the Department for assessment. Short-term offenders (those sentenced to 120 days in substance abuse treatment) will take priority for assessment completion in order that they will be ready for treatment placement no more than thirty days after entry into the Reception and Diagnostic Center. Gateway understands the Department's requirement to complete a minimum of five (5) assessments/day and will work with the facility Warden and custody staff to ensure that offenders are available for the assessment process.

3.7.7 PLAN FOR SEAMLESS INTEGRATION OF PROGRAM SERVICES WITH FACILITY OPERATIONS AND FUNCTIONS

As Gateway is not the current treatment provider at ERDCC, a period of time will be needed to transition the program to Gateway and to meet contract requirements. A transitional schedule is included on the following pages.

Specific start-up activities will commence upon notice of award and will continue until start-up is complete within thirty (30) days from execution of a contract. Most of the start-up activities will be initiated in the first 7 to 10 days of the transition period, with incremental progress proceeding throughout the start-up period until the program is fully operational. Start-up activities will include a comprehensive plan to establish the program services as described in our proposal and will include, but not be limited to the following functions:

ADMINISTRATIVE FUNCTIONS

The following tasks can be accomplished at our **Corporate Office in Chicago, IL.**

- Complete any application processes necessary to enable Gateway to provide assessment services at ERDCC.
- Coordinate between the Department and Gateway's Accounts Receivable Department to set up billing mechanisms.
- Coordinate and establish procedures to facilitate effective reporting activities for all programs.
- Assist the transition team and coordinate with the Department in developing program materials.
- Arrange for timely delivery of items needed to implement program services, such as equipment and Gateway forms.

HUMAN RESOURCES FUNCTIONS

Once awarded this contract, we will implement a zealous plan for hiring at ERDCC. Our start-up team will include a member of our Human Resources Department to assist with hiring. First, we will interview staff members currently providing services at ERDCC through the existing contract. For those who meet Gateway standards for hiring, we would welcome their expertise, especially with respect to their existing familiarity with the site and the offenders there. Gateway will review applicants with the Department and seek guidance regarding any hiring decisions of existing personnel.

In addition, staff members from our many other corrections-related or community-based programs are available to assist in start-up efforts or may even apply for permanent positions at ERDCC. Finally, we will recruit staff from the community through advertising and coordinate as necessary with the Department. Our Human Resources Department already has actively

familiarized itself with the availability of substance abuse treatment professionals in Missouri as well as compensation expectations in the facility's geographic area to prepare for providing services should we receive the contract award.

The Human Resources Specialist will facilitate all aspects of hiring including interviews, background and reference checks, urine testing, benefits, payroll issues and initial orientation to Gateway policies. We have found that providing a representative onsite allows for comprehensive and efficient recruitment and preparation of staff, which allows Gateway to shorten the initial start-up period. The interview and selection process will continue throughout the start-up period until a full complement of staff is hired. Further details on staff recruitment, hiring and retention policies are provided elsewhere in this proposal.

INFORMATION SERVICES FUNCTIONS

Our Information Services Department (IS) will systematically investigate and coordinate information and technological needs and resources with the Department to ensure compliance with the contract. The main focus of the IS team will be to work with the Office of Administration personnel on the installation of the Gateway DENS assessment application onto the Department computers assigned to Gateway assessment staff.

TRANSITION TEAM RESPONSIBILITIES

- Provide assessment services to clients as reasonable on an ongoing basis throughout the start-up process and assist new staff to assimilate to the unit.
- Review current Department structure, policies and procedures with Department personnel
- Meet with the Warden on a routine basis to facilitate communication of start-up progress, solicit feedback and provide instruction, orientation and training as needed
- Submit weekly Transition Report, detailing progress, to Eastern MO Director, Corrections Programs and the Department.
- Set up office and office equipment, train staff as necessary.
- Develop staff assignments and schedules and notify the Department.
- Develop policies and procedures manual to fit the contract requirements and to meet the needs of the Department. All of Gateway's existing programs are operated according to written policies and procedures. Thus, Gateway is fully capable of quickly developing a policies and procedure manual specific to the treatment activities in Missouri.
- Conduct a training needs assessment and initiate training for staff members.
- Meet with ERDCC Warden and department staff to begin establishing a working relationship at the new institution.
- Arrange for staff to meet with Security for initial, mutual cross training sessions, if necessary
- Meet with Department representatives to delineate performance expectations and set-up referral procedures for referring clients into and out of the program.

- Work as a team with the Department to integrate assessment services and ensure a smooth transition. Focus will be on being able to provide services to inmates as soon as possible to avoid any lapse in services.

These tasks will be prioritized and addressed to meet the needs of the offenders and the Department.

The following table details the elements of Gateway's Transition Plan. Our transition plan is designed to remain flexible so that we can adapt to the needs of our clients and to institutional and Departmental requirements. Thus, the plan is meant as an estimation of activities and timeframes.

PROGRAM COMPONENT/TASK	DATES ACCOMPLISHED (BEGIN -- COMPLETE)	PERSONS ASSIGNED	EST. PERSON DAYS	DELIVERABLE PRODUCTS
Administrative Functions				
Complete any application processes necessary to enable Gateway to provide treatment services at ERDCC	Process already completed	Corporate Office Business Manager	2	Completed application process with Gateway licensed to do business in Missouri
Coordinate between the Department and Gateway's Accounts Receivable Department to set up billing mechanisms	Contract execution date - 4 weeks	Accounts Receivable personnel	7	Billing processes established and approved by the department
Coordinate and establish procedures to facilitate effective reporting activities	Contract execution date - 4 weeks	Information Services personnel	6	Procedures established for reporting activities, approved by the department
Arrange for timely delivery of items needed to implement program services, such as equipment and Gateway forms	Contract execution date - 4 weeks	Purchasing Department personnel, Transition Team	4	Equipment and forms delivered
Information Services Functions				
Investigate, then coordinate information and technological needs and resources with the Department	Contract execution date and/or date of award notice	Information Services personnel (on site and Corporate Office)	7	Information Services technological needs and resources established on site and at Corporate Office, as needed
Work with departmental, institutional and OA staff to install the Gateway servers at ERDCC and install the desktop version of Gateway's DENS application	Upon contract execution and/or date of award notice	Information Services personnel (on site and Corporate Office)	30-60	Install desktop version of the DENS application, and mapped access to all clinical staff PCs

PROGRAM COMPONENT/TASK	DATES ACCOMPLISHED (BEGIN -- COMPLETE)	PERSONS ASSIGNED	EST. PERSON DAYS	DELIVERABLE PRODUCTS
Human Resources Functions				
Recruit staff, as needed to fill vacancies	Contract execution date or sooner with Department permission; 7 to 15 days after contract execution	Human Resources personnel (on site and Corporate Office), Transition Team	14-20	Full complement of staff hired
Interview staff members currently providing services at the proposed site pursuant to the existing contracts	Contract execution date or sooner, as above -- within 5 days	Human Resources staff onsite, Transition Team	10	All existing staff interviewed
Advertise vacancies as needed, externally and internally	Immediately after interviews with existing staff, if needed	Human Resources personnel	0.5	Vacancies advertised internally and externally as needed
Perform background and reference checks, urine testing, benefits, payroll issues and initial orientation to Gateway policies regarding new hires	Immediately as of hire dates of staff -- 4 weeks	Human Resources staff (on site and Corporate Office)	7	All tasks completed for new hires
Transition Team Functions				
Provide assessment services to clients as reasonable on an ongoing basis while assisting new staff to assimilate to the treatment unit.	First date of contract term -- 30 days later, as needed	Transition Team	40	Clients continue to receive service as dictated by contract
Review current Department structure, policies and procedures with Department personnel	Date of award notification and/or date of contract execution -- 3 days later	Transition Team and Counselor Supervisor, once hired	3	Meeting with Department to review structure, policies and procedures accomplished

PROGRAM COMPONENT/TASK	DATES ACCOMPLISHED (BEGIN -- COMPLETE)	PERSONS ASSIGNED	EST. PERSON DAYS	DELIVERABLE PRODUCTS
Transition Team Functions--Continued				
Meet with Warden on a routine basis to facilitate communication of start-up progress, solicit feedback and provide instruction, orientation and training as needed	Date of award notification and/or date of contract execution -- ongoing until program start up date	Transition Team and Counselor Supervisor, when hired	20	Communication, training, instruction and orientation with staff accomplished; positive and communicative relationship with Department established and maintained
Submit weekly Transition Report, detailing progress, to Eastern Missouri Corrections Programs and DORS ATC staff	Weekly from date of contract execution until program start date	Eastern MO Director and Regional Director.	1.5	Transition Reports timely and thoroughly completed, and delivered to DORS ATCs weekly
Set up office and office equipment, train staff as necessary	Date of contract execution	Transition Team	40	Office and equipment set up, completion of staff training as detailed in proposal accomplished

PROGRAM COMPONENT/TASK	DATES ACCOMPLISHED (BEGIN -- COMPLETE)	PERSONS ASSIGNED	EST. PERSON DAYS	DELIVERABLE PRODUCTS
Transition Team Functions--Continued				
Conduct a training needs assessment at ERDCC and initiate training for staff members and Department staff (with permission from the Department), as needed.	Immediately with staff as they are hired – 4 weeks	Transition Team	6	Staff training needs assessed and training initiated, as needed
Develop Orientation Manual specific to ERDCC,	Date of contract execution -- 30 days later	Eastern MO Director, Regional Director	5	Meeting with ERCC and Orientation Manual
Meet with ERCC representatives on ongoing basis	At the earliest possible opportunity once contract is awarded	Eastern MO Director, Regional Director	5	Immediate and weekly meetings with ERCC accomplished
Arrange for staff to meet with Security for initial, mutual cross training sessions, if required	No later than 6 weeks from award	Eastern MO Director, Regional Director, and staff hired to provide services	25	Staff hired meet with Security for mutual cross training, if required
Meet with Department representatives to delineate performance expectations and set-up referral procedures for referring clients into and out of the program	No later than 6 weeks from award	Eastern MO Director, Counselor Supervisor	2	Meeting as described accomplished; expectation/procedures discussed and established
Determine with the Department the date Gateway will be responsible for clinical records and develop schedule to prepare and accomplish transition of records from current provider.	No later than 6 weeks from award	Eastern MO Director, Counselor Supervisor	1	Determination of date accomplished and schedule for transition of records from current provider established

PROGRAM COMPONENT/TASK	DATES ACCOMPLISHED (BEGIN -- COMPLETE)	PERSONS ASSIGNED	EST. PERSON DAYS	DELIVERABLE PRODUCTS
Transition Team Functions--Continued				
Develop staff assignments and program schedules in collaboration with the Department	Date of contract execution -- 10 days later	Eastern MO Director, Regional Director, then Counselor Supervisor, when hired	3	Meeting with the Department to collaborate, and subsequent staff assignments and program schedules accomplished
Develop policies and procedures manual to fit the contract requirements and to meet the needs of the Department.	Date of contract execution -- 45 days later	Eastern MO Director, Regional Director, and Counselor Supervisor, when hired	5	Policy and Procedure Manual updated for approval by DORS ATC



Introduction to

Gateway Foundation, Inc. d/b/a GFI Services

Minority and Women Business Enterprise

Participation Commitment

For

Missouri Department of Corrections

IFB No. SDA411-062

**Substance Abuse Assessment Services for Eastern Reception,
Diagnostic and Correctional Center
Bonne Terre, MO**

**INTRODUCTION TO GATEWAY FOUNDATION, INC. D/B/A GFI SERVICES
MBE/WBE PARTICIPATION COMMITMENT
FOR MISSOURI DOC IFB # SDA411-062**

Background and Overview of Assumptions

Gateway Foundation, Inc. d/b/a GFI Services, is a national not for profit drug and alcohol treatment service provider and is responding to the Missouri Department of Corrections' IFB SDA411-062 for substance abuse assessment services at Eastern Reception, Diagnostic and Correctional Center located in Bonne Terre, Missouri. The program focuses providing substance abuse assessments as described by the contract. Gateway will provide these services directly through their employees and does not subcontract its core services to other agencies. The budget for this contract is primarily comprised of salaries and fringe benefits for the Gateway employees, as well as indirect overhead expenses. The service that Gateway provides is its product and as such it is difficult to attain the desired goal to subcontract 10% of the contract to certified MBE vendors and 5% of the contract to certified WBE vendors through the Missouri MBE/WBE Participation Commitment.

Gateway Foundation recognizes the importance of including disadvantaged vendors in the procurement process and understands that this is important to the State of Missouri as well. Due to the size, scope, and nature of this contract, there are negligible opportunities to include a variety of MBE/WBE vendors who would provide a meaningful contribution through the sale of needed goods and or services for the fulfillment of the program.

In recent awards from the State of Missouri Department of Corrections to Gateway Foundation, we had identified a Missouri certified MBE to provide office supplies under those contracts. If awarded this contract our office supply purchase will be very minimal, likely less than \$500 annually. Any office supplies will be purchased from the established MBE, Guy Brown Management, LLC, dba Guy Brown Products, LLC. Due to the very low dollar amount we did not carry out the formal process of having Guy Brown Products, LLC complete Exhibit E Documentation of Intent to Participate.

History of Gateway's Emphasis on Supplier Diversity

To further support opportunities like the one presented in this Request for Proposal, Gateway Foundation, Inc. d/b/a GFI Services has an established Supplier Diversity program that has been in place for almost fifteen years. We track our diversity vendors in our vendor system and report expenditures with them on a monthly and annual basis to Gateway's Executive Management

Team. We provide monthly utilization reports to other contract sources as required. These reports allow us to identify areas to increase vendor diversity.

In identifying this certified MBE/WBE vendor for this contract, Gateway Foundation, Inc. d/b/a GFI Services understands that even though it will not provide us bonus points in the proposal review process, it is important for us to include diverse businesses in our process. In the interest of serving Missouri Department of Corrections as well as Gateway Foundation, Inc. d/b/a GFI Services diversity goals, we have converted all Missouri contracts with Gateway Foundation, Inc. d/b/a GFI Services to this MBE/WBE vendor for the purchase of any office supply products needed. We had the conversion in place by June 30, 2012.

EXHIBIT E

PARTICIPATION COMMITMENT *See narrative statement

Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop Participation Commitment and/or Service-Disabled Veteran Business Enterprise (SDVE) – If the bidder is committing to participation by or if the bidder is a qualified MBE/WBE and/or organization for the blind/sheltered workshop and/or a qualified SDVE, the bidder must provide the required information in the appropriate table(s) below for the organization proposed and must submit the completed exhibit with the bidder’s proposal.

For Minority Business Enterprise (MBE) and/or Woman Business Enterprise (WBE) Participation, if proposing an entity certified as both MBE and WBE, the bidder must either (1) enter the participation percentage under MBE or WBE, **or** must (2) divide the participation between both MBE and WBE. If dividing the participation, do not state the total participation on both the MBE and WBE Participation Commitment tables below. Instead, divide the total participation as proportionately appropriate between the tables below.

MBE Participation Commitment Table		
(The services performed or the products provided by the listed MBE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)		
Name of Each Qualified Minority Business Enterprise (MBE) Proposed	Committed Percentage of Participation for Each MBE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed MBE
1.	%	
2.	%	
3.	%	
4.	%	
Total MBE Percentage:	%	

WBE Participation Commitment Table		
(The services performed or the products provided by the listed WBE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)		
Name of Each Qualified Women Business Enterprise (WBE) proposed	Committed Percentage of Participation for Each WBE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed WBE
1.	%	
2.	%	
3.	%	
4.	%	
Total WBE Percentage:	%	

EXHIBIT F

DOCUMENTATION OF INTENT TO PARTICIPATE *See narrative statement

If the bidder is proposing to include the participation of a Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or qualified Service-Disabled Veteran Business Enterprise (SDVE) in the provision of the products/services required in the RFP, the bidder must either provide a letter of intent, signed and dated no earlier than the RFP issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the bidder's proposal.

~ Copy This Form For Each Organization Proposed ~

Bidder Name: _____

This Section To Be Completed by Participating Organization:

By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the bidder identified above.

Indicate appropriate business classification(s):

_____ MBE _____ WBE _____ Organization for the Blind _____ Sheltered Workshop _____ SDVE

Name of Organization: _____
(Name of MBE, WBE, Organization for the Blind, Sheltered Workshop, or SDVE)

Contact Name: _____ Email: _____

Address (If SDVE, provide MO Address): _____ Phone #: _____

City: _____ Fax #: _____

State/Zip: _____ Certification # _____

SDVE's Website Address: _____ Certification (or attach copy of certification)

Expiration Date: _____

Service-Disabled Veteran's (SDV) Name: _____ SDV's Signature: _____

(Please Print)

PRODUCTS/SERVICES PARTICIPATING ORGANIZATION AGREED TO PROVIDE

Describe the products/services you *(as the participating organization)* have agreed to provide:

Authorized Signature:

*Authorized Signature of Participating Organization
(MBE, WBE, Organization for the Blind, Sheltered Workshop, or SDVE)*

*Date
(No earlier than the RFP
issuance date)*

EXHIBIT I

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

BUSINESS ENTITY CERTIFICATION:

The bidder 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 _____ (IFB 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 state agency 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 I (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

Gateway Foundation, Inc.

I certify that dba GFI Services (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

Yolanda Johnson-Davis
Authorized Business Entity Representative's Name
(Please Print)

Yolanda Johnson-Davis
Authorized Business Entity
Representative's Signature

Gateway Foundation dba GFI Services
Business Entity Name
ycjohnso@gatewayfoundation.org
E-Mail Address

August 15, 2012
Date

As a business entity, the bidder must perform/provide each of the following. The bidder 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 bidder's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's name and the MOU signature page completed and signed, at minimum, by the bidder and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder'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 I (continued)

AFFIDAVIT OF WORK AUTHORIZATION:

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

Comes now Yolanda Johnson-Davis (Name of Business Entity Authorized Representative) as HR Manager (Position/Title) first being duly sworn on my oath, affirm Gateway Fdtn (Business Entity Name) is enrolled and will dba continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the GFI Svcs 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 Gateway Fdtn (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.)

Yolanda Johnson-Davis
Authorized Representative's Signature
Human resources Manager

Yolanda Johnson-Davis
Printed Name
August 15, 2012

Title

Date

ycjohnso@gatewayfoundation.org
E-Mail Address

386492
E-Verify Company ID Number

Subscribed and sworn to before me this 15th of August, I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of Cook, State of
(NAME OF COUNTY)
Illinois, and my commission expires on 9-16-2014
(NAME OF STATE) (DATE)

[Signature]
Signature of Notary

8-15-12
Date

EXHIBIT I (continued)

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

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that Gateway Foundation, Inc dba GFI Services (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the 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. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's name and the MOU signature page completed and signed by the bidder and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University*** to Which Previous E-Verify Documentation Submitted:

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: _____ IFB SDA411-061

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: _____ (if known)

Yolanda Johnson-Davis
Authorized Business Entity Representative's Name
(Please Print)

Yolanda Johnson-Davis
Authorized Business Entity
Representative's Signature

Gateway Foundation dba GFI Services
Business Entity Name

August 15, 2012
Date

ycjohnso@gatewayfoundation.org

386492

E-Mail Address

E-Verify MOU Company ID Number

FOR STATE OF MISSOURI USE ONLY

Documentation Verification Completed By:

Buyer

Date

E-Verify



Company ID Number: 386492

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Gateway Foundation Inc.	
MARTHA YOUNT	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	01/20/2011
Signature	Date
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
Signature	Date

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name:	Gateway Foundation Inc.
Company Facility Address:	55 E. Jackson Blvd.
	Suite 1500
	Chicago, IL 60604
Company Alternate Address:	
County or Parish:	COOK
Employer Identification Number:	362670036

Company ID Number: 386492

North American Industry Classification Systems Code:	813
Administrator:	
Number of Employees:	20 to 99
Number of Sites Verified for:	2
Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:	
• MISSOURI 2 site(s)	

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name:	JACKIE DUSING	Fax Number:
Telephone Number:	(312) 663 - 1130 ext. 2265	
E-mail Address:	jrdusing@gatewayfoundation.org	
Name:	MARTHA YOUNT	Fax Number:
Telephone Number:	(312) 663 - 1130 ext. 2348	
E-mail Address:	Martha.Yount@gatewayfoundation.org	
Name:	KRISTIN OWENS	Fax Number:
Telephone Number:	(312) 663 - 1130 ext. 2230	
E-mail Address:	klowens@gatewayfoundation.org	