



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

**RETURN AMENDMENT NO LATER THAN August 28, 2015 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 20, 2015	John N. Willadsen, LPC 400 W 4th St. <i>505 S. Kentucky</i> Sedalia, MO 65301	Amendment #004 SDA50300204	Indigent Sex Offender Treatment Services

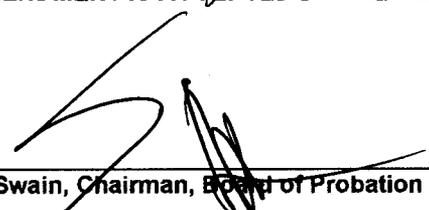
**CONTRACT #SDA50300204 IS HEREBY AMENDED AS FOLLOWS:**

The Missouri Department of Corrections desires to extend the above-referenced contract until October 31, 2015.  
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: John N Willadsen, LPC  
Mailing Address: 505 S Kentucky *formerly at 400 W 4th*  
City, State Zip: Sedalia, MO 65301  
Telephone: 660-827-6199  
E-Mail Address: jwilladsen@live.com  
Authorized Signer's Printed Name and Title: John N Willadsen, LPC  
Authorized Signature: John N Willadsen, LPC Date: 8-20-15

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

  
Ellis McSwain, Chairman, Board of Probation and Parole

  
Date



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

**RETURN AMENDMENT NO LATER THAN APRIL 25, 2014 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
4/4/14	JOHN N. WILLADSEN, LPC 400 W 4 <sup>TH</sup> ST. SEDALIA, MO 65301	SDA50300204 Amendment 3	INDIGENT SEX OFFENDER TREATMENT SERVICES

**THE CONTRACT BETWEEN JOHN N. WILLADSEN, LPC AND THE MISSOURI DEPARTMENT OF CORRECTIONS IS HEREBY AMENDED AS FOLLOWS:**

**In accordance with paragraph 2.8.2 on page 8, the Missouri Department of Corrections desires to renew the above-referenced contract for the period of July 31, 2014 through July 30, 2015.**

**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: John N Willadsen, LPC

Mailing Address: 400 W 4<sup>th</sup>

City, State Zip: Sedalia, MO 65301

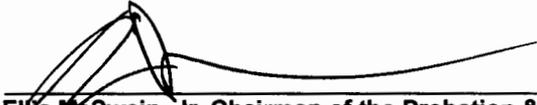
Telephone: 660-827-6199 State Vendor Number: \_\_\_\_\_

E-Mail Address: jwilladsen@live.com

Authorized Signer's Printed Name and Title: John N Willadsen, LPC

Authorized Signature: John N Willadsen, LPC Date: 5-15-14

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

  
Ellis McSwain, Jr. Chairman of the Probation & Parole Board  
Missouri Department of Corrections

Date: 4/7/14



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

**RETURN AMENDMENT NO LATER THAN MARCH 5, 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
2/14/13	JOHN N. WILLADSEN, LPC 400 W 4 <sup>TH</sup> ST. SEDALIA, MO 65301	SDA50300204 Amendment 2	INDIGENT SEX OFFENDER TREATMENT SERVICES

**THE CONTRACT BETWEEN JOHN N. WILLADSEN, LPC AND THE MISSOURI DEPARTMENT OF CORRECTIONS IS HEREBY AMENDED AS FOLLOWS:**

In accordance with paragraph 2.8.2 on page 8, the Missouri Department of Corrections desires to renew the above-referenced contract for the period of July 31, 2013 through July 30, 2014.

In addition, by signing this amendment the contractor 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.

**IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.**

Name John N Willadsen, LPC

Mailing Address: 400 W 4th

City, State Zip: Sedalia, MO 65301

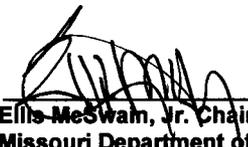
Telephone: 660-827-6199 State Vendor Number: \_\_\_\_\_

E-Mail Address: jwilladsen@live.com

Authorized Signer's Printed Name and Title: John N Willadsen, LPC

Authorized Signature: John N Willadsen, LPC Date 12-14-13

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

  
Ellis McSwain, Jr. Chairman of the Probation & Parole Board  
Missouri Department of Corrections

3/14/13  
Date

## **Contractor's Employees**

The contractor and all of the contractor's employees and 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 and agents before they are allowed entry into the institution. The contractor, its employees and 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 and agents that have the potential to have contact with inmates.

The institution shall have the right to deny access into the institution for the contractor and any of the contractor's employees and agents for any reason, at the discretion of the institution.

The contractor, its employees and 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.

The contractor, its employees and 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 and 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 or 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 or 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 employee/agent from providing services under the contract.
  - (2) Any contractor or contractor's employee or 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.

The contractor, its employees and agents shall not interact with the offenders except as is necessary to perform the requirements of the contract. The contractor, its employees and agents shall not give anything to nor accept anything from the offenders except in the normal performance of the contract.

If any contractor or contractor's employee or 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.



STATE OF MISSOURI  
MISSOURI DEPARTMENT OF CORRECTIONS  
CONTRACT AMENDMENT



RETURN AMENDMENT NO LATER THAN JUNE 1, 2012 TO:

Lisa Meyer, MBA, CPPB  
[Lisa.Meyer@doc.mo.gov](mailto:Lisa.Meyer@doc.mo.gov)  
(573) 526-6611 (Telephone)  
(573) 522-1562 (Fax)

PURCHASING SECTION  
P.O. BOX 236  
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
May 16, 2012	John N. Willadsen, LPC 400 W. 4 <sup>th</sup> Street Sedalia, MO 65301	Amendment #1 to SDA50300204	Indigent Sex Offender Treatment Services

**CONTRACT SDA50300204 IS HEREBY AMENDED AS FOLLOWS:**

Pursuant to paragraphs 2.8.2 and 2.8.3 on page 8 of the above-referenced contract, the Missouri Department of Corrections hereby exercises its option to renew the above-referenced contract for the period of July 3, 2012 through July 30, 2013. All terms, conditions and provisions, including prices, of the initial 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.**

Name: John N Willadsen  
Mailing Address: 400 W 4<sup>th</sup> St.  
City, State Zip: Sedalia, MO 65301  
Telephone: 660-827-6199  
E-Mail Address: jwilladsen@live.com  
Authorized Signer's Printed Name and Title: John N Willadsen, LPC  
Authorized Signature: John N Willadsen, LPC Date: 6-11-12

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

[Signature]  
Ellis McSwain, Jr., Chairman of Probation & Parole Board Date 6/26/12

# INVITATION FOR BID

Missouri Department of Corrections  
P.O. Box 236  
Jefferson City, Missouri 65102

Bids Must be Received No Later Than:

**2:00 p.m., June 21, 2011**

For information pertaining to the IFB contact:  
Donna J. Lynch-Hicks, CPPB, CCJP  
Procurement Officer II  
Telephone: (573) 526 - 6590  
Donna.Hicks@doc.mo.gov

# IFB SDA503-002

For  
Indigent Sex Offender Treatment Services  
Statewide

Contract Period: Date of Award through one year  
Date of Issue: May 20, 2011  
Page 1 of 61

Procured by the

Missouri Department of Corrections  
Fiscal Management Unit  
Purchasing Section  
2729 Plaza Drive  
Jefferson City, Missouri 65109

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-handed corner of the container in which the bid is submitted to the Department. 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.

Company Name: John N Willadsen, LPC  
Mailing Address: 400 W 4th St.  
City, State Zip: Sedalia, Mo 65701  
Telephone: 660-827-6199 Fax: 660-829-3700  
Federal EIN #: 483-60-1748 State Vendor #: \_\_\_\_\_  
E-Mail Address: jwilladsen@live.com

Authorized Signer's Printed Name and Title: John N Willadsen, LPC  
Authorized Signature: John N Willadsen, LPC Bid Date: 6-21-11

## NOTICE OF AWARD:

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

Contract No. **SDA50300204**  
**ACCEPTED IN ITS ENTIRETY**

Ellis McSwain, Jr., Chairman, Board of Probation and Parole 7/31/11 Date

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

# INVITATION FOR BID

Missouri Department of Corrections  
P.O. Box 236  
Jefferson City, Missouri 65102

# IFB SDA503-002

For  
Indigent Sex Offender Treatment Services  
Statewide

Contract Period: Date of Award through one year  
Date of Issue: May 20, 2011  
Page 1 of 61

Bids Must be Received No Later Than:

**2:00 p.m., June 21, 2011**

For information pertaining to the IFB contact:  
Donna J. Lynch-Hicks, CPPB, CCJP  
Procurement Officer II  
Telephone: (573) 526 - 6590  
Donna.Hicks@doc.mo.gov

Procured by the

Missouri Department of Corrections  
Fiscal Management Unit  
Purchasing Section  
2729 Plaza Drive  
Jefferson City, Missouri 65109

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-handed corner of the container in which the bid is submitted to the Department. 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.

Company Name: John N Willadsen, LPC  
Mailing Address: 400 W 4th St.  
City, State Zip: Sedalia, Mo 65701  
Telephone: 660-827-6199 Fax: 660-829-3700  
Federal EIN #: 483-60-1748 State Vendor #: \_\_\_\_\_  
E-Mail Address: jwilladsen@live.com

Authorized Signer's Printed Name and Title: John N Willadsen, LPC  
Authorized Signature: John N Willadsen LPC Bid Date: 6-21-11

## NOTICE OF AWARD:

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

Contract No.

Ellis McSwain, Jr., Chairman, Board of Probation and Parole

Date

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

**EXHIBIT A  
SUBMISSION IS MANDATORY  
SDA503-002  
PRICING PAGE**

*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 prices.*

SERVICE DESCRIPTION	FIRM, FIXED PRICE	First Renewal Option	Second Renewal Option	Third Renewal Option
Intake Evaluation	\$ <u>180.00</u> per evaluation	\$ <u>180.00</u> per evaluation	\$ <u>180.00</u> per evaluation	\$ <u>180.00</u> per evaluation
Assessment	\$ <u>450.00</u> per assessment	\$ <u>455.00</u> per assessment	\$ <u>455.00</u> per assessment	\$ <u>460.00</u> per assessment
Individual Counseling <i>(per 15 minute increments)</i>	\$ <u>20.00</u> per 15 minute increments			
Group Counseling <i>(per 15 minute increments)</i>	\$ <u>5.00</u> per 15 minute increments			

Bidder is to state the location where the service is provided:

400 W 4th, Sedalia, MO  
or Probation & Parole, Marshall, MO  
or Boonville Police Station, Boonville, MO

The bidder must state the number of days required before the services described herein could be provided:

5 days after effective date of contract award.

**Terms:**

The bidder should state below its discount terms offered for the prompt payment of invoices:

2 % if paid within 10 days of receipt of invoice.

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:	
In what office/agency are they employed?	
Employment Title:	
Percentage of ownership interest in bidder's organization:	_____ %

In accordance with Executive Order 04-09, the bidder is required to provide certification of the location where the contracted services are to be performed and whether the vendor contemplates any of the work necessary to provide the contracted services being performed offshore.

The bidder shall certify by completing the questions below:

Will any work related to the contract be performed offshore? \_\_\_ Yes  No

If answer to above is "yes," describe work and indicate location: (attach extra page if necessary)

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

For Profit      \_\_\_\_\_ Nonprofit

By signing below, the bidder hereby declares understanding, agreement and certification of compliance to provide the services, at the prices quoted, in accordance with all the requirements and specifications contained herein and in 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 John N Willadsen, LPC @ Altec Eye Counseling  
 Printed Name John N Willadsen Email Address: jwilladsen@live.com  
 Authorized Signature John N Willadsen, LPC Date 6-21-2011

**EXHIBIT B**  
**SUBMISSION IS MANDATORY**  
**PRIOR EXPERIENCE OF BIDDER**

The bidder shall copy and complete this form for each reference being submitted as demonstration of the bidder'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.

<b>Bidder Name:</b>	<i>John N. Willadsen</i>
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	<i>DOC Office of Rehabilitative Services</i>
Address of Reference Company:	<i>Chris Evans, Regional Sex Offender Specialist</i>
	<i>902 Edmund St. Room 211</i>
	<i>St Joseph, MO 64501</i>
Reference Contact Person Name:	<i>Chris Evans, Regional Sex Offender Specialist</i>
Contact Person Phone #	<i>816-271-3161</i>
Contact Person e-mail address:	<i>Christopher.Evans@doc.mo.gov</i>
Dates of Prior Services:	<i>5-3-98 to present</i>
Dollar Value of Prior Services	<i>\$250,000</i>
Description of Prior Services Performed	<i>I provided sex offender treatment per Missouri guidelines.</i>

*John N. Willadsen, LPC*  
 \_\_\_\_\_  
 Signature of Bidder

*6-21-11*  
 \_\_\_\_\_  
 Date of Signature

**EXHIBIT C**  
**SUBMISSION IS MANDATORY**

**PERSONNEL EXPERTISE SUMMARY**  
**(Also Attach Resumes for Management Staff)**

Personnel	Background and Expertise of Management Staff
1. <u>John N Willadsen, LPC</u> (Name)  <u>owner</u> (Title)	Provisionally licensed 1998 fully licensed 2000 13+ years as a sex offender therapist.
2. _____ (Name)  _____ (Title)	
3. _____ (Name)  _____ (Title)	
4. _____ (Name)  _____ (Title)	
5. _____ (Name)  _____ (Title)	
6. _____ (Name)  _____ (Title)	

John N Willadsen LPC  
Bidder's Signature

6-21-11  
Date

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

**BUSINESS ENTITY CERTIFICATION:**

The bidder/contractor 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/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/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 John Willadsen (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 utilizes 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 John Willadsen (Company/Individual Name) is awarded a contract for the services requested herein under IFB-SDA503-002 (Bid/SFS/Contract 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, John Willadsen (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the DOC (insert agency name) with all documentation required in Box B of this exhibit.

John N Willadsen  
Authorized Representative's Name  
(Please Print)

John N Willadsen  
Authorized Representative's Signature

\_\_\_\_\_  
Company Name (if applicable)

6.21-2011  
Date

John N. Willadsen, MS  
Licensed Professional Counselor

Office:  
Alter Ego Counseling  
400 W. 4<sup>th</sup> St  
Sedalia, Mo 65301  
660-827-6199

Home:  
22015 Cherry Tree Lane  
Sedalia, Mo 65301  
660-287-7386 cell

November 1977 to December 1998      owner/manager of Little Bit of  
Everything, a discount retail store in Sedalia

June 1998 to December 2000      Provisionally Licensed Professional  
Counselor at Kitto & Associates in Sedalia

December 2000 to March 2007      Licensed Professional Counselor at  
Kitto & Associates in Sedalia

March 2007 to the present      Licensed Professional Counselor and owner  
at Alter Ego Counseling in Sedalia

Professional references:

Kelly Colvin, PO    Pettis County    ph 660-530-5530

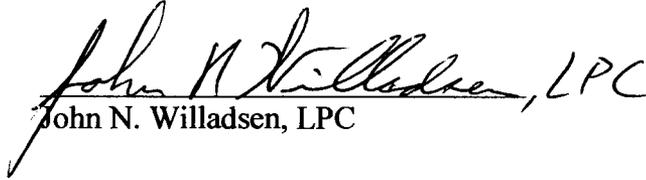
Pat Dingfelder, PO    Benton County      ph 660-438-2243

Shelly Graf, PO    Saline County    ph 660-8321-5162

Darin Paul, PO    Cooper County    ph 660-882-7596

John N. Willadsen, LPC  
400 West 4th St.  
Sedalia, MO 65301  
660-827-6199

I propose to provide group sex offender treatment, individual counseling sessions as needed, individual evaluations and individual assessments following the Missouri DOC guidelines as set out in Standard Operating Procedures for Community Sex Offender Therapists, for the bid prices on Exhibit A of the IFB SDA503-002.

  
John N. Willadsen, LPC

6-21-2011  
Date