



**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	New Vision Counseling 619 North Broadway St. Cape Girardeau, MO 63701	Amendment #004 SDA50300207	Indigent Sex Offender Treatment Services

**CONTRACT #SDA50300207 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: New Vision Counseling  
Mailing Address: 619 North Broadway St.  
City, State Zip: Cape Girardeau, MO 63701  
Telephone: 573-334-3486  
E-Mail Address: dannyipc@prodigy.net  
Authorized Signer's Printed Name and Title: Danny S. Johnson, Executive Director  
Authorized Signature: [Signature] Date: 8/20/2015

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

[Signature]  
Ellis McSwain, Chairman, Board of Probation and Parole  
Date: 9/1/15



**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
4/7/14	NEW VISION COUNSELING 619 NORTH BROADWAY STREET CAPE GIRARDEAU, MO 63701	SDA50300207 Amendment 3	INDIGENT SEX OFFENDER TREATMENT SERVICES

THE CONTRACT BETWEEN NEW VISION COUNSELING 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 New Vision Counseling  
 Mailing Address: 619 North Broadway  
 City, State Zip: Cape Girardeau, MO 63701  
 Telephone: 573-334-3486 State Vendor Number: \_\_\_\_\_  
 E-Mail Address: DANNYLPC@audigy.net  
 Authorized Signer's Printed Name and Title: Danny S. Johnson; Executive Director  
 Authorized Signature: [Signature] Date 4/11/2014

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

[Signature]  
 Ellis McSwain, Jr. Chairman of the Probation & Parole Board  
 Missouri Department of Corrections  
 Date 4/25/14



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	NEW VISION COUNSELING 619 NORTH BROADWAY STREET CAPE GIRARDEAU, MO 63701	SDA50300207 Amendment 2	INDIGENT SEX OFFENDER TREATMENT SERVICES

THE CONTRACT BETWEEN NEW VISION COUNSELING 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.

\*\*\*\*\* THIS DOCUMENT MUST BE SIGNED TO BE VALID \*\*\*\*\*

IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.

Name New Vision Counseling  
 Mailing Address: 619 North Broadview St.  
 City, State Zip: Cape Girardeau, MO 63701  
 Telephone: 573-334-3486 State Vendor Number: 43-1823864002  
 E-Mail Address: dannylpc@prodigy.net  
 Authorized Signer's Printed Name and Title: Danny S. Johnson, Executive Director  
 Authorized Signature: [Signature] Date: 3/25/2013

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

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

Date 4/10/13

## **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  
(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	New Vision Counseling 619 North Broadway Street Cape Girardeau, MO 63701	Amendment #1 to SDA50300207	Indigent Sex Offender Treatment Services

**CONTRACT SDA50300207 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 31, 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: New Vision Counseling

Mailing Address: 619 North Broadway

City, State Zip: Cape Girardeau, MO 63701

Telephone: 573-334-3486

E-Mail Address: dannyhpc@prodigy.net

Authorized Signer's Printed Name and Title: Danny S. Johnson Executive Dir.

Authorized Signature: [Signature] Date: 5/16/2012

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

[Signature] 6/4/12  
Ellis McSwain, Jr., Chairman of Probation & Parole Board Date

# INVITATION FOR BID

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

# IFB SDA503-002

For  
Indigent Sex Offender Treatment Services

**ORIGINAL** 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](mailto:Donna.Hicks@doc.mo.gov)

Procured by the

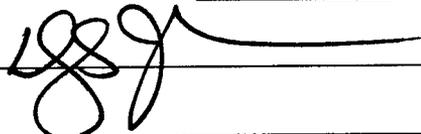
Missouri Department of Corrections  
Fiscal Management Unit  
Purchasing Section  
2729 Plaza Drive  
Jefferson City, Missouri 65109

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: New Vision Counseling  
Mailing Address: 619 North Broadview Street  
City, State Zip: Cape Girardeau, MO 63701  
Telephone: 573-334-3486 Fax: 573-334-3524  
Federal EIN #: 43-1823864 State Vendor #: 43-1823864002  
E-Mail Address: dannylpc@prodigy.net

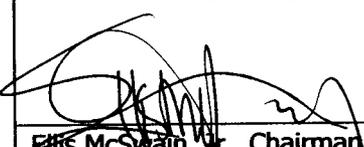
Authorized Signer's Printed Name and Title: Danny S Johnson, Executive Director

Authorized Signature:  Bid Date: June 9, 2011

### NOTICE OF AWARD:

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

Contract No. **SDA50300207**  
**ACCEPTED IN ITS ENTIRETY**

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

Date

7-31-11

*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

 **ORIGINAL** 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](mailto:Donna.Hicks@doc.mo.gov)

Procured by the

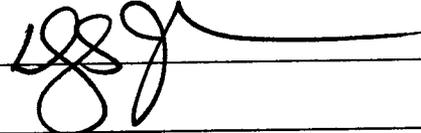
Missouri Department of Corrections  
Fiscal Management Unit  
Purchasing Section  
2729 Plaza Drive  
Jefferson City, Missouri 65109

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: New Vision Counseling  
Mailing Address: 619 North Broadview Street  
City, State Zip: Cape Girardeau, MO 63701  
Telephone: 573-334-3486 Fax: 573-334-3524  
Federal EIN #: 43-1823864 State Vendor #: 43-1823864002  
E-Mail Address: dannylpc@prodigy.net

Authorized Signer's Printed Name and Title: Danny S Johnson, Executive Director

Authorized Signature:  Bid Date: June 9, 2011

## 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.*

**PART ONE**  
**INTRODUCTION AND GENERAL INFORMATION**

**1.1 Introduction**

1.1.1 This document constitutes a request for competitive, sealed bids from qualified individuals and organizations to provide sex offender intake evaluation, assessment and treatment services for indigent offenders in accordance with the provisions and requirements set forth by the Missouri Department of Corrections, (herein after referred to as Department).

1.1.2 Organization - This document, referred to as an Invitation for Bid (IFB), has been divided into the following parts for the convenience of the bidder:

- Introduction and General Information
- Contractual Requirements
- Bid Submission Information
- Pricing Page (s)
- Exhibits A-H
- Attachments 1-3
- Terms and Conditions

1.1.3 It is recommended that all bidders review the Terms and Conditions governing this solicitation in its entirety giving particular emphasis to examining those sections related to:

- Open Competition
- Preparation of Bids
- Submission of Bids
- Preferences
- Evaluation and Award

1.1.4 Any bidder desiring to appeal a decision related directly to the award of a contract must do so within ten (10) working days from the date of formal contract award, evidenced by the Notice of Award. A specific format for submission of an appeal is not required. However, concerns must be submitted in a manner that clearly sets forth the issue(s), referencing applicable sections of the IFB together with an opinion of what a recommended remedy should include.

**1.2 Pre-Bid Conference and Questions related to the IFB:**

1.2.1 Questions relating to the IFB must be directed to the Purchasing Section via facsimile 573-522-8407 or via e-mail to [Donna.Hicks@doc.mo.gov](mailto:Donna.Hicks@doc.mo.gov).

- a. Any questions must be submitted in writing to the Purchasing Section and should be received at least 10 days prior to the official bid closing date. Bidders are advised that any questions received less than ten calendar days prior to the bid closing date may not be answered.
- b. Bidders are advised that when communicating with the Purchasing Section, it is the responsibility of the bidder to confirm the accuracy of all Vendor Information Data provided, particularly as it relates to a current address, phone number, facsimile number and electronic mailing address. The Department shall not be responsible for any non-deliverable response to an individual inquiry, and is under no obligation to solicit the bidder regarding such information once submitted unless otherwise advised.

1.2.2 The bidder and the bidder's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc., to the buyer of record indicated on the first page of this IFB. Prior to the due date for receipt of proposals, those questions which necessitate a change to the IFB will be

addressed via an amendment to the IFB. Written records of the questions and answers will not be maintained.

- a. The buyer may be contacted via e-mail or phone as shown on the first page, or via facsimile to 573-522-8407.
  - b. The bidder is advised that any questions received less than ten calendar days prior to the RFP opening date may not be addressed.
  - c. The bidder may contact the Office of Supplier and Workforce Diversity (OSWD) regarding MBE/WBE certification or subcontracting with MBE/WBE companies.
- 1.2.3 Bidders may not contact any other employee of the Department of Corrections concerning this procurement during the competitive bid and evaluation process. Inappropriate contacts are grounds for exclusion from this or future bidding opportunities.
- 1.4 Background Information:**
- 1.4.1 The Office of Administration has issued a delegation of authority to the Department of Corrections, which permits the Department to administer the development, issuance, evaluation and award of contracts for sex offender treatment services for offenders under the supervision of the Department of Corrections.
- 1.4.2 The Department of Corrections has approximately 2,376 sex offenders on supervision in the community. Sections 556.140 and 556.141 RSMo require all offenders convicted of certain sex offenses to participate in and successfully complete sex offender – specific treatment. Sex offender management and treatment is a specialized field and the Department of Corrections, Division of Probation and Parole is charged with supervision of these offenders in the community.
- 1.4.3 According to recent estimates by the Division of Probation and Parole, the agency supervises over 160 indigent offenders that are in need of being evaluated for services and over 400 indigent offenders that are in need of treatment services. The purpose of this RFP is to obtain Department approved therapists to provide assessments and treatment to indigent sex offenders.
- 1.4.4 On May 6, 2011 contract SDA503-001 was awarded requesting services as identified in this IFB for through out the areas of the state not included in this bid document. A copy of the contract and any amendments can be viewed and printed from the Missouri Department of Corrections website located on the Internet at: [http://doc.mo.gov/contracts\\_ps\\_award.php](http://doc.mo.gov/contracts_ps_award.php). A copy of the awarded counties is included in **Attachment 1**.
- 1.4.5 Although an attempt has been made to provide accurate and up-to-date information, the Missouri Department of Corrections does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to the Invitation for Bid.
- 1.4.6 For the purpose of the contract, indigent offenders will be those offenders meeting DOC criteria that has been pre-established and used for the collection of intervention fees from offenders. DOC will refer offenders considered indigent to the contractor for services. The probation and parole officer will provide the contractor of any changes in the offenders indigent status.

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## PART TWO SCOPE OF WORK

### 2.1 General Contractual Requirements

- 2.1.1 The contractor shall provide sex offender intake evaluation, assessment and treatment services for indigent offenders in accordance with the provisions and requirements set forth by the Missouri Department of Corrections (hereafter referred to as the Department).
- 2.1.2 The contractor shall provide services at the site for which they have been approved as a provider for the Department. The Department requires services in counties throughout the state, with the exception of those areas awarded services through SDA503-001 indicated in **Attachment 1**.
- 2.1.3 The Department makes no guarantee as to the minimum or maximum number of any specific service that shall be required. The contractor shall understand and agree that payment shall be made following services being rendered.
- 2.1.4 The contractor shall understand and agree that all services shall be performed to the sole satisfaction of the Division of Probation and Parole and the Chief of Mental Health Services for the Missouri Department of Corrections who shall be the final judge of the quality of the contractor's performance under the contract.
- 2.1.5 Unless otherwise specified, the contractor shall be responsible for furnishing all material, labor, equipment, and supplies necessary to perform the services required. The contractor shall 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 and further agrees to insert the foregoing provision in all subcontracts awarded.
- 2.1.6 Disputes arising from conflicts with Departmental policy and clinical practice, or other service provision, shall be resolved through collaboration between the Department of Corrections Probation and Parole District Administrator, the Department of Corrections Regional Sex Offender Specialist and the contractor.

### 2.2 Specific Service Requirements

- 2.2.1 The contractor shall provide services at the request of the Department to include one, some or all of the following:
- Group therapy
  - Individual therapy, which may include, but not be limited to items for group sessions included in 2.2.2
  - Individual evaluations
  - Psychometric and psycho-physiological testing
- 2.2.2 Group sessions shall include, but shall not be limited to:
- Risk assessment
  - Counseling and psychotherapy
  - Cognitive therapy
  - Couples and family therapy
  - Relationship and social skills training
  - Relapse prevention
  - Sexual arousal control
  - Social support networks
  - Victim awareness and empathy
  - Adult Learning Theory

- 2.2.3 The contractor shall obtain the appropriate signed release of information documentation from each participant.
- a. All contractor reports, records and documentation relating to the offender shall be available for review at the Departments request.
- 2.2.4 Each group session shall not exceed ninety (90) minutes in length and shall meet at least one time weekly, unless assigned to aftercare.
- 2.2.5 Individual therapy sessions shall not exceed sixty (60) minutes in length per week.
- 2.2.6 The contractor should utilize whatever assessment instruments are necessary to address the needs of the offender, generally including all of the following:
- Reason for referral
  - Summary of charges/allegations, including any reports from the criminal record, Probation and Parole Officer, etc.
  - Psychosocial history, including education, work history and substance abuse history
  - Clinical interview
  - A measure of static risk factors, such as STATIC-99
  - At least one measure of personality and/or psychopathy (MMPI, PAI, HARE-PCL)
- a. The contractor shall complete a formal intake evaluation that shall be documented in the offender treatment file and shall include:
- A thorough psychosocial evaluation
  - A complete sexual history
  - An objective assessment of risk to the community
- 2.2.7 The contractor shall consult with the supervising probation and parole officer on any offender requiring polygraph testing. The supervising probation and parole officer shall make the referral for polygraph testing through a separate contract.
- 2.2.8 The contractor shall notify the Probation and Parole officer of any offender absence by the close of business the day following the missed session.
- 2.2.9 The contractor shall consult with the supervising Probation and Parole officer prior to movement of an offender to aftercare or maintenance level of treatment, completion of treatment and the termination of any offender from the program.
- 2.2.10 The contract shall allow treatment sessions to be observed at any time by regional sex offender specialist to insure compliance with standards. In special circumstances, at the mutual agreement of the regional sex offender specialist and the probation and parole district administrator, a probation and parole officer may be allowed to observe offender groups.
- 2.2.11 All records and documentation must be made available to the regional sex offender specialist upon request. This information will primarily be requested during quarterly audits completed by the regional sex offender specialist.

### **2.3 Personnel Requirements**

- 2.3.1 The contractor shall comply with the following personnel requirements:
- a. The contractor and any employee providing evaluations, testing, counseling or group sessions shall be a Department of Corrections approved sex offender treatment provider.

- b. The contractor shall comply with applicable state licensure/certification regulations and requirements regarding performance of services pursuant to all applicable Revised Statutes of the State of Missouri that address the provisions of professional services in the State of Missouri. Any and all licensure and certifications held by the contractor's personnel must be current.
1. The contractor shall be responsible for the "licensing /certification supervision" of members of the contractor's staffs that, because of a professional standard or statutory regulation, require the supervision of a Missouri Licensed Professional. The contractor shall only provide individuals requiring such supervision with the Department's prior approval.
- c. The contractor, its employees, and others acting under the contractor's control, shall at all times observe and comply with all applicable state statutes. The contractor and the contractor's staff shall assist the Department in enforcing offender rules by reporting violations to the Department or its designee. Furthermore, the contractor shall not obstruct the Department nor 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 policy and procedures relating to employee conduct.
- d. The contractor shall be responsible for supervising its employees. The unique nature of working with offenders, including safety and security issues, requires the Department to carefully monitor the contractor's employees. Any concerns a Department employee has regarding contract employees, their job performance, or the conditions of their employment shall be reported through the chain of command through the Department Regional Sex Offender Specialist in order that proper communications can occur with the contractor.

#### **2.4 Affidavit of Work Authorization and Documentation-**

- 2.4.1 The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
- 2.4.2 If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state. The state may also withhold up to twenty-five percent of the total amount due to the contractor.
- 2.4.3 The contractor shall agree to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.
- 2.4.4 If the contractor meets the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, the contractor shall maintain enrollment and participation 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 contracted services included herein. If the contractor's 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 the contractor shall, prior to the performance of any services as a business entity under the contract:
- a. Enroll and participate 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 required herein; AND

- b. Provide to the Department the documentation required in the **EXHIBIT E, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization** affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; AND
- c. Submit to the Department a completed, notarized Affidavit of Work Authorization provided in the **EXHIBIT E, Business Entity Certification, Enrollment Documentation and Affidavit of Work Authorization**.

2.4.5 In accordance with subsection 2 of section 285.530, RSMo, the contractor should renew their Affidavit of Work Authorization annually. A valid Affidavit of Work Authorization is necessary to award any new contracts.

## **2.5 Report Requirements**

2.5.1 The contractor shall provide quarterly progress reports to the supervising Probation and Parole Officer. Progress reports shall be received by the Probation and Parole officer no later than ten (10) working days following the end of the calendar quarter. Progress reports shall minimally include attendance, participation levels in treatment, program progress and current issues being addressed by the contractor and the offender.

2.5.2 The contractor shall provide written completion reports on each offender within 10 calendar days following completion or termination from the treatment program. Completion/termination reports shall include a degree of risk to the community and supervision recommendations to the Probation and Parole officer.

## **2.6 Approved Provider Requirements**

2.6.1 The contractor shall be a Department Approved Sex Offender provider as set out in Missouri Department of Corrections, Standard Operating Procedure, Establishment of Community Sex Offender Therapists, **Attachment 2**.

2.6.2 The contractor shall comply with and continuously meet the criteria set forth by the Missouri Department of Correction, Division of Offender Rehabilitation Services for approved Sex Offender Treatment Providers as set out in the Sex Offender Provider Manual, **Attachment 3**.

## **2.7 Other Requirements**

2.7.1 **Audit Requirements** – At any and all times, the contractor must provide the Department and any Department designees, including other state and federal representatives, access to the contractor, the contractor's facilities, any personnel providing services pursuant to the contract, or any other activities of the contractor pursuant to the contract for purposes of audit and evaluation of the services performed.

- a. The contractor shall produce, upon a forty-eight (48) hour notice and at a location designated by the Department, all books and records relating to the contract for purposes of a Department audit.

- b. The contractor must provide access for audits of the operating systems, procedures, programs, documentation, software packages, facilities and equipment used in support of the contract.

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

2. The contractor shall provide the personnel and resources necessary for the automated and/or manual sampling of operation and case management information, or other data maintained by the contractor, including historical data and any necessary follow-up, that may be required to meet any performance or audit review requirements.
- c. The Department reserves the right to request an audit performed in accordance with generally accepted auditing standards at the expense of the contractor at any time contract monitoring reveals such an audit is warranted. The contractor shall submit the name of the auditor to the Department Comptroller for approval prior to the audit being conducted. Upon completion, the audit report shall be submitted to the Comptroller. The contractor further agrees that any audit disallowance pertaining to the contract shall be the sole responsibility of the contractor
- 2.7.2 The contractor shall retain all books, records, and other documents relevant to the contract for a period of five (5) years after final payment or the completion of a State of Missouri audit. If any litigation, claim, negotiation, audit or other actions involving the records has started before the expiration of the five (5) year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five (5) year period, whichever is later. The contractor shall allow authorized representatives of the Department, other state of Missouri agencies and the federal government to inspect these records with the approval of the Department.

## 2.8 Other Contractual Requirements

- 2.8.1 **Contract:** The contract between the Department and the contractor shall consist of (1) the Invitation for Bid (IFB), any amendments, attachments and/or exhibits thereto, and (2) the bid submitted by the contractor in response to the IFB and approved by the Department. If there is a conflict in language between the two documents, the requirements set forth and/or referenced in the Invitation for Bid shall govern. The Department reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor. Such written clarification shall govern in case of conflict with requirements of the IFB or the contractor's bid. The contractor's bid, when accepted by the Department, is binding on the contractor without further clarification.
- 2.8.2 **Contract Period:** The original contract period shall be as stated in the Invitation for Bid (IFB). The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Department shall have the right, at its sole option, to renew the contract, or any portion thereof for three (3) additional one-year periods through amendment. In the event such a right is exercised, all terms and conditions, requirements, and specifications of the contract shall remain the same and apply during the renewal period.
- 2.8.3 **Renewal Periods** – If the Department exercises the option for renewal, the contractor shall agree that the prices for the renewal period shall not exceed the maximum price quoted for the applicable renewal period stated on the Pricing Page of the contract.

The Department of Corrections does not automatically exercise its option for renewal based upon the maximum price and reserves the right to request the renewal of the contract at a price less than the maximum price stated. If renewal prices are not provided, the prices during renewal periods shall be the same as during the original contract period.

- 2.8.4 **Contract Extension:** In the event of an extended re-procurement effort and the contract's available renewal options have been exhausted, the Department reserves the right to extend the contract. If exercised, the extension shall be for a period of time as mutually agreed to by the Department and the contractor at the same terms, conditions, provisions and pricing in order to complete the procurement process and transition to the new contract.
- 2.8.5 **Termination:** The Department reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The

contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.

Additionally, upon expiration, termination or cancellation of the contract, the contractor shall assist the Department to insure an orderly transfer of responsibility and/or the continuity of those services required under the terms of the contract to an organization designated by the Department. The contractor shall provide and/or perform any or all of the following responsibilities:

1. The contractor shall deliver to FOB destination, all records, documentation, reports, data, recommendations, master, or printing elements, etc., which were required to be produced under the terms of the contract to the Department and/or to the Department's designee within thirty (30) days after receipt of the written request.
2. The contractor shall continue providing any part or all of the services in accordance with the terms and conditions, requirements and specifications of the contract for a period not to exceed ninety (90) calendar days after the expiration, termination or cancellation date of the contract for a price not to exceed those prices set forth in the contract.
3. The contractor shall discontinue providing services, on the date specified by the Department, in order to insure the completion of such services prior to the expiration of the contract.

**2.8.6 Notice:** Any written notice to the contractor shall be deemed sufficient when e-mailed to the contractor's contact at the e-mail address on the signature page of the contract or to an e-mail address the contractor may have requested in writing, or deposited in the United States mail, postage prepaid and addressed to the contractor at the address on the signature page of the contract, or at an address the contractor may have requested in writing.

**2.8.7 Deficiency Notice:** The contractor shall understand and agree that if the Department, through its review and evaluation of contractual performance, determines that the services being performed by the contractor at any Department facility are unacceptable, the Department shall provide written notice to the contractor's authorized representative which states the deficiencies. The Department shall ensure that all deficiency notices contain recommended remedies as well as acceptable terms of reconciliation.

- a. Evidence of a deficiency shall be recognized by the Department as unacceptable performance. A deficiency shall exist if the contractor fails to comply with any rule, regulation, policy and procedure, standard, protocol, practice, or statute, that if continued would limit and/or offset to a significant degree the desired outcome of the contracts intent.
- b. The delivery of a deficiency notice must be verifiable by either party either through a confirmation memorandum, an entry into formal meeting minutes, and/or certified letter (with return receipt request).
- c. Upon receipt of the notice of the deficiency, the contractor shall have seven (7) calendar days to either correct the described deficiency(ies), or demonstrate good cause as to why the deficiency(ies) cannot be resolved within the seven-day period. In either instance, the contractor shall implement a corrective plan of action and direct a response to the Department within the seven-day period.
- d. Such provisions concerning the providing of deficiency notices shall be in addition to the provisions contained elsewhere herein concerning notice provided to the contractor regarding issues of contractual breach.

**2.8.8 Contractor Liability:** The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any

equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees and assignees, from every expense, liability or payment arising out of such negligent act. The contractor also agrees to hold the State of Missouri, including its agencies, employees and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.

- a. The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees and assignees.
- b. The contractor shall agree that the Department shall not be responsible for any liability incurred by the contractor, the contractor's employees or the contractor's subcontractor arising out of the ownership, selection, possession, leasing, rental, operation, control, use, maintenance, delivery, return and/or installation of equipment provided by the contractor, except as otherwise provided in the contract.

**2.8.9 Contractor Status:** The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the State of Missouri. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

**2.8.10 Conflict of Interest:** In accordance with the Revised Statutes of the State of Missouri, no official or employee of the Department or public official of the State of Missouri who exercises any functions or responsibilities in the review or approval of the Scope of Work covered by the contract shall acquire any personal interest, directly or indirectly, in the contract or proposed contract.

- a. In accordance with state and federal laws and regulations, state executive order and regulations and policies of the Department, the contractor agrees that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services. The contractor agrees that no person having such interest shall be employed or conveyed an interest, directly or indirectly, in the contract.
- b. It is agreed that no Department of Corrections employee shall help the contractor obtain this contract or participate in the performance of this contract if such involvement will constitute a conflict of interest. Before any Department of Corrections employee may be involved in the performance of this contract, written approval shall be obtained from the Director of the Department.

**2.8.11 Insurance:** The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor shall maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any loss, damage, and/or expense related to his/her performance under the contract.

**2.8.12 Incidental Beneficiaries:** The contract is not intended to create any rights, liberties, interests, or entitlements in favor of any individual. The contract is intended only to set forth the rights and responsibilities of the parties hereto. Therefore, it is expressly understood and agreed that enforcement of the terms and conditions of this contract, and all rights of action relating to such

enforcement, shall be strictly reserved to the parties hereto, and nothing contained in this contract shall give or allow any claim or right of action whatsoever by any other person on this agreement. It is the express intention of the parties hereto that any entity, other than the parties hereto, receiving services or benefits under this contract shall be deemed an incidental beneficiary only.

- 2.8.13 **Assignment:** The contractor shall agree and understand that, in the event the Missouri Department of Corrections consents to a financial assignment of the contract in whole or in part to a third party, any payments made by the State of Missouri pursuant to the contract, including all of those payments assigned to the third party, shall be contingent upon the performance of the prime contractor in accordance with all terms and conditions, requirements and specifications of the contract.
- 2.8.14 **Coordination:** The contractor shall fully coordinate all contract activities with those activities of the Department. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the Missouri Department of Corrections, Purchasing Section throughout the effective period of the contract.
- 2.8.15 **Property of State:** All reports, documentation, and material developed or acquired by the contractor as a direct requirement specified in the contract shall become the property of the State of Missouri.
- 2.8.16 **Publicity** – Any publicity release mentioning contract activities shall reference the contract number and the Department. Any publications, including audiovisual items produced with contract funds, shall give credit to the contract and the Department. The contractor shall obtain approval from the Department prior to the release of such publicity or publications.
- a. The contractor shall not issue press releases, participate in interviews with media or engage in any form of public release of information regarding the Department or the contractor's duties pursuant to the contract without the prior, written approval of the Department's Public Information Officer.
- 2.8.17 **Force Majeure** – The contractor shall not be liable for any excess costs for delayed delivery of goods or services to the State of Missouri, if the failure to perform the contract arises out of causes beyond the control of, and without the fault or negligence of the contractor. Such causes may include, however are not restricted to acts of God, fires, floods, epidemics, quarantine restrictions, strikes, and freight embargoes. In all cases, the failure to perform must be beyond the control of, and without the fault or negligence of, either the contractor or any subcontractor(s). The contractor shall take all possible steps to recover from any such occurrences.
- 2.8.18 **Legal and Accounting Services** – The Department shall furnish all legal and accounting services as may be necessary for the Department to satisfy its contractual responsibilities. The Department shall not assume, nor shall it be liable for, legal or accounting as may be necessary for the contractor to satisfy its contractual obligations. Without exception to the foregoing, the Department is not obligated to provide legal or accounting services to the contractor in connection with any litigation or threatened litigation against the contractor arising out of the contractor's performance.
- 2.8.19 **Subcontractors:** Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the contractor.

- a. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract.
- b. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein.
- c. The contractor shall understand and agree that the use of subcontractors shall be in accordance with all requirements contained herein, including but not limited to, training and personnel requirements.

**2.10 Severability** - If any provision of this contract or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of this contract which can be given effect without the invalid provisions or application, and to this end the provisions of this contract are declared to be severable.

**2.11 Invoice Requirements**

2.11.1 Immediately upon award of the contract, the contractor shall submit or must have already submitted a properly completed State Vendor ACH/EFT Application, as the State of Missouri intends to make contract payments through Electronic Funds Transfer.

- a. If not already submitted, the contractor may download a copy of the State Vendor ACH/EFT Application and complete instructions from the following website:

[http://oa.mo.gov/acct/vendor\\_ach\\_eftd.pdf](http://oa.mo.gov/acct/vendor_ach_eftd.pdf)

- b. The contractor shall submit an invoice that shall include the offender name, DOC number, the type of service provided, the number of minutes for each service (if applicable), the total due for each offender and the total amount of the invoice.
- c. The contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the Department's payment to the invoice submitted. Invoices must reflect any discount for prompt payment as stated on the pricing page.

2.11.2 On or before the tenth day of each month, the contractor shall submit an itemized invoice, listed alphabetically by offender name for services provided, and to include dates of service, and type of service during the previous month, to:

**Missouri Department of Corrections  
Fiscal Management Unit  
2729 Plaza Drive  
Jefferson City, Missouri 64109**

Electronic invoices may be emailed to [doc.payables@doc.mo.gov](mailto:doc.payables@doc.mo.gov). Invoices should include the purchase order number for prompt payment. Payment of invoices not containing this information may be delayed. The contractor's invoice should include any discount for prompt payment, as indicated on **Exhibit A, Pricing Page**.

2.11.3 The contractor shall be paid the firm, fixed price indicated on **EXHIBIT A, Pricing Page** for each assessment completed. The contractor shall indicate the offender's name and the test provided on the invoice.

2.11.4 The contractor shall bill individual counseling and group counseling services in 15 minute increments.

2.11.5 Upon receipt and approval of the services provided, the Department will process the invoice, subject to the following:

- a. The contractor shall invoice for services provided at the contracted unit price as stated on **EXHIBIT A, Pricing Page.**
- b. In any instance when an additional source of funding is available to the contractor, through public and/or private sources, that is intended to offset a portion of service cost, the total obligation due the contractor shall be reduced by the amount of the funding received. In such instances, the Department shall notify the contractor by means of an amendment, notifying the Contractor of such change.
- c. The Department reserves the right to audit all invoices and to reject any invoice for good cause.
- d. The Department reserves the right to make invoice corrections and/or changes with appropriate notification to the contractor when recognition of error, omission, or a practice uncommon to Generally Accepted Accounting Practices is evidenced.
- e. Other than the payments and reimbursements specified herein, no other payments or reimbursements shall be made to the contractor.

**PART THREE  
BID SUBMISSION INFORMATION**

**3.1 Submission of Bids**

3.1.1 Bids must be signed, and returned (with all necessary attachments) to the Department of Corrections by the bid receipt date and time specified on Page 1.

- a. Specifically, any form containing a signature line such as on Page one of the original IFB and any amendments, pricing pages, etc., shall be manually signed and returned as part of the bid.
- b. In addition to the original bid, the bidder shall include four (4) copies of their bid for a total of five (5) bids.
- c. The bidder should provide **one (1) electronic copy** of their entire bid, first to last page, which is identical to the original bid. The electronic copy should be one (1) document, submitted on a diskette(s), CD(s) or flash drive in PDF format and included with **THE ORIGINAL DOCUMENT**.

3.1.2 To facilitate the evaluation process, the bidder is encouraged to organize the bid into distinctive sections with dividers that correspond with the individual evaluation categories described herein.

- b. Each distinctive section should be titled and all material related to that category included therein.
- c. Page 1 of the original IFB, all amendments and the pricing page should be placed at the beginning of the bidder's bid.

**3.2 Bidder Clarification:**

3.2.1 Any and all questions regarding specifications, requirements, competitive procurement process, etc. shall be directed to the contact person as indicated on the first page of this IFB.

3.2.2 Bidders are cautioned not to contact any other employee of the Department concerning this procurement during the competitive procurement and evaluation process.

3.2.3 The bidder is advised that the only official position of the Department is that which is stated in writing and issued as an Invitation for Bid and any amendments thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.

**3.3 Evaluation Process**

3.3.1 After an initial screening process, a technical question and answer conference or interview may be conducted, if deemed necessary by the Department, to clarify or verify the bidder's bid and to develop a comprehensive assessment of the bid.

3.3.2 The Department reserves the right to consider all information submitted and the bidder's references, or any other source, in the evaluation process.

3.3.3 The bidder is cautioned that it is the bidder's sole responsibility to submit information related to the evaluation categories and that the Department is under no obligation to solicit such information if it is not included with or cannot be found in the bidder's bid. Failure of the bidder to submit such information may cause an adverse impact on the subjective evaluation of the bidder's bid or may cause rejection of the bid.

### 3.4 Pricing

- 3.4.1 The bidder shall provide firm, fixed pricing for the initial contract period and each renewal option on **EXHIBIT A, Pricing Page**.
- 3.4.2 The bidder should complete the "Terms" section on **EXHIBIT A, Pricing Page**.
- 3.4.3 The bidder herein warrants that the prices offered for services do not exceed the bidder's current fees charged to the general public for equal or similar services available within the community. Failure to provide pricing shall render a bid as non-responsive.
- 3.4.4 No cost attributed to another contract (including those with the Department) shall be chargeable under a contract resulting from this IFB, nor shall such costs be utilized in the determination of the bidder's firm, fixed price.
- 3.4.5 The bidder attests that the prices quoted in the bid are fair and are not tainted by collusion, conspiracy, connivance, or other unlawful practice on the part of the bidder or any of its agents, representatives, owners, employees or parties of interest.

### 3.5 Bidder's Experience and Reliability

- 3.5.1 Experience and reliability of the bidder's organization is considered very important in the determination of responsiveness. Therefore, the bidder must submit **EXHIBIT B, Prior Experience of Bidder**, documenting its successful and reliable experience in past performances, especially those performances related to the requirements of this IFB.

### 3.6 Expertise of Bidder's Personnel

- 3.6.1 The qualifications of the personnel proposed by the bidder to perform the requirements of this IFB will be considered by the Department in the determination of responsiveness through a review of **EXHIBIT C, Personnel Expertise Summary**. Bidders may have individual approved providers working for the organization. In this instance, the bidder must submit information related to the experience, current licensure or certification, and the qualifications of the staff proposed.

### 3.7 Proposed Method of Performance

- 3.7.1 Bids must clearly disclose the bidder's distinctive plan for performing the requirements of the IFB. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of proposed action.
- 3.7.2 The bidder is encouraged not to repeat the exact IFB Language, or to present a paraphrased version as an original idea.

- 3.8 Compliance with Terms and Conditions** - The bidder is cautioned when submitting pre-printed terms and conditions or other type material to make sure such documents do not contain other terms and conditions that conflict with those of the IFB and its contractual requirements. The bidder agrees that in the event of conflict between any of the bidder's terms and conditions and those contained in the IFB that the IFB shall govern. Taking exception to the Department's terms and conditions may render a bidder's bid non-responsive and may remove it from consideration for award.

### 3.9 Calculation of Points

- 3.9.1 After determining that a bid satisfies the mandatory requirements stated in the Invitation for Bid, the comparative assessment of the relative benefits and deficiencies of the bid in relationship to the published evaluation criteria will be made by using subjective judgment. The award of a contract resulting from this Invitation for Bid will be based on the lowest and best bid received in

accordance with the evaluation criteria stated below:

- |                                   |     |
|-----------------------------------|-----|
| a. Experience and Reliability     | 15% |
| b. Expertise of Personnel         | 20% |
| c. Proposed Method of Performance | 25% |
| d. Cost                           | 40% |

**3.9.2 Cost Evaluation** – For evaluation purposes only, cost will be based on the sum of the total prices for each service for the original contract period and each potential renewal option period utilizing the following formulas to arrive at the maximum total potential liability to the Department over the potential life of the contract.

- 20 intake evaluations X bid price and 12 months = total intake evaluation price
- 20 assessments X price bid X 12 months = total assessment cost
- 20 offenders X individual counseling services bid price (4) X 300 days = total individual counseling cost
- 20 offenders X group counseling services bid price X 300 groups = total group counseling cost
- Total assessment cost + total individual counseling cost + total group counseling cost = total cost for each contractual period

**3.9.3** Cost points will be calculated in the following manner. The lowest responsive bidder will be assigned the maximum cost points and each remaining responsive bidder's cost points will be prorated based upon the following calculation:

$$\frac{\text{Lowest Responsive Price}}{\text{Compared Price}} \times 40 = \text{Cost score points}$$

**3.9.4** The Department of Corrections does not guarantee nor does it intend to imply that the figures used for the cost evaluation reflect actual usage of the program.

**3.9.5** The prompt payment discount terms will not be used in any cost calculations.

**3.10 Responsible and Reliability Determination** – The bidder should complete **EXHIBIT B** with information related to previous and current services/contracts performed by the bidder's organization and any proposed subcontractors which are similar to the requirements of this IFB. In addition, the bidder should obtain the signature of the contact person referenced on **EXHIBIT B** 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.

- a. If references for current and/or previous contracts are not identified in the bid, the Department may request that the bidder identify one or more references. The Department must receive the reference(s) within twenty-four (24) hours of the request. Failure of the bidder to identify one or more references may result in the bid being rejected.

### **3.11 Employee Bidding/Conflict of Interest**

**3.11.1** Bidders who are employees of the State of Missouri, a member of the General Assembly or a state wide elected official must comply with sections 105.450 to 105.458 RSMo regarding conflict of interest. If the bidder or any owner of the bidder's organization is currently an employee of the State of Missouri, a member of the General Assembly or a state wide elected official, the information on the **EXHIBIT A, Pricing Page** related to Employee Bidding/Conflict of Interest must be completed.

**3.12 Vendor Information** – The Department maintains a current vendor database. If the bidder has not submitted a Vendor Information Data for with a revision date of 4-09, this form can be

downloaded at <http://doc.mo.gov/contracts.php> and submitted with the bid response, mailed for faxed to the numbers indicated on the form, or e-mailed to [DOC.VendorInfo@doc.mo.gov](mailto:DOC.VendorInfo@doc.mo.gov).

### **3.13 Contract Award**

- 3.13.1 Final Determination - Any bid which does not comply with the mandatory requirements of the IFB will not be considered for an award. In addition, the State of Missouri reserves the right to reject any bid for reasons which may include but not necessarily be limited to: (1) receipt of any information, from any source, regarding unsatisfactory performance of similar services by the bidder or any subcontractor's proposed to provide the services within the past three (3) years, and/or (2) inability of the bidder to document responsible and reliable past performances similar to the services required, and/or (3) failure of the bidder to provide a reference(s).
- 3.13.2 Any award of a contract resulting from this IFB will be made only by written authorization from the Department.
- 3.13.3 The Department anticipates the award of multiple contracts. The contract award does not guarantee that any or all of the services will be purchased. Services are authorized and purchased strictly on an as needed, if needed basis, as determined by the needs of the Department, the contractor's ability to meet those needs, and the availability of the Department funds.

**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.*

<b>SERVICE DESCRIPTION</b>	<b>FIRM, FIXED PRICE</b>	<b>First Renewal Option</b>	<b>Second Renewal Option</b>	<b>Third Renewal Option</b>
Intake Evaluation	\$ <u>200</u> per evaluation	\$ <u>200</u> per evaluation	\$ <u>225</u> per evaluation	\$ <u>250</u> per evaluation
Assessment	\$ <u>400</u> per assessment	\$ <u>400</u> per assessment	\$ <u>425</u> per assessment	\$ <u>450</u> per assessment
Individual Counseling (per 15 minute increments)	\$ <u>18.75</u> per 15 minute increments	\$ <u>18.75</u> per 15 minute increments	\$ <u>20.00</u> per 15 minute increments	\$ <u>21.00</u> per 15 minute increments
Group Counseling (per 15 minute increments)	\$ <u>5.00</u> per 15 minute increments	\$ <u>5.00</u> per 15 minute increments	\$ <u>5.50</u> per 15 minute increments	\$ <u>6.00</u> per 15 minute increments

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

- \_\_\_\_\_ 5:30 p.m. Monday at 137 Front, Sikeston -- Mr. Buz Ferrell
- \_\_\_\_\_ 12:30 p.m. Tuesday at Probation & Parole Office, Caruthersville, -- Mr. Buz Ferrell
- \_\_\_\_\_ 4:00 p.m. Tuesday at Kennett Community Supervision Center, Kennett, -- Mr. Buz Ferrell
- \_\_\_\_\_ 5:00 p.m. Tuesday at Kennett Community Supervision Center, Kennett, -- Mr. Buz Ferrell
- \_\_\_\_\_ 1:30 p.m. Wednesday at Farmington Community Supervision Center, Farmington -- Mr. Buz Ferrell
- \_\_\_\_\_ 5:00 p.m. Wednesday at Farmington Community Supervision Center, Farmington -- Mr. Buz Ferrell
- \_\_\_\_\_ 6:30 p.m. Wednesday at Farmington Community Supervision Center, Farmington -- Mr. Buz Ferrell
- \_\_\_\_\_ 3:00 p.m. Tuesday at 102 Arthur, Sikeston -- Mr. Danny Johnson
- \_\_\_\_\_ Assessments Only -- As Scheduled 1811 Sherman; St. Charles, MO -- Mr. Danny Johnson
- \_\_\_\_\_ 4:30 p.m. Wednesday at 1003 Wildwood, Suite A, Dexter -- Mr. Danny Johnson
- \_\_\_\_\_ 6:00 p.m. Wednesday at 1003 Wildwood, Suite A, Dexter -- Mr. Danny Johnson
- \_\_\_\_\_ 8:00 a.m. Thursdays at 3463 Armstrong Dr., Cape Girardeau -- Dr. Verl T. Pope
- \_\_\_\_\_ 5:30 p.m. Thursdays at 3463 Armstrong Dr., Cape Girardeau -- Dr. Verl T. Pope
- \_\_\_\_\_ 7:00 p.m. Thursdays at 3463 Armstrong Dr., Cape Girardeau -- Dr. Verl T. Pope

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:

\_\_\_\_\_ 0 \_\_\_\_\_ % if paid within \_\_\_\_\_ 10 \_\_\_\_\_ days of receipt of invoice.

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 XX No

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

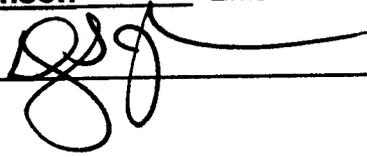
Indicate if the bidder is a For Profit or Nonprofit Entity:

\_\_\_ For Profit XX 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 New Vision Counseling

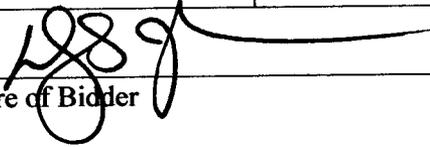
Printed Name Danny S Johnson Email Address: dannylpc@prodigy.net

Authorized Signature  Date June 9, 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>	<b>New Vision Counseling (Dr. Verl Pope)</b>
<b>Reference Information (Prior Services Performed For:)</b>	
<b>Name of Reference Company:</b>	<b>Missouri Probation and Parole – Cape Girardeau</b>
<b>Address of Reference Company:</b>	<b>3846 Armstrong Drive</b>
	<b>Cape Girardeau, Missouri 63701</b>
<b>Reference Contact Person Name:</b>	<b>Sharon Derrington</b>
<b>Contact Person Phone #</b>	<b>573-290-5820</b>
<b>Contact Person e-mail address:</b>	<b><u>Sharon.Derrington@doc.mo.gov</u></b>
<b>Dates of Prior Services:</b>	<b>1999 – Ongoing</b>
<b>Dollar Value of Prior Services</b>	<b>Approximately \$36,000 per year</b>
<b>Description of Prior Services Performed</b>	<b>Provide sex offender groups and individual treatment to offenders referred by Missouri Probation and Parole Office. Completed sex offender assessments and evaluations on sex offenders regarding risk to the community and treatment needs. Consulted on cases with discretionary offenders.</b>

  
 \_\_\_\_\_  
 Signature of Bidder

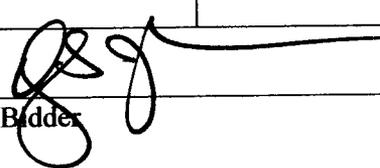
**June 10, 2011**  
 Date of Signature

**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>	<b>New Vision Counseling (Danny Johnson &amp; Verl Pope)</b>
<b>Reference Information (Prior Services Performed For:)</b>	
<b>Name of Reference Company:</b>	<b>Jan Palmer – Regional Sex Offender Specialist</b>
<b>Address of Reference Company:</b>	<b>2715 Plaza Drive - P.O. Box 236</b>
	<b>Jefferson City, Missouri 65102</b>
<b>Reference Contact Person Name:</b>	<b>Jan Palmer</b>
<b>Contact Person Phone #</b>	<b>573-751-5834</b>
<b>Contact Person e-mail address:</b>	<b><u>Jan.Palmer@doc.mo.gov</u></b>
<b>Dates of Prior Services:</b>	<b>2010 and 2011</b>
<b>Dollar Value of Prior Services</b>	<b>Not Applicable</b>
<b>Description of Prior Services Performed</b>	<b>Jan has completed audits of sex offender treatment files of Danny Johnson and Dr. Verl Pope.</b>

Signature of Bidder



**June 10, 2011**

Date of Signature

**EXHIBIT B**

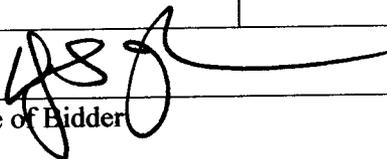
**SUBMISSION IS MANDATORY**

**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>	<b>New Vision Counseling</b>
<b>Reference Information (Prior Services Performed For:)</b>	
<b>Name of Reference Company:</b>	<b>32<sup>nd</sup> Judicial Circuit Juvenile Office</b>
<b>Address of Reference Company:</b>	<b>44 North Lorimer Suite E</b>
	<b>Cape Girardeau, Missouri 63701</b>
<b>Reference Contact Person Name:</b>	<b>Randall Rhodes</b>
<b>Contact Person Phone #</b>	<b>573-334-2434</b>
<b>Contact Person e-mail address:</b>	<b><u>Randall_rhodes@osca.state.mo.us</u></b>
<b>Dates of Prior Services:</b>	<b>September 1998 – Ongoing</b>
<b>Dollar Value of Prior Services</b>	<b>Approximately \$70,000 per year</b>
<b>Description of Prior Services Performed</b>	<b>Performed counseling services, assessments (including juvenile sex offender assessments). Provide training to staff when necessary regarding mental health and treatment issues. Conduct classes with offenders, such as anger management, sexual education and treatment, and stealing diversion.</b>

Signature of Bidder



June 10, 2011  
Date of Signature

**EXHIBIT B**

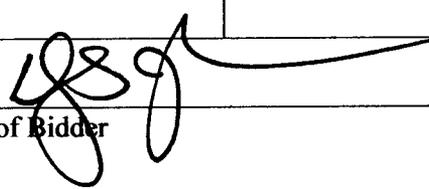
**SUBMISSION IS MANDATORY**

**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>	<b>New Vision Counseling (Danny Johnson)</b>
<b>Reference Information (Prior Services Performed For:)</b>	
<b>Name of Reference Company:</b>	<b>Stoddard County Probation and Parole</b>
<b>Address of Reference Company:</b>	<b>1003 Wildwood, Suite A</b>
	<b>Dexter, Missouri 63841</b>
<b>Reference Contact Person Name:</b>	<b>Roxanne Cook</b>
<b>Contact Person Phone #</b>	<b>573-624-9434</b>
<b>Contact Person e-mail address:</b>	<b><u>Roxanne.Cook@doc.mo.gov</u></b>
<b>Dates of Prior Services:</b>	<b>June 2004 – Ongoing</b>
<b>Dollar Value of Prior Services</b>	<b>Approximately \$30,000 per year</b>
<b>Description of Prior Services Performed</b>	<b>Provide sex offender groups and individual treatment to offenders referred by Missouri Probation and Parole Office. Completed sex offender assessments and evaluations on sex offenders regarding risk to the community and treatment needs. Consulted on cases with discretionary offenders.</b>

Signature of Bidder



**June 10, 2011**

Date of Signature

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

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

Personnel	Background and Expertise of Management Staff
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1. Danny S Johnson  
(Name)

Sex Offender Therapist – Resume Attached  
(Title)

2. Dr. Verl Pope  
(Name)

Sex Offender Therapist – Resume Attached  
(Title)

3. Bartley “Buz” Ferrell  
(Name)

Sex Offender Therapist – Resume Attached  
(Title)

4. Monica Griffith  
(Name)

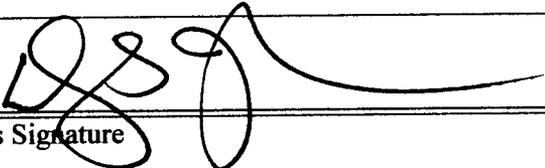
Office Manager / Billing Specialist  
(Title)

5. \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

6. \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)



Bidder's Signature

**June 10, 2011**

Date

**Danny S Johnson**  
619 North Broadview  
Cape Girardeau, Missouri 63701  
(573) 334-4330

**Education**

**Master of Arts in Psychological Counseling – May 1988**  
Southeast Missouri State University

**Bachelor of Science in Psychology – May 1985**  
Southeast Missouri State University

**Experience**

**Adjunct Instructor Southeast Missouri State University – Criminal Justice  
Department – August 2006 to Present**

**New Vision Counseling – August 1998 to Present**

Primarily Provide Individual, Family, and Group therapy as indicated. Participate and supervise daily activities and overall administration of the agency. Supervise clinical staff in providing counseling and assessment services.

**Cottonwood Residential Treatment Center – Treatment Coordinator 10-88 to 12-98**

Supervised staff, children and adolescents in a thirty-two bed residential facility. Provided individual, group, and family therapy. Supervised counselors and social work staff in developing milieu and delivering clinical services. Functioned as part of interdisciplinary team and worked as liaison to other outside agencies, including courts. Made recommendations to outside agencies and courts regarding release and treatment needs. Testified as needed regarding clients' assessment and disposition.

**Private Practice therapist – 1991 to Present (Part-time)**

Consulted with numerous agencies including juvenile offices, probation and parole offices, clinics and private therapy providers. Provide assessments, individual, family, couple and group therapy. Currently provide mental health, drug and alcohol assessment services, sex offender therapy, anger management, individual, family, and group therapy to private clients. Certified in Missouri as a sex offender therapist

**Current Licensure and Certification**

**Certified Criminal Justice Addiction Professional – License Number 4437**

**Licensed Clinical Social Worker – License Number SW000976**

**Licensed Professional Counselor – License Number CS001716**

**Certified as a Family Mediator in Missouri**

Verl T. Pope

1

**VERL T. POPE, ED.D., LPC, NCC, CCMHC, ACS**

Department of Educational Leadership and Counseling  
Southeast Missouri State University, MS 5550  
One University Plaza, Cape Girardeau, MO 63701  
Phone (573) 651-2399  
E-mail: [vpope@semo.edu](mailto:vpope@semo.edu)

**EDUCATION**

- Doctor of Education (Ed.D.) Idaho State University, Pocatello, Idaho, May 1996.  
Counselor Education and Counseling. (CACREP Accredited.)  
(ACES Outstanding Program of the Year, 1996.)
- Master of Counseling (M.Coun.) Idaho State University, Pocatello, Idaho, May 1993.  
Community Counseling (CACREP Accredited.)
- Bachelor of Science (B.S.) Idaho State University, Pocatello, Idaho, August 1991.  
Psychology
- Associate of Arts and Sciences (A.A.S.) Ricks College, Rexburg, Idaho, April 1989.  
Psychology

**LICENSES AND CERTIFICATIONS**

- Licensed Professional Counselor (LPC). #CS 002226. State of Missouri. June 1997.
- Licensed Professional Counselor (LPC), #457. State of Idaho, October 1993. (Inactive)
- Approved Clinical Supervisor (ACS), #00140. Center for Credentialing and Education, October 1998.
- Certified Clinical Mental Health Counselor (CCMHC), #30575. National Board for Certified Counselors, April 1996.
- National Certified Counselor (NCC). #30575. National Board for Certified Counselors, April 1993.

**TEACHING AND SUPERVISORY EXPERIENCES**

- Aug. 1996-Present *Professor of Counseling.* Southeast Missouri State University. Teach and supervise both didactic and experiential courses in the CACREP accredited masters (MA) in mental health counseling and school

## Verl T. Pope

counseling programs and the education specialist (Ed.S.) in counseling education. Supervise student research projects including graduate papers and thesis. Serve on department, college and university committees. Promoted to Associate Professor and Tenured Spring 2002. Promoted to Full Professor Spring 2009.

Nov. 1997-Present *Adjunct Professor.* University of Missouri-Columbia. Serve on doctoral and dissertation committees and advise doctoral candidates in cooperative Educational Leadership Doctoral Program.

Sept. 1992-June 1996 *Team Leader and Researcher.* Idaho Headstart Transition Project, University of Idaho, Moscow, ID. Conducted and supervised data collection. Organized and supervised other researchers, working with area schools, conducting classroom observations and conducting child assessments in a K-6 school environment in the Pocatello area.

Aug. 1994-May 1996 *Graduate Teaching Assistant.* Idaho State University. Taught master's level counseling students in a variety of courses. Supervised master's level counseling students serving in mental health counseling, school counseling, and student affairs and college counseling settings.

### ADMINISTRATIVE EXPERIENCE

Dec. 2005-Present *Board Member.* Missouri State Committee for Professional Counselors. Appointed by the Governor to the committee that oversees all Licensed Professional Counselors in the State of Missouri. Board Secretary November 2007 to present. (Confirmed by Missouri Senate for a term ending Aug. 28, 2009)

Oct. 1996-Present *NCE Campus Coordinator.* National Board for Certified Counselors.

Aug. 2002-Present *Educational Specialist in Counseling Education Coordinator.* Department of Educational Leadership and Counseling, Southeast Missouri State University.

Aug. 1997-Aug. 2007 *CACREP Liaison.* Department of Educational Leadership and Counseling, College of Education, Southeast Missouri State University. (Obtained seven year accreditation, April 1998. Obtained eight year accreditation, July 2005)

Aug. 2008-Aug. 2009 *Community Counseling Program Coordinator.* Department of Educational Leadership and Counseling, Southeast Missouri State University.  
 Aug. 2005-Aug. 2007 *Educational Leadership and Counseling, Southeast Missouri State University.*  
 Aug. 1996-Aug. 2002 *University.*

Verl T. Pope

Aug. 2002-May 2005 *Counseling Coordinator*, College of Education, Southeast Missouri State University. Coordinate the efforts of the counseling faculty as they facilitate the education, training and supervision of masters and specialist level counseling students.

Aug. 2000-Dec. 2002 *Assistant to the Dean for Accreditation*, College of Education, Southeast Missouri State University. Responsible for the NCATE accreditation and MoSTEP program approval process.

Aug. 1999-Aug 2000 *Interim Associate Dean*, College of Education, Southeast Missouri State University. Significant accreditation and administrative and supervisory responsibilities including part-time and summer and grant budgets, committee leadership and grant coordination.

### CLINICAL EXPERIENCE

Aug. 1997-Present *Counselor*. Private Counseling Practice, Cape Girardeau, MO. Provide a range of private counseling and supervisory services, including assessments for the legal system and schools and work with couples, families and individuals. Areas of focus include offender assesses and treatment.

June 1994-July 1996 *Counselor*. Crystal Summit Clinical Associates, Private Counseling Practice, Pocatello, ID. Provided a range of counseling services including individuals, couples, and families.

Aug. 1994-July 1996 *Counselor*. Social Services, Pocatello, ID. Assessed and developed diagnostic treatment plans and provided counseling services for individuals, couples, and families.

May 1993-Aug. 1994 *Clinician*. Blackfoot Adult Mental Health, Outpatient, Region VI, Department of Health and Welfare, State of Idaho, Blackfoot, ID. Performed assessments and diagnosis, designed and implemented diagnostic treatment plans, provided on-call services, consulted with law enforcement on protective custody cases, and provided individual mental health counseling in a community agency.

June 1995-June 1996 *Supervisor and Proctor*. Idaho State University Counseling and Testing Center. Supervised and proctored standardized test administration, including the ACT and GRE.

**Verl T. Pope**

July 1991-Aug. 1992 *Psychological Specialist*. Valley Ridge, Intermediate Care Facility for the Mentally Retarded, Pocatello, ID. Wrote and implemented behavior modification programs for residents and served in a management supervisory position. Also consulted with employees and conducted communication skills and listening skills workshops.

**HONORS AND AWARDS**

*College of Education Award for Excellence in Teaching*. College of Education, Southeast Missouri State University, May 2009

*Dean's Award for Outstanding Contributions to the College of Education*. College of Education, Southeast Missouri State University, April 2002

*Dean's Award for Outstanding Contributions to the College of Education*. College of Education, Southeast Missouri State University, May 1998.

*Outstanding Performance Award*. Department of Educational Administration and Counseling, College of Education, Southeast Missouri State University, May 1997.

*Graduate Student Scholarship Award*. Rocky Mountain Association for Counselor Education and Supervision, October 1995.

**SELECTED PROFESSIONAL SERVICE**

- Aug. 2007-Present Faculty Compensation Committee, Southeast Missouri State University.
- Aug. 2008-Present University Grievance Committee, Southeast Missouri State University.
- Apr. 1998-Present CACREP Site team chair and member. Review one to three programs per year.
- July 2006 - Present National Job Analysis Committee, National Board for Certified Counselors.
- Aug. 1998-Feb. 1999
- Aug. 1998-Present National Counselors Exam Development Committee, National Board for Certified Counselors.
- Apr. 1997-Aug. 2008 Tape Reviewer, National Academy of Certified Clinical Mental Health Counselors, National Board of Certified Counselors.
- Sept. 1999-Dec. 2003 Co-chair NCATE and MoSTEP Accreditation Committee, College of Education, Southeast Missouri State University.

Verl T. Pope

Sept. 1996-Aug. 2003 Faculty Advisor, Sigma Epsilon Sigma Chapter of Chi Sigma Iota, Southeast Missouri State University.

Sept. 1999-May 2001 Chair Faculty Search Committee, Department of Educational Administration and Counseling, College of Education, Southeast Missouri State University.

Sept. 1997-Aug. 1999 Chair of Research Involving Human Subjects Committee, College of Education, Southeast Missouri State University. Member since Sept. 1996.

### PRESENTATIONS

*"Techniques for Couples Counseling."* New Vision Training Institute. Cape Girardeau, Missouri. June 2009. Invited Workshop Presentation.

*"Writing Your CACREP Self-Study."* CACREP Training, Alexandria, Virginia, Invited Co-Presenter for day long workshop, April 2009, Co-Presenter with Snow, B.

*"Current Topics in the Supervision of Counselors."* Missouri Mental Health Counselors Association. Four invited day long workshops. February 28, 2009, Avila University, Kansas City; March 4, 2009, Southeast Missouri State University, Cape Girardeau; March 28, 2009 Maryville University, St. Louis; and April 11, 2009 Columbia College, Columbia.

*"Emergency and Risk Assessments."* Jefferson County School Counselor Association. February, 2009 Arnold Missouri. Invited Presentation.

*"Becoming a Licensed Professional Counselor: 'I've Decided To! Now What?'"* Missouri School Counselors Association's Fall Conference, November 2008, Juried Presentation, Co-Presenter with Ward, J., Kessler, L., and Holdinghaus, D.

*"Fundamentals Concepts of Counselor Supervision."* Missouri Mental Health Counselors Association. Annual Conference. November 2008. Juried Presentation

*"Requirements and Appropriate Structures for Licensure Supervisors."* American Counselors Association of Missouri, Annual Conference, April 2008. Juried Presentation, Co-Presenter with Ward, J.

*"How Does a School Counselor Become a Licensed Professional Counselor (LPC)?"* Missouri School Counselors Association's Fall Conference, November 2007, Juried Presentation, Co-Presenter with Ward, J., Kessler, L., and Holdinghaus, D.

Verl T. Pope

*"Writing Your CACREP Self-Study."* CACREP Training, Alexandria, Virginia. Invited Co-Presenter day-long workshop on three occasions, April 2007, October, 2006, October 2005, Co-Presenter with Cashwell, C.

*"The Treatment of Juvenile Sexual Offenders."* Lakeland Regional Hospital. Cape Girardeau, Missouri. May 2006. Invited Co-Presenter.

*"Treatment of Sex Offenders."* Family Counseling Center, Poplar Bluff, Missouri. May 2006, Invited Presenter.

*"Fundamentals of Supervision."* Missouri School Counseling Association, Osage Beach, Missouri. November 2005, Juried Presentation, Co-presenter with Mohdzain, Z., Milde, C., Leitner, J., Ward, J. and Brewer, A.L.

*"Selecting Future Counselors: A Creative Ten Factor Model."* National ACES, Pittsburg, Pennsylvania. October 2005, Juried Presentation, Co-presenter with Mohdzain, Z., Milde, C., Leitner, J., Ward, J. and Brewer, A.L.

*"Serving Rural Schools and Communities with off Campus Counseling Cohort Programs."* ACA Annual Convention, Atlanta Georgia, April 2005, Juried Presentation.

*"Communication for the Family."* Carbondale Illinois, January 2005, Invited Presenter.

*"Building Bridges to the Community - A Southeast Missouri State University Experience."* NCACES, St. Louis, Missouri. October 2004, Juried Presentation, Co-presenter with Mohdzain, Z., Milde, C., Leitner, J., Ward, J. and Brewer, A.L.

*"Techniques in Working with Couples."* Southeast Missouri State University. Cape Girardeau, Missouri. Workshop. March, 2004. Presenter.

*"Power of Positive Thinking."* Department of Probation and Parole, Cape Girardeau, Missouri. Workshop, December, 2003. Invited Presenter.

*"The Contemporary School Counselor."* St. Louis Public Schools Counselors In-Service Conference. Workshop. St. Louis, Missouri March 2003. Co-Presenter.

*"Sexual Harassment, the United States Supreme Court and the Professional Educator."* World Council for Curriculum and Instruction. Tenth Triennial World Conference. Madrid, Spain. September 2001. Co-Presented with Scott E. Thomsen J.D. International. Juried Presentation.

**Verl T. Pope**

*"Intelligence Testing: Should School Counselors Quit?"* North Central Association for Counselor Educators and Supervisors, Regional Conference. Chicago, Illinois. October 2001. Juried Presentation.

*"Group Counselors: Mediators of Change."* State of Missouri, Division of Youth Services, Annual Group Treatment Conference. April 2001. Invited Keynote Speaker.

*"NCATE/Joint State Issues: Developing a NCATE/MoSTEP Virtual Documents Room."* Missouri Association of Colleges for Teacher Education, Spring 2001 Conference. April 2001. Invited Presenter.

*"Techniques in Working with Couples."* Southeast Missouri State University. Workshop. April 2001. Presenter.

*"Working Outside 'The Box.'"* St. Louis Public Schools Counselors In-Service Conference. St. Louis, Missouri. Workshop. March 2001. Co-Presenter.

*"Interpreting the MMPI-2."* Southeast Missouri State University. Workshop. November 2000. Presenter.

*"Interpreting the MMPI-2."* Idaho State University. Boise, Idaho. Two day workshop. December 1999. Presenter.

*"Sexual Harassment, the Supreme Court and the School Counselor."* Southeast Missouri School Counselors Association. Cape Girardeau, Missouri. September 1999. Invited Feature Speaker.

*"Chi Sigma Iota Chapter WebPage Development."* Chi Sigma Iota Leadership Training. American Counseling Association World Conference. San Diego, California. April 1999. Co-presented with Dr. Jane Myers.

*"Micro-Counseling Skills."* University Preparatory Academy. Southeast Missouri State University, Cape Girardeau, Missouri. June 1998, June 1999 and June 2000, Invited Presentation.

*"The Counselor Characteristic Inventory: A Screening Device."* American Counseling Association World Conference. Indianapolis, Indiana, March 1998. Juried Presentation

*"Sexual Assault Training."* Perryville Women's Shelter. Perryville, Missouri. December 1997, Invited Panel Participant.

## Verl T. Pope

"*Stress Management.*" Diabetes Seminar. Southeast Area Chapter of the Americans Diabetes Association. October 1997. Invited presentation.

"*Developing Self-Esteem in Adolescents.*" Youth Discussion Group. Cape Girardeau, Missouri. April 1997. Invited presentation.

"*Recognizing Domestic Abuse.*" Leadership Training Conference. Cape Girardeau, Missouri, March 1997. Invited presentation.

"*The Group Experience in Counselor Education: A Preliminary Naturalistic Inquiry.*" Co-authored paper and poster presented to the Rocky Mountain Association for Counselor Education and Supervision. Breckinridge, Colorado. October 1995.

"*Measures of Adolescent Concerns*" Co-authored paper presented to the Rocky Mountain Psychological Association, March 1992.

"*Adolescent Concerns.*" Paper presented to Idaho Psychological Association, Sun Valley, Idaho, April 1991.

## PUBLICATIONS

Pope, V. T. The adolescent abuse of a sex offender: A case study. Under review.

Pope, V. T. (In Revision) *Counseling Skills: The Little Red Book.*

Urofsky, R., Bobby, C. and Pope, V.T. (2009). Faculty requirements in the CACREP 2009 Standards. *Counseling Today*. 51(11), 68-69.

Pope, V. T., Marler, G. and Pope, C. E. (2008). Assessing risk of threats in school: a review of the adolescent and child urgent threat evaluation (ACUTE). *The Counseling Interviewer*. 40(4) 11-13.

Pope, V.T., Kessler, L. V. and Ward, J.E. (2008). The process for a school counselor to become a licensed professional counselor in Missouri. *The Counseling Interviewer*. 40(3), 5-9.

Pope, V. T., Brewer A. L. and Pope, C. E. (2007). Training of psychological examiners, school counselors and school psychologists. *The Counseling Interviewer*. 40(1), 16-20.

Ward, J.E. and Pope, V. T. (2006). Clinical supervision training for school counselors: Why do we need it? *The Counseling Interviewer*, 38(4), 10-11.

Pope, V.T. (2006). Electronic CACREP Self-studies. *The CACREP Connection*. Fall 2006, Newsletter.

Milde, C. M. & Pope, V. T. (2002). Intelligence testing in schools: Potential pitfalls for counselors. *The Counseling Interviewer*, 34(2), 32-33.

Pope, V. T. and Thomsen, S. E. (2002). Sexual harassment, the supreme court and the school counselor. *World Council for Curriculum and Instruction, Tenth Triennial World Conference, Conference Proceedings*.

Pope, V. T. (2001). The Prevalence of childhood and adolescent sexual abuse of sex offenders. *Psychological Reports*, 89,355-362.

Pope, V. T. and Kline, W. B. (1999). The personal characteristics of effective counselors: What 10 experts think. *Psychological Reports*, 84, 1339-1344

Kline, W. B., Falbaum, D., Pope, V. T., Hargraves, G. and Hundly, S. (1997). The significance of the group experience for students in counselor education: A preliminary naturalistic inquiry. *Journal for Specialists in Group Work*, 22, pp 157-166.

Pope, V. T. (1996). "Stable personality characteristics of effective counselors: The counselor characteristic inventory." *Dissertation Abstracts*, UMI.

## GRANTS

Apr. 2008-Present *Training Counselor Supervisors Grant/Contract*. Developed Contract to provide training for Licensed Professional Counselors in Clinical Counselor Supervision. Funded for \$8,117.00.

Aug. 1999-Aug 2000 *Teacher Quality Enhancement Grant*. Coordinated faculty and teacher training, wrote summative reports and managed the \$84,000 budget.

## COURSES TAUGHT

*Theories of Counseling* – Taught courses in theories and advanced theories of counseling. These courses were an analysis of various counseling theories and their relationships to specific philosophies.

*Legal and Ethical Issues in Counseling* – Taught course related to legal and ethical problems in counseling with specific attention given to ACA ethical standards.

*Counseling Techniques and Skills* – Taught and team-taught basic and advanced courses in counseling techniques, including micro-counseling and role-playing.

**Verl T. Pope**

*Marriage and Family Counseling* – Taught overview of the historical development and principal conceptualizations of marital and family counseling.

*Group Counseling* – Taught and co-taught several courses in group counseling covering topics such as group membership, group development, various types of groups, and different theories of group leadership.

*Methods of Research* – Taught course designed to prepare students to read, understand, evaluate, conduct and write educational research and to provide the research skills necessary to submit problems of curriculum and methods to empirical analysis.

*Psychological Testing and Assessment for Counselors* – Taught and co-taught courses on standardized tests most commonly used by counselors, emphasizing the underlying concepts of standardized tests and the appropriate use of these tests in various work settings.

*Basic Projective Techniques* – Taught course on projective theory and practice. This course included instruction on projective inventories, e.g., Rorschach, TAT, DAP, and HTP.

*Advanced Personality Inventories* – Developed and taught detailed course on the history, use, administration and interpretation of the MMPI, MMPI-2, MMPI-A, MCMI-II, and MAPI.

*Supervised Practice in Testing* – Taught and supervised practice course in both educational and clinical settings with an emphasis on the utilization of assessment inventories.

*Counseling in Community Agencies* – Taught overview of the role and scope of the community counselor, the community counseling agency, and the community counseling service programs.

*Mental Health Counseling* – Taught and co-taught orientation to the profession of mental health counseling courses. These courses focused on roles, functions and identity of mental health counselors and the trends and issues in mental health counseling including history, philosophy, training, finances and other issues concerning mental health care.

*Psychodiagnostics and Treatment* – Taught course on psychodiagnostic classification systems (DSM-IV-TR, ICD-10), the development of treatment plans and the use of psychotropic medication in treatment programs.

*Sex Offender Treatment* – Taught course on the characteristics, concerns, ramifications and treatment of sex offenders.

*Counselor Supervision* – Taught course specifically in the theory and practice of counselor supervision.

*Supervised Practicum and Internships in Counseling* – Taught and supervised practicum and internship courses with emphasis placed on supervised practice with clients in a selected community agency, school, college counseling center or other appropriate setting.

*Practicum and Internship Supervision Labs* – Taught and led group supervision labs for master's students in practicums and internships, and advanced practicums and internships.

### **PROFESSIONAL ORGANIZATIONS**

American Counseling Association  
Association for Counselor Education and Supervision  
North Central Association for Counselor Education and Supervision  
Association for the Treatment of Sexual Abusers (Clinical and Research Member)  
American Counseling Association of Missouri  
Association for Counselor Education and Supervision of Missouri  
Missouri Mental Health Counselors Association  
Missouri Association for the Treatment of Sexual Abusers (Life Member)  
Southeast Missouri School Counselors Association  
Chi Sigma Iota (Life Member)

BARTLEY C. FERRELL, JR.

1221 N. Kingshighway \* Cape Girardeau, Missouri 63701 \* (573) 335-7929

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**EDUCATION:**

- 08/86-08/88 Southeast Missouri State University, Cape Girardeau, Missouri  
Master of Arts degree Psychological Counseling
- 08/87 Southern Illinois University, Carbondale, Illinois  
Training in Counselor Education, Dept Of Educational Psychology
- 08/70-01/73 Central Bible College, Springfield, Missouri  
Bachelor of Arts degree in Bible

**PROFESSIONAL CERTIFICATIONS/CREDENTIALS:**

- 10/90 Licensed Professional Counselor 001113
- 10/90 Certified Substance Abuse Counselor II # 804
- 1991 National Certified Counselor # 24938
- 02/97 Qualified Substance Abuse Professional # 867  
Internationally Certified Alcohol and Drug Counselor # ICADC 10997

**EMPLOYMENT:**

- 1992-Present Gibson Recovery Centers Sikeston/Cape Girardeau, MO  
Position: Therapist Specializing in Substance Abuse Treatment
- 1993-Present Private Consultant - Associated Counseling Services, Inc. 1221 N. Kingshighway,  
Cape Girardeau, MO 63701  
Position: Psychotherapist  
Providing: Individual, Family, Marital, Group Therapy, Substance Abuse Treatment
- 1988-1993 Bootheel Counseling Services, Sikeston, MO  
Position: Clinical Director/Psychotherapist  
Providing: Individual, Family, Group therapy, Coordinator of Treatment Services
- 1986-1988 St. Francis Medical Center  
Position: Chemical Dependency/Mental Health Technician/Crisis Line Counselor  
Providing: Direct Patient care/Crisis line intervention
- 1981-1986 Self-Employed, Ferrell Insurance
- 1975-1981 Ken Hager Insurance  
Position: Insurance Sales

**REFERENCES:** Available upon request.

**EXHIBIT E, continued**

**BOX C - AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS**

I certify that New Vision Counseling (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.

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

Danny S. Johnson

Authorized Business Entity Representative's Name  
(Please Print)

230553  
E-Verify MOU Company ID Number

New Vision Counseling  
Business Entity Name

[Signature]

Authorized Business Entity Representative's Signature

dannyipc@prodigy.net  
E-Mail Address

6-20-11  
Date

Missouri State Agency or Public University\* Name  
Date of Submission \_\_\_\_\_

Division of Purchasing & Materials Management

Bid/Contract Number \_\_\_\_\_  
  
(If known)

- \* Public University includes the following five schools:
- 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
  - Division of Purchasing & Materials Management



Company ID Number: 230553

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 New Vision Counseling**

**Monica L Griffith**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

07/15/2009

Date

**Department of Homeland Security – Verification Division**

**USCIS Verification Division**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

07/15/2009

Date

Company ID Number: 230553

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## Information Required for the E-Verify Program

Information relating to your Company:

**Company Name:** New Vision Counseling

**Company Facility Address:** 619 N Broadview

Cape Girardeau, MO 63701

**Company Alternate  
Address:**

**County or Parish:** CAPE GIRARDEAU

**Employer Identification**

**Number:** 431823864

**North American Industry  
Classification Systems**

**Code:** 624

**Parent Company:**

**Number of Employees:** 20 to 99

**Number of Sites Verified**

**for:** 1

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

- MISSOURI 1 site(s)

Company ID Number: 230553

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

<b>Name:</b>	<b>Monica L Griffith</b>	<b>Fax Number:</b>	<b>(573) 334 - 3524</b>
<b>Telephone Number:</b>	<b>(573) 334 - 3486</b>		
<b>E-mail Address:</b>	<b>monica@newvisioncounseling.com</b>		

**STATE OF MISSOURI**  
**MISSOURI DEPARTMENT OF CORRECTIONS**

**TERMS AND CONDITIONS -- INVITATION FOR BID**

**1. TERMINOLOGY/DEFINITIONS**

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or Department** means the Missouri Department of Corrections (DOC).
- b. **Amendment** means a written, official modification to an IFB or to a contract.
- c. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the IFB for the receipt of sealed bids.
- e. **Bidder** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies and/or services as required in the IFB document.
- f. **Buyer or Buyer of Record** means the procurement staff member of the DOC. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies and/or services.
- h. **Contractor** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- i. **Exhibit** applies to forms which are included with an IFB for the bidder to complete and submit with the sealed bid prior to the specified opening date and time.
- j. **Invitation for Bid (IFB)** means the solicitation document issued by the DOC to potential bidders for the purchase of equipment, supplies and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component or action is permissible, but not required.
- l. **Must** means that a certain feature, component or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- m. **Pricing Page(s)** applies to the form(s) on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the procurement operations of DOC.
- o. **Shall** has the same meaning as the word must.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

**2. APPLICABLE LAWS AND REGULATIONS**

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the Department.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cole County, Missouri.

- f. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.

### 3. OPEN COMPETITION/INVITATION FOR BID DOCUMENT

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise the Department if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer of record of the Department, unless the IFB specifically refers the bidder to another contact. Such communication should be received at least ten calendar days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than ten calendar days prior to the IFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the State of Missouri is that which is issued by the Department in the IFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The Department monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. Some IFBs are available for viewing and downloading on the Department's Website.
- f. The Department reserves the right to officially amend or cancel an IFB after issuance.

### 4. PREPARATION OF BIDS

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at bidder's risk.
- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
- e. In the event that the bidder is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an IFB, such a bidder may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between the Department and the bidder, if such bidder is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the IFB. Any such bidder needs to include in the bid, a complete list of statutory references and citations for each provision of the IFB which is affected by this paragraph.
- f. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
- h. Bids, including all pricing therein, shall remain valid for 90 days from bid opening unless otherwise indicated. If the bid is accepted, the entire bid, including all prices, shall be firm for the specified contract period.
- i. Any foreign bidder not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their bid in order to be considered for award.

**5. SUBMISSION OF BIDS**

- a. Delivered bids must be sealed in an envelope or container, and received in the Department office located at the address indicated on the cover page of the IFB no later than the exact opening time and date specified in the IFB. All bids must (1) be submitted by a duly authorized representative of the bidder's organization, (2) contain all information required by the IFB, and (3) be priced as required. Hard copy bids may be mailed to the Department post office box address. However, it shall be the responsibility of the bidder to ensure their bid is in the Department office (address listed above) no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with (1) the official IFB number and (2) the official opening date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid which has been delivered to the Department office may be modified by signed, written notice which has been received by the Department prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- d. A bid which has been delivered to the Department office may only be withdrawn by a signed, written notice or facsimile which has been received by the Department prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone, e-mail or telegraphic requests to withdraw a bid shall not be honored.
- e. Bidders delivering a hard copy bid to must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all IFB terms and conditions. Failure to do so may result in rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.
- f. Faxed bids shall not be accepted. However, faxed and e-mail no-bid notifications shall be accepted.

**6. BID OPENING**

- a. Bid openings are public on the opening date and at the opening time specified on the IFB document. Names, locations and prices of respondents shall be read at the bid opening. The Department will not provide prices or other bid information via the telephone.
- b. Bids which are not received in the Department office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late bids may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

**7. PREFERENCES**

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

**8. EVALUATION/AWARD**

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the Department to be in the best interest of the State of Missouri.

- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB and (3) complies with Sections 34.010 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all bidders fail to meet the same mandatory requirement in an IFB, the Department reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the Department reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The Department reserves the right to reject any and all bids.
- g. When evaluating a bid, the Department reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.
- i. Any award of a contract shall be made by notification from the Department to the successful bidder. The Department reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by Department based upon factors such as item similarity, location, administrative efficiency or other considerations in the best interest of the State of Missouri.
- j. All bids and associated documentation which were submitted on or before the official opening date and time will be considered open records pursuant to Section 610.021 RSMo following the official opening of bids.
- k. The Department maintains records of all bid file material for review. Bidders who include an e-mail address with their bid will be notified of the award results via e-mail, if specifically requested in writing.
- l. The Department reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any bid award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).
- n. The final determination of contract award(s) shall be made by Department.

## **9. CONTRACT/PURCHASE ORDER**

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) Department's acceptance of the response (bid) by "notice of award" or by "purchase order." All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.
- c. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the state agency.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Department or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

## **10. INVOICING AND PAYMENT**

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.

- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the Department.
- d. Payment for all equipment, supplies and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- e. The Department assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in Section 34.055 RSMo.
- g. The Department reserves the right to purchase goods and services using the state purchasing card.

#### **11. DELIVERY**

- a. Time is of the essence. Deliveries of equipment, supplies and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.
- b. A Missouri Uniformed Law Enforcement System (MULES) background check may be required on the contractor's delivery driver prior to allowing a delivery vehicle entrance to certain institutions. The driver's social security number and date of birth are required to perform the MULES background check. If a driver or carrier refuses to provide the appropriate information to conduct a MULES background check, or if information received from the background check prohibits the driver or carrier from entering the institution, the delivery will be refused. Additional delivery costs associated with re-deliveries or contracting with another carrier for delivery shall be the responsibility of the contractor.

#### **12. INSPECTION AND ACCEPTANCE**

- a. No equipment, supplies and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies and/or services.
- b. All equipment, supplies and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The Department reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The Department's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

#### **13. WARRANTY**

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the Department, (2) be fit and sufficient for the purpose expressed in the IFB, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies and/or services.

#### **14. CONFLICT OF INTEREST**

- a. Officials and employees of the state agency, its governing body or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

#### **15. REMEDIES AND RIGHTS**

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the Department of any existing or future right and/or remedy available by law in the event of any claim by the Department of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the Department of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the Department for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the Department.

## **16. CANCELLATION OF CONTRACT**

- a. In the event of material breach of the contractual obligations by the contractor, the Department may cancel the contract. At its sole discretion, the Department may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide Department within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the Department will issue a notice of cancellation terminating the contract immediately.
- c. If the Department cancels the contract for breach, the Department reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the Department deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.
- e. If the Department has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Department shall declare a breach and cancel the contract immediately without incurring any penalty.

## **17. COMMUNICATIONS AND NOTICES**

Any notice to the bidder/contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the bidder/contractor.

## **18. BANKRUPTCY OR INSOLVENCY**

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee or assignee for the benefit of creditors, the contractor must notify the Department immediately.
- b. Upon learning of any such actions, the Department reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

## **19. INVENTIONS, PATENTS AND COPYRIGHTS**

The contractor shall defend, protect and hold harmless the Department, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

## **20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the Department shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension or debarment by the Department until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

## **21. AMERICANS WITH DISABILITIES ACT**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

## **22. FILING AND PAYMENT OF TAXES**

The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore, bidder's failure to maintain compliance with chapter 144, RSMo may eliminate their bid from consideration for award.

## **23. TITLES**

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

Revised 06-20-08

MISSOURI DEPARTMENT OF CORRECTIONS

**STANDARD OPERATING PROCEDURES**

PROCEDURE TITLE:  
ESTABLISHMENT OF COMMUNITY SEX OFFENDER  
THERAPISTS

EFFECTIVE DATE: May 7, 2008

\_\_\_\_\_  
Mariann Atwell, Psy.D., Division Director

\_\_\_\_\_  
Judy Hudson, Assistant Director/Medical Services

\_\_\_\_\_  
Nicholas Noll, Psy. D., Acting Chief of Mental  
Health Services

I. PURPOSE:

This standard operating procedure establishes the process for consideration and approval of sex offender therapy providers in the community.

A. AUTHORITY: 589.040

B. APPLICABILITY:

This standard operating procedure applies to the Division of Offender Rehabilitative Services/Health Services Section and the mental health staff. Specific review processes and activities have been developed based upon the guidelines set forth herein.

II. DEFINITIONS:

ASSOCIATION FOR THE TREATMENT OF SEXUAL ABUSERS (ATSA) STANDARDS

Nationally recognized professional organization which establishes requirements/standards for therapists.

LETTER OF RESPONSE TO APPLICATION

A letter of response will be sent to the provider acknowledging the application, advising of requirements for approval and requesting a communication of continued interest/audit.

LETTER OF RESPONSE TO REQUEST FOR AUDIT

A letter sent to the provider, advising that the Regional Sex Offender Specialist will contact the provider to schedule the audit.

LETTER OF APPROVAL

A letter sent to the provider advising that he/she has been approved as a community sex offender therapist.

LETTER OF DENIAL

A letter sent to the provider advising that he/she has been denied, reason for denial and reapplication process.

#### COMMUNITY SEX OFFENDER THERAPIST APPLICATION/CREDENTIALING FILE

An organized system for filing will be maintained by the Chief of Mental Health Services.

### III. PROCEDURE:

- A. When a letter is received from a community provider it will be forwarded to the Chief of Mental Health Services.
- B. A letter of response will be sent to the provider, acknowledging receipt of the request. The letter will have an attachment detailing the requirements for authorization.
- C. It will be up to the provider to respond back and request a site visit and audit.
- D. The appropriate Regional Sex Offender Specialist will contact the provider and determine a time and date for the review.
- E. The Regional Sex Offender Specialist will go to the site, conduct an audit and upon completion of the audit prepare a report/packet to be forwarded to the Chief of Mental Health Services.
- F. A credentialing committee consisting of the Chief of Mental Health Services, the Assistant Director/Health Services, A representative of Probation and Parole will review the information, check disciplinary history and approve or deny status. The credentialing committee will maintain a network of providers large enough to meet the demand for services but limited in scope such that the provision of services can be carefully monitored.
- G. The Chief of Mental Health Services will send a letter to the provider advising of the outcome of the audit.
- H. If denied, the letter will state specific reasons for the denial. The provider may apply again in one year for consideration.
- I. If approved, the Chief of Mental Health Services will notify appropriate Regional Sex Offender Specialist and Probation and Parole staff. The provider will also be notified that the respective Regional Sex Offender Specialist will audit his/her services on a regular basis.
- J. The Chief of Mental Health Services will add the name of the approved provider to the Provider Directory.
- K. If a provider fails to follow the ATSA Standards and/or those rules and regulations of the Missouri Department of Corrections the information will be submitted to the Chief of Mental Health Services who will schedule a meeting with the credentialing committee, who will review documentation concerns and make recommendations.
- L. If it is determined that removal from the Directory if necessary, the Chief of Mental Health Services will advise the provider, the Regional Sex Offender Specialist, and Probation and Parole staff.

### IV. FORMS/ATTACHMENTS:

- A. Letter of Response to Application
- B. Letter of Response to Request for Audit
- C. Letter of Approval
- D. Letter of Denial
- E. Requirements for Approval checklist

### V. REFERENCE:

- A. D5-4.1 Missouri Sex Offender Program (MoSOP)

### VI. HISTORY:

No prior Standard Operating Procedure

**ATTACHMENT B**

**Community Sex Offender Treatment  
Provider Manual  
Last Revised: October 1, 2010**

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

## **Introduction**

As stated in the title, this manual originally was designed to delineate community sex offender treatment provider requirements. Based upon feedback from treatment providers, we have expanded the focus to include descriptions of the primary functions of all professionals involved in the *containment model*.

In this model, sexual offenders are "contained" in a triangle of supervision, monitoring and treatment. The Missouri Department of Corrections, through the Divisions of Probation and Parole and Offender Rehabilitative Services, works with a network of community sex offender treatment providers. We all share common goals of improving public safety, preventing future sexual victimization and helping offenders live more productive lives. We accomplish these goals through effective treatment, supervision and monitoring, and consistent communication among all the involved professionals.

In this manual, we outline:

- Department of Corrections' expectations of approved Community Sex Offender Treatment Providers.
- The roles and expectations of the Regional Sex Offender Specialists who are supervised by Department of Corrections' Chief of Mental Health Services.
- Explain the role of the supervising Probation and Parole officer as it relates to sex offender supervision.

### **Regional Sex Offender Specialist**

The Regional Sex Offender Specialist (RSOS) is a licensed mental health professional who serves many roles in the sex offender treatment and supervision processes. The RSOS consults with providers, explains expectations, observes groups to assure quality standards are being met, monitors providers' records to verify that adequate documentation is taking place, and serves to assist both providers and supervising officers.

### **Community Sex Offender Treatment Providers**

Community sex offender treatment providers are licensed mental health professionals that are approved by the Department of Corrections to treat sex offenders who are under supervision of DOC. Treatment providers are independent practitioners, and as such, they are not employees nor contractors of DOC. While DOC recognizes that these mental health professionals provide services independently and consistent with their licensure requirements, professional standards and ethics, providers are expected to offer treatment that is consistent with standards described by the Association for the Treatment of Sexual Abusers (ATSA) and DOC requirements. They are also expected to maintain adequate records and to share regular updates with supervising officers. Within the context of a shared responsibility for public safety and a treatment team approach, approved providers allow the RSOS to audit records and observe treatment groups.

### **Probation and Parole Officer**

The role of the Probation and Parole Officer is to immediately assess the offender upon assignment. As part of the assessment, officers focus on interviews with the offender, family, employer, and other collateral contacts. To insure public safety, the officer assesses the residence to determine possible risk factors in the community and compliance with registration. Some of the responsibilities that the officer is required to monitor are the offender's employment status,

substance usage, compliance with treatment and registration, scheduling polygraphs, and various special conditions that are ordered by the Court and/or Board. When the offender is not compliant with their supervision conditions, the officer has numerous resources (treatment programs, electronic monitoring, alcohol monitoring, GPS) to utilize in an attempt to generate compliance. The officer's role is to work with the offenders and provide them the components necessary to reduce recidivism and help them become productive, law abiding members of society. As part of this role, the Probation and Parole Officer works with the Community Sex Offender Treatment Provider to verify compliance with treatment and monitor risk to the community.

### **Expectations for Community Treatment Providers**

Approved Community Sex Offender Treatment Providers offer evidence-based treatment services to sex offenders under supervision by the Division of Probation and Parole. Community Sex Offender Treatment Providers will:

#### General Expectations

- Be an appropriately credentialed mental health professional licensed to practice independently in the State of Missouri and have professional training and experience in working with the sexual offenders.
- Follow appropriate legal and ethical standards, including ATSA ethics and standards of practice.
- Maintain stable evidence-based treatment procedures that allow for individualized treatment for all sex offenders.
- Provide treatment on a weekly basis (with minimal exceptions).
- Provide treatment services at a specific location and consult with the Regional Sex Offender Specialist before relocating office to a different area (or before opening an additional office in another location) where there is not a demonstrated need for an additional Sex Offender Treatment Provider.

#### Expectations of Providers Regarding Offenders

- Providers will notify the Regional Sex Offender Specialist and all appropriate Probation and Parole Officers of any group cancellations.
- Require sex offenders to complete all basic necessary treatment components before consideration is given to less intense treatment or successful discharge from treatment.
- Terminate from treatment offenders who demonstrate an ongoing pattern of non-compliance with treatment, and will work with the Probation and Parole Officer to develop a plan for community protection.

#### Expectations of Providers Regarding Probation and Parole

- Provide attendance reports to the primary supervising Probation and Parole Officers on a weekly basis (typically immediately following group treatment).
- Provide quarterly written progress summaries within two weeks of the end of the calendar quarter to the supervising Probation and Parole Officer.
- Consult with the supervising Probation and Parole Officer prior to recommending client's transfer to aftercare or release from treatment.
- Providers must notify supervising Probation and Parole Officers of all offender absences from treatment within one working day.

- Provide client completion or termination reports with degree of risk assessment for the community and recommendations for the supervising officer. Reports are due within ten calendar days of discharge/completion of treatment.

#### Expectations of Providers Regarding Regional Sex Offender Specialists

- Notify the Regional Sex Offender Specialist and Probation and Parole Officers of any changes in contact information, treatment group days/times/locations of services.
- Allow the Regional Sex Offender Specialist to monitor therapy groups, and review records for compliance with Department of Corrections' expectations.
- Notify the Regional Sex Offender Specialist of any consecutive absences from groups (due to illness, vacation, conference attendance, etc.).
- Notify the Regional Sex Offender Specialist of the use of a substitute therapist when you will be absent from group. Substitutes are to present psychoeducational material only, and may not run general group therapy services. Professional credentials including name, resume, license and experience should be submitted before the substitution is made. Note: Using a substitute must be time-limited and this does not mean the substitute is considered an "Approved Provider" of services.

#### **Expectations for the Regional Sex Offender Specialist**

The Regional Sex Offender Specialists are supervised by the Department of Corrections Chief of Mental Health Services. The Regional Sex Offender Specialist will:

#### General

- Be an appropriately credentialed mental health professional and have training and experience in working with sexual offenders.
- Follow appropriate legal and ethical standards, including ATSA ethics and standards of practice.
- Foster communication between and among treatment providers and Probation and Parole officers.
- Facilitate smooth transition from the prison based treatment programs to community based sex offender treatment programs.

#### Expectations of Regional Sex Offender Specialists Regarding Providers

- Serve as the primary consultant and resource to the Community Sex Offender Treatment Providers to help maintain treatment programs consistent with Department of Corrections' standards.
- Respect the independent practice of Community Sex Offender Treatment Providers and treat Providers with common courtesy and professionalism.
- Share information regarding audits and Provider monitoring with DOC's Chief of Mental Health Services and other Regional Sex Offender Specialists only. (If issues need to be discussed with a Probation and Parole Officer, this is done with the approval of the Chief of Mental Health Services.)

#### Expectations of Regional Sex Offender Specialists Regarding PO's:

- Serve as a consultant and resource to Probation and Parole Officers to help maintain supervision and treatment components consistent with Department of Corrections' standards.

- Recognize and respect the professional duties and opinions of the Probation and Parole officers.
- Mediate any disagreements between Probation and Parole Officers and Community Sex Offender Treatment Providers.

### **Expectations of the Probation and Parole Officer**

All Probation and Parole Officers follow the policies of the Department of Corrections and the Division of Probation and Parole. Officers:

- Supervise sexual offenders in conjunction with established policy and procedures.
- Provide to offenders the list of approved community sex offender treatment providers.
- Communicate with Community Sex Offender Treatment Providers to verify sex offenders' compliance with treatment goals and conditions of probation or parole.
- Share, as appropriate, any concerns regarding public safety/risk management.
- Coordinate the scheduling of offender polygraph exams and verify that Community Sex Offender Treatment Provider receive reports in a timely manner.

### **Community Sex Offender Treatment Records Requirements**

#### **Intake Evaluation**

Providers are expected to complete a formal intake evaluation, and for this to be documented in the offender's treatment file. This should include:

- Thorough psychosocial evaluation.
- Complete sexual history.
- An objective assessment of risk to the community.

We encourage providers to be sensitive to the financial limitations of offenders and avoid the expense of duplication of intake assessments. For example, if appropriate and sufficient documentation can be obtained from the prison, Probation and Parole, or another Provider, then this documentation should be obtained and filed without additional expense to the offender. The Regional Sex Offender Specialist can be a resource in obtaining some of this information.

With regard to admitting an offender into a treatment program, Community Sex Offender Treatment Provider determines the appropriateness of treatment for the individual client. The Provider then admits the offender to treatment or provides the supervising officer with alternative recommendations.

#### **Individualized Treatment Plan**

In addition to the treatment modalities listed below, each offender should have an Individualized Treatment Plan that includes treatment components as identified by intake assessment and ongoing treatment:

- Specific offender problem(s) being addressed.
- Specific goals to ameliorate the problem.
- Estimated time frame for each goal(s) completion.
- The offender's signature indicating that the plan has been discussed.

(A generic, photocopied "treatment plan" that is utilized with multiple offenders does not meet this requirement. A generic treatment plan form that is individualized to address a specific offender's treatment is acceptable.)

All treatment plans should be updated at least once per year.

### **Weekly Group Treatment Notes**

Individual weekly notes for each client contact are expected. For example, if an offender attends group, an individualized note explaining the offender's participation in group that day/night will be made. It is acceptable to have a general group note with a small amount of information on the individual client. It is recommended that no names of other offenders be included in the group note as the note could be subpoenaed or requested, and you would be violating other clients' confidentiality by including their names in the note.

Some providers include a checklist describing common behaviors that can be described in such a manner, and then include a brief narrative about the individual client. This would be consistent with appropriate practice.

### **Quarterly Written Progress Summary**

The Quarterly Written Progress Summary on each offender is sent to the supervising Probation and Parole officer, and included in the file. These summary reports should be completed for each calendar quarter (Jan. thru March, April thru June, etc.) and submitted to the supervising officer during the first 10 working days of the next month. For example, each offender's Progress Summary for the first calendar quarter, January 1<sup>st</sup> thru March 31<sup>st</sup>, would therefore be due for delivery to the officer during the first 2 weeks of April. This fosters ongoing communication between the therapist and supervising officer and also keeps the officer abreast of any changes in progress and risk level for decision-making purposes. At a minimum, this report should include information about offender attendance, participation, and progress or lack of progress. The provider may include information about payment issues, or other issues that the Probation and Parole Officer may need to know.

### **Signed Copy of Release(s) of Information**

Each provider is responsible for obtaining and filing signed releases from each offender that allows appropriate communication between the Probation and Parole Officer and the therapist, and other appropriate parties, including the Regional Sex Offender Specialists. Some providers choose to have the offender sign a release that allows information to be shared with the Department of Corrections (this would then cover Probation and Parole staff, as well as the Sex Offender Specialists).

### **Signed Copy of Confidentiality Agreement**

The confidentiality agreement should include an acknowledgement that the Regional Sex Offender Specialists will observe groups on occasion. In addition, the release would explain the limits of confidentiality given the fact that treatment is ordered by a court or by a stipulation of supervision by the Department of Corrections. The confidentiality agreement may acknowledge that the Regional Sex Offender Specialists will abide by confidentiality within the limits of professional practice, state statutes and DOC procedures.

**Required Treatment Modules**

Listed below are the minimum treatment modules required. Offenders released from the Missouri Sex Offender Program (MoSOP) may have a copy of these modules that they completed in MoSOP treatment. Copies of their MoSOP treatment modules are acceptable; however, Community Sex Offender Treatment Providers and/or the offender will update these reports on an ongoing basis.

**Case Report on Conviction Offense**

This report is completed by the offender. It describes the offense for which he/she was convicted or designated as a sex offender. Its purpose is to assist the offender in realizing, understanding and accepting responsibility for specific patterns of thinking, feeling, and behaving which led to the offense(s). This report is usually a lengthy document due to its comprehensive and detailed coverage of all factors leading up to, during, and following the sex offense(s). Relevant factors always included in this report are:

- Background information related to the act(s)
- Thoughts/Feelings
- Fantasies
- Thinking Errors
- Victims age, sex, selection, grooming, and control factors
- Complete incident description
- Use/abuse of any substances

Some providers require multiple reports to satisfy this requirement (For example, an offense report, a fantasy report, thinking errors report, and so forth). This is also acceptable.

**Empathy Enhancement**

This treatment component, composed by the offender, assists him/her in developing personal understanding and regard for the negative effects of sexual victimization on others (empathy). This exercise addresses the negative impact of his/her offense mainly through the eyes of the specific victim, but also examines the impact on lives of secondary or indirect victims as well, such as family members of both the victim and perpetrator. Some aspects of impact on all parties which should be examined include emotional, social, financial, physical, and medical areas.

**Deviant Cycle**

Treatment requirement in which the offender is encouraged to examine his/her decision-making and behaviors as related to the deviant cycle phases consistent with his/her offense. Examines each individual's personal affective or situational precursors, internal and external triggers, thinking errors, seemingly unimportant or irrelevant decisions, high risk situations, target selection, lapses (fantasies), planning, grooming, and resultant deviant behaviors. Completing this requirement acts to create and/or heighten the offender's awareness of his/her own behavior cycle and assists in recognizing his/her own cognitive distortions, thinking errors, and behavioral responsibility.

**Relapse Prevention/Safety Plan**

Utilizes knowledge gained from treatment will develop a comprehensive plan to prevent relapse and the commission of another sexual offense. This plan should be realistic and in-depth to avoid reoffending. It should include an articulation of:

- The offender's history and how it affected the offense.
- Issues surrounding the offense cycle.
- Addressing deviant thoughts.

- Behaviors that were used to facilitate the offense and alternative coping strategies.
- Environmental issues, including avoiding high risk situations.
- Sexual boundaries.
- Strategies for maintaining appropriate inhibitions.
- Appropriate relationships with others.
- Warning signs, things to watch out for, and plans to avoid them and how to seek help.
- Appropriate goals for finances, career, family, education, leisure activities and self care.

### **Resolving Differences with Involved Professionals**

Community Treatment Providers, Probation and Parole Officers, and Regional Sex Offender Specialists may have honest differences of opinion at times. We prefer that these differences be resolved at the local level whenever possible. However, if concerted efforts to resolve differences are unsuccessful, any party may contact the DOC Chief of Mental Health Services. The Chief will communicate with the parties as warranted and attempt to resolve the differences in an equitable manner consistent with policy and best professional practice.

### **Designated Sex Offender Assessments/Evaluations**

The Division of Probation and Parole may request an independent assessment/evaluation for purposes of determining whether or not an offender is in need of sex offender treatment. The provider should utilize whatever instruments are necessary to address the question in a manner consistent with professional and ethical standards and expectations. Generally, this includes the following:

- Reason for referral
- Summary of charges/allegations, including any reports from the criminal record, Probation and Parole Officer, etc.
- Psychosocial history, including education, work history, substance abuse history
- Clinical interview
- A measure of static risk factors (eg., STATIC-99R.)
- At least one measure of personality and/or psychopathy (MMPI, MCMI, PAI, HARE-PCL).

The report should include a discussion of all data supporting the provider's conclusion, data not supporting the conclusion, and the rationale for the recommendations are being made.

**Attachments:**

**Form Examples:**

The following attachments are provided for illustration and example purposes only. Community Sex Offender Treatment Providers are encouraged to develop appropriate forms that are consistent with their practice.

Quarterly Progress Summary  
Signed Copy of Release for File Review  
Signed Copy of Confidentiality Agreement  
Signed Copy of Release of Information  
Copy of Treatment Plan  
Copy of Weekly Group Note

**DOC Forms:**

The following attachments are used by the Regional Sex Offender Specialists.

Requirements for Approval  
Provider Requirements  
Requirements for File Review

Quarterly Progress Summary

Client \_\_\_\_\_

Therapist \_\_\_\_\_

Date of Report \_\_\_\_\_

Period Covered by Report \_\_\_\_\_

PO \_\_\_\_\_

P&P Office \_\_\_\_\_

Attendance: Client attended \_\_\_ of \_\_\_ possible groups

Client had \_\_\_ unexcused absences

Client had \_\_\_ excused absences

Participation: Excellent Good Fair Poor

Homework Completion: Excellent Good Fair Poor

Accepts Responsibility for Offense/other Behavior:

Excellent Good Fair Poor

Displays Understanding of Offense's Effects on Victim:

Excellent Good Fair Poor

Recognizes Issues that Led to Offense: Excellent Good Fair Poor

Progress in Treatment: Excellent Good Fair Poor

Barriers to Treatment \_\_\_\_\_

Payment Issues/Balances \_\_\_\_\_

Narrative \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Therapist Signature \_\_\_\_\_

**Release for File Review & Group Monitoring Advisement**

I, \_\_\_\_\_, have been told that the treatment file maintained by \_\_\_\_\_ may be reviewed by Regional Sex Offender Specialists who are employed by the Missouri Department of Corrections. I have also been advised those same Regional Sex Offender Specialists will sporadically attend and monitor the provider therapy groups.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Confidentiality Information**

Information you share in treatment has limited confidentiality.

- You are expected to keep confidential all information revealed and discussed in the group. In short, what's said in your therapy group stays in the group only and is not discussed when you are out of group.
- Your therapist will share information about your progress in treatment with your Probation and Parole Officer.
- Your treatment file may be reviewed by a Regional Sex Offender Specialist employed by the Missouri Department of Corrections.
- Any information that suggests that you may be a danger to yourself or someone else may need to be reported for the purposes of keeping people safe.
- Child abuse, child neglect, elderly abuse or neglect, and any information that you represent a serious threat to yourself or someone else must be reported immediately to proper authorities/professionals.
- A proper court order can obligate your therapist to turn over records and other information.

I have been informed of these limits to confidentiality and have had the opportunity to discuss these with my therapist.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Permission to Release of Information**

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_

to release information regarding my treatment to the Missouri Department of Corrections (including the Division of Probation and Parole). I also understand that the Department of Corrections has Regional Sex Offender Specialists that review treatment files. I also grant permission for the Missouri Department of Corrections to release information and consult with my therapist as needed.

Records released may include, but are not limited to: Evaluations, Progress Reports, information regarding participation, payment information, court reports, investigative reports, psychiatric history, and other information necessary for coordination of treatment and case management.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Treatment Plan**

Client Name: \_\_\_\_\_

Date of Plan: \_\_\_\_\_

Problems: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interventions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Target Date for Completion: \_\_\_\_\_

Date Completion Achieved: \_\_\_\_\_

I have discussed my treatment plan with my therapist.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

**Weekly Group Note**

Client Name \_\_\_\_\_ Date of Session \_\_\_\_\_

On-time    Late by \_\_\_\_\_

Participation:    Excellent    Good    Fair    Poor

Homework:    Completed    Not Completed    Not Applicable

Issues Discussed:

Overall Assessment of Progress:    Excellent    Good    Fair    Poor

Plan

\_\_\_\_\_  
Therapist Signature

Therapist NameDate of Visit**REQUIREMENTS FOR APPROVAL**

\*Numbers refer to ATSA standard number

**YES/NO**

- Graduate degree in behavioral health or social sciences from a fully accredited college or university. (A.2)
- Resume/Vitae (attach)
- Provide documentation of CEUs along with any Certificates in special training in treatment of sex offenders. (Ethics 4a)
- A minimum of 500 hours providing diagnostics and treatment to sexual abusers while under supervision. This would be before seeing DOC offenders in solo practice.
- Missouri licensure as a Psychologist, LPC or LCSW.

*Provide documentation, that shows completed courses/training and/ or gained experience in the following areas:(7.01)*

- Assessment and diagnosis (7.01)
- Psychometric and psycho-physiological testing (7.01)
- Risk Assessment (7.01)
- Counseling and psychotherapy (7.01)
- Cognitive therapy (7.01)
- Couples and family therapy (7.01)
- Relationship and social skills training (7.01)
- Relapse prevention (7.01)
- Sexual arousal control (7.01)
- Social support networks (7.01)
- Victim awareness and empathy (7.01)
- Cultural/ethnic issues (7.01)
- Ethics as applied to working with a forensic population.
- Human development with special attention to sexual development.
- Interviewing Skills
- Knowledge of family dynamics as related to sex offending
- Psychopathology

- If available, provide proof of professional memberships/affiliations with professional organizations in the area of sexual abuse/therapy is preferred but not required. Must agree, however, to adhere to "Practice Standards and Guidelines" set by the Association for the Treatment of Sexual Abusers (ATSA) and the rules and regulations of the Missouri Department of Corrections.
  
- Annual CEU's of at least 15 hours in fields applicable to sexual abuse treatment (1.04)

COMMENTS:

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**PROVIDER REQUIREMENTS**

**Agree to Develop and maintain a file on each sex offender client which  
Includes:**

- An Intake Evaluation which includes a thorough psychosocial evaluation, complete sexual history and risk to the community assessment.
- Treatment Plan to include specific goals, estimated time frames for completion. Treatment Plans will be updated at least annually.
- Monthly attendance sheet with payment information/problems
- Documentation of weekly group work
- Case report (original or photocopy) – on conviction offense
- Empathy Enhancement
- Deviant cycle (original or photocopy)
- Relapse prevention/safety plan (original or photocopy)
- Quarterly written progress notes (detailed and specific to progress in treatment)
- Signed copy of confidentiality agreement, and signed release of information
- Signed copy of release for file review (audits /monitoring)

**D.O.C. Requirements**

- Agree to require sex offender clients to complete the basic treatment components before consideration is given to completion of group therapy.
- Agree to consult with the supervising Probation and Parole Officer prior to recommendation for completion of treatment.
- Provide quarterly written progress reports (in a timely fashion) to the Probation and Parole Officer on each client. The provider must immediately notify the supervising officer after any absence.
- Provide client completion or termination reports with degree of risk in the community and recommendations for the supervising officer. Reports are due within ten (10) calendar days of discharge/completion of treatment.
- Willing to terminate sex offender clients who demonstrate a pattern of non-compliance with the requirements of the group and immediately notify Probation and Parole officer.
- If the provider will be absent from group (due to illness, vacation, conference Attendance): the provider will notify the Specialist of the dates group will Not be in session. Provider will also notify P&P of absence.
- If the provider is going to use a substitute for group when they are absent they must notify the Specialist and provide the following information: name of substitute, resume, license and what educational subjects will be taught. Using a substitute for group will be time limited and is not to be considered an approved provider.

**When utilizing Clinical Polygraph Examiners they should meet the following criteria:**

- Graduate of a school that has been recognized and certified by the American Polygraph Association or the American Association Police Polygraph or National Polygraph Association.
- Must provide certificate of 40 hr course in post conviction sex offender testing, and maintain CEU's appropriate to national standards.

- Member of a nationally recognized polygraph association and agree to abide by that organization's ethics and standards.
- Must agree to be part of a multidisciplinary team with the treatment provider, the supervising officer and other agencies that may be involved in the treatment of the offender.
- Must provide a written report stating the results of the polygraph within 10 calendar days to the treatment provider and supervising officer of the Department of Corrections.
- Must use a recognized computerized polygraph system.
- Must conduct no more than 4 exams per day and each exam shall be no less than 90 minutes..
- Willing to waive client confidentiality for the safety of the community.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Regional Sex Offender Therapist

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Provider

**SEX OFFENDER TREATMENT FILE REVIEW**

Review Date: \_\_\_\_\_

Offender Name: \_\_\_\_\_

Active  After Care

Therapist Name: \_\_\_\_\_

- File folder:
  - Intake Evaluation
  - Treatment Plan
  - Quarterly written progress notes (detailed and specific to Treatment Plan progress)
  - Monthly attendance and payment concerns
  - Documentation of weekly group work
  - Signed copy of confidentiality agreement
  - Signed copy of release for file review
  - Treatment requirements:
    - Case Report (conviction offense)
      - Original or photocopy in file
      - Documentation of weekly group work
    - Empathy Enhancement
      - documentation of completion
    - Deviant cycle
      - photocopy
      - original
    - Relapse plan/safety plan
      - photocopy
      - original

Comments:

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Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Program Narrative**

This program will address the needs of indigent sex offenders, who are unable to financially meet the needs of their treatment. All rules and regulations listed in the sex offender provider handbook and agreement are currently being followed by the three providers listed in this proposal.

One of the factors often seen with sex offenders is their lack of skills in job, financial, and especially social skills. These difficulties contribute to a lack of financial resources to pay for their required treatment. This program will give indigent sex offenders financial assistance in obtaining treatment to deal with their sexually offensive behaviors.

This program will offer evaluation, assessment, intake, individual and group sex offender counseling to indigent sex offenders.

These services will include evaluations as requested to determine risk to the community and treatment needs for offenders. Intake assessments, group and individual therapy will also be provided to indigent offenders as they are referred.

#### **Applicant's Experience and Expertise:**

New Vision Counseling is a 501 (c) 3 mental health agency that was established in 1998. New Vision is certified by The Missouri Department of Mental Health to provide mental health and drug and alcohol treatment in Missouri. New Vision contracts with the 32<sup>nd</sup> Judicial Circuit to provide Drug Court Treatment Services. New Vision also works closely with private, state and federal probation offices to treat offenders with a variety of issues.

The three sex offender treatment providers (Dr. Verl Pope, Danny Johnson and Buz Ferrell) are all approved sex offender therapists. They currently provide services to offenders in Region V for The Missouri Probation and Parole Board.

New Vision provides anger management on an individual basis, mental health counseling, drug and alcohol counseling and many different assessments to determine the treatment needs of offenders.

The agency is currently directed by Danny Johnson, who also maintains a private practice treating sex offenders. Dr. Verl Pope and Mr. Bartley "Buz" Ferrell have individual outpatient practices treating sex offenders. New Vision Counseling will pay the three practitioners directly for approved services to indigent offenders.

Please see forms in Exhibit A, along with the attached resumes.

#### **Program Design and Implementation:**

This program will provide treatment to sex offenders based on the needs identified by sex offender therapists. The activities of this project will parallel the offender's treatment and treatment plan established by the sex offender therapist. The Department will pay the fees for indigent offenders.

Many of these sex offenders have difficulty functioning appropriately in society. They have difficulty with boundaries, limits, poor interpersonal interactions and poor social skills overall. These offenders often have financial difficulty, in that they have no income, and have to borrow money in order to afford the services. This increases their stress and potential of re-offense. By paying for their treatment, this program will make society safer by reducing their propensity to re-offend. Many offenders placed on probation have limited or no income and have difficulty paying for the necessary treatment.

This program will not create or replicate any treatment services. When an offender is referred for treatment in Southeast Missouri, the provider will complete an assessment to identify treatment needs, take the offender through an intake process and typically refer them to individual or group therapy or other appropriate treatment.

This program will continue to operate as it has in the past, with the only difference being the offender will not be responsible for payment. The assessment of the offender typically takes 3 to 5 hours. The intake process typically takes 1 to 3 hours. The offender would attend group counseling each week for 1.5 hours. This quickly accumulates to approximately 50 hours of treatment for each offender in the initial 6 months of treatment.

The geographic area served will be Area V, served by the certified sex offender therapists listed in the personnel section (Dr. Verl Pope, Buz Ferrell and Danny Johnson). The individual meeting places and times are listed on the pricing page.

Referrals will be made as they are now, with the supervising officer making the referral directly to the sex offender therapist. There will be no difference in supervision to the supervising officer.

### **Timeline:**

This program will begin as soon as the award is made and the funds are available.

At the end of each month of the program, each therapist will submit a list of sex offenders entering treatment, services rendered to the offender included in the program.

For each name submitted, the therapist will be paid the rate for treatment as listed on the pricing page. The funding will be used for offenders who are identified as indigent by their probation officer. This will be the only payment to the providers for the program, for these offenders.

Each provider will be required to submit the appropriate documentation each month for billing and to collect the data for reporting to The Department.

This program targets only sex offenders and pays for their sex offender treatment. All treatment is provided by State Certified Sex Offender therapists.

### **Treatment Methods**

All contracted providers adhere to ATSA guidelines of delivering treatment. Each provider has their own program, but all three comply with the provider manual attached to the IFB. The groups

typically meet weekly for 90 minutes and offenders are expected to be active in their treatment. Assignments are given, reports are written and presented to the group. This is how progress is typically determined. Through the reports, the offender demonstrates an understanding of the concepts and principles of treatment.

The next section documents a typical program designed for an offender. This is to be used as a guide, understanding that all offenders may not need all sections. The needs of each offender are determined initially by the intake assessment and are revised if needed as the offender progresses through the program.

### **Purpose and Treatment Goals of Sexual Offender Treatment**

There are three overarching goals of sex offender treatment. These are, in order of importance:

- 1) Create NO MORE VICTIMS or cause no more harm.**
- 2) Learn why you committed your offense and learn how to make sure it never happens again.**
- 3) Help others in the group to achieve the first two goals.**

Current research indicates that the most effective form of treatment for sexual offenders includes group therapy as a major component. In group therapy it is important to remember that all individuals must participate for it to be effective. Your progress in group is interwoven with the progress of the other group members. You have a responsibility to yourself and to them to successfully participate in group. In other words you must be responsible for personally succeeding as well as being supportive of others success.

The primary purpose of attending this group is to reduce the likelihood of you committing another sexual offense and again victimizing another innocent person. A secondary purpose of group is to improve the quality of your life. You did not suddenly become a sexual offender. Your sexually offending behavior is a result of distorted thoughts, feelings, and behaviors developed throughout your lifetime.

Hopefully, reducing the likelihood of your re-offending will improve the quality of your life. During your participation in-group, you will be expected to complete the following:

1. Learn how you create problems for yourself by the way you think and behave.
2. Learn how to manage your thoughts and behaviors that keep you from committing other sexual offenses.
3. Develop an understanding of the problems your sexual offending behavior has caused to others, both directly and indirectly.
4. Gain insight into the effects of sexual victimization in general.
5. Learn and practice new methods of problem solving, communication, and personal responsibility that demonstrates a respect for yourself and others.

6. Develop a realistic and in-depth Relapse Prevention Plan.

To complete our treatment, your plan will include the following circled items:

Reports	Date Presented	Accepted
1. Full Lay-out	_____	_____
2. Case Report	_____	_____
3. Personal Autobiography	_____	_____
4. Sexual Autobiography	_____	_____
5. Fantasy Report	_____	_____
6. Victim Report	_____	_____
7. Indirect Victim Report	_____	_____
8. Thought Distort. & Defense Mech.	_____	_____
9. High Risk Factors	_____	_____
10. Reasons Report	_____	_____
11. Relapse Prevention Plan	_____	_____
12. Decision Making or Deviate Cycle	_____	_____
13. Written Request for Dismissal	_____	_____

Upon Written request for dismissal a report will be developed concurring with your request or making further recommendations.

### Description of Assignments to Meet Group Completion Standards

You will be expected to complete the following reports before you can be considered to have completed the group. You may complete these reports in any order.

1. Full Layout. You will be required, with the help of the group, to complete and write a full layout. This will include:
  - a. Name
  - b. Age
  - c. Marital status
  - d. Your exact behavior during your offense
  - e. Your victim's age, gender, and relationship to you
  - f. How you got caught
  - g. You charge
  - h. Your plea or conviction
  - i. Your sentence and time remaining
  - j. Previous crimes (whether caught or not)
  - k. Your thoughts and feelings regarding your crime and your victim
  - l. What you are currently working on

This report is due within one month of admission to the group.

2. Case Report. This must be detailed regarding the behaviors and legal issues regarding your crime. Include your arrest and your experiences with the police. Also include the thoughts and feelings that motivated you throughout the process of your legal defense. This should detail your defense strategy, your appearances in court and all other legal issues regarding

your case. You and the group should have a clear understanding as to the deterrent nature of the legal system.

3. Personal Autobiography. This autobiography must be detailed. It must include the following areas: a chronological presentation of yourself from infancy to the present day, including family relationships; educational experiences; social relationships; defining experiences that make you understand who you are today; emotional or physical abuse; substance abuse history; criminal history; employment history; financial history; and hobbies or pastimes. After it is completed, it should present a clear path that leads to how you could become a sexual offender. You should expect to go through several drafts of this report.
4. Sexual Autobiography. This autobiography must be detailed. It must include the following areas: How you first became aware of sex and the differences between the sexes; what are the prevailing attitude toward sex was in your family, among your friends, taught in your religion, etc.; what your first sexual experience was and how that shaped the way you came to view sexual activity, women and men, life, including the types of sexual behavior; and experience was and how that shaped the way you came to view sexual behavior; and experiences of sexual abuse that have victimized you or you have perpetrated. Include any problems your sexual behavior has caused you, such as venereal diseases; sexual identity issues; homophobia; illegitimate or unwanted pregnancies. Upon completion of this assignment, you should have a clearer understanding of your deviant thoughts, feelings, and behaviors regarding to sex. You should have a clearer understanding as to why you chose to sexually abuse your victim.
5. Fantasy Report. You will be required to detail history of your sexual fantasies, especially as they relate to deviant sexual urges. You will explain the development of this dysfunctional thought process through a description of how your fantasies about your victim and others. This report should also include the behaviors that lowered your inhibitions that led to your ability to put your fantasies into reality.
6. Victim Report. Your victim report should include the perspective of your victim and his/her experience of being abused. In order for you to write this report you must put yourself in your victim's shoes and write about your victim's experience of being abused. Write it as if you are the victim. You must EMPATHIZE with your victim.
7. Indirect Victim Report. In this report identify all of the persons, other than your primary victim, who were affected by your offense. Please indicate the ways that the others were affected by your offense. Please indicate the ways that the others were affected. You must EMPATHIZE with your indirect victims.
8. Thought Distortions and Defense Mechanisms. In this report you must identify and explain how you used defense mechanisms to allow you to offend and continue to re-offend. You will need to discuss each thought distortion and defense mechanism that pertains to you. You will need to explain how you were using it at the time of your crime. This report might take on this style of a list.
9. High Risk Factors. You will need to make a list of:
  1. High risk factors that made it possible for you to commit your offenses:

2. High risk factors that may make it possible for you to re-offend;
  3. Avoidance, escape, and coping mechanisms for each of your high risk factors.
10. Reasons Report. 100 reasons why you should not re-offend. Each reason must be unique and cannot duplicate previous reasons. (This report is typically not presented to the group).
11. Relapse Prevention Plan. Develop a realistic and in-depth plan to avoid re-offending. This must include specific ways of dealing with high risk and deviant thoughts, feelings and behaviors as listed in your high risk factors report and in your reasons report. It will be designed around an understanding and an illustration of your offense cycle including among others: warning signs; high risk situation; substance abuse; past lapses; sexual boundaries; at least 2 people (not in group) to discuss plan with: etc. It should also positive ways of dealing with the following areas: family relationships; spousal relationships; social relationships; employment goals; educational goals; financial goals; hobbies and leisure activities; and ways of caring for yourself.
12. Decision Making or Deviate Cycle. Define and explain to the group the process or decision making procedure you went through when you completed your offenses that lead to your conviction. Before you are discharged from group you must be able to exhibit decision making skills that can interrupt and change the process that lead you to your past offense(s).

You will share each of the reports with the group. The group will then make comments and recommendations for needed improvements and changes. You may need to present several drafts of each report. After the group has approved the report, the counselor must approve it before it will be considered complete. The counselor will expect all reports to be either typed (correctly) or neatly written. **Further, it is expected that you keep a copy and give one copy to the counselor.**

After you have completed the above requirements and completed your plan you may request to be excused from further attendance to the group, or to lessen the frequency of your attendance. The treatment team will then accept this request or make further recommendations.