



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

**RETURN AMENDMENT NO LATER THAN JANUARY 12, 2016 TO:**

Beth Lambert, Procurement Officer II  
Beth.Lambert@doc.mo.gov  
(573) 528-6494 (Phone)  
(573) 522-1562 (Fax)  
FMU/PURCHASING SECTION  
P.O. BOX 236  
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
December 22, 2015	Tiffany S. Martin LCSW 505 S. Kentucky Suite D Sedalia, MO 65301	Amendment 001 SDA50300406	Indigent Sex Offender Treatment Services for Missouri Department of Corrections

**CONTRACT #SDA50300406 IS HEREBY AMENDED AS FOLLOWS:**

Pursuant to paragraph 2.9.2 on page 9, the Missouri Department of Corrections desires to renew the above-referenced contract for the period of July 1, 2016 through June 30, 2017.

The price for the new contract period is as follows:

Group Counseling: \$6.00 per 15 minute increments

All other pricing shall remain the same.

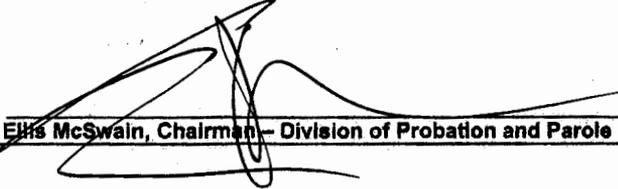
All terms, conditions and provisions of the previous contract period shall remain and apply hereto.

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: Tiffany S. Martin, LCSW  
 Mailing Address: 505 S. Kentucky, Suite D  
 City, State Zip: Sedalia, Mo 65301  
 Telephone: 660-232-1107  
 E-Mail Address: Tiffanyalterego@yahoo.com  
 Authorized Signer's Printed Name and Title: Tiffany Martin, therapist, LCSW  
 Authorized Signature: Tiffany Martin LCSW Date: 1-6-2016

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

  
Ellis McSwain, Chairman - Division of Probation and Parole

2/1/16  
(Date)

ORIGINAL

**INVITATION FOR BID**



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

Buyer of Record:  
Gary Stoll, CPPB  
Telephone: (573) 526-6402  
[gary.stoll@doc.mo.gov](mailto:gary.stoll@doc.mo.gov)

**AMENDMENT 1  
IFB SDA503-004**

**Indigent Sex Offender Treatment Services**

**FOR**

**Missouri Department of Corrections**  
**Statewide**

**Contract Period: Date of Award through June 30,  
2016**

**Date of Issue: June 24, 2015  
Page i of 42**

**Bids Must Be Received No Later Than:**

**2:00 p.m., July 9, 2015**

**Sealed bids must be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or 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.

Company Name: Tiffany S. Martin, LCSW  
Mailing Address: 505 S. Kentucky, Suite D  
City, State, Zip: Sedalia, MO 65301  
Telephone: 660-232-1107 Fax: 660-851-0636  
Federal EIN #: \_\_\_\_\_ State Vendor #: \_\_\_\_\_  
Email: Emtbrown@yahoo.com

Authorized Signer's Printed Name and Title: Tiffany S. Martin, LCSW

Authorized Signature: Tiffany S. Martin LCSW Bid Date: 7-7-15

**NOTICE OF AWARD:**

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

**In its entirety.**

Contract No. **SDA50300406**

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

Date 10/15/15

ORIGINAL

**INVITATION FOR BID**



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

**Buyer of Record:  
Gary Stoll, CPPB  
Telephone: (573) 526-6402  
[gary.stoll@doc.mo.gov](mailto:gary.stoll@doc.mo.gov)**

**AMENDMENT 1  
IFB SDA503-004**

**Indigent Sex Offender Treatment Services**

**FOR**

**Missouri Department of Corrections  
Statewide**

**Contract Period: Date of Award through June 30,  
2016**

**Date of Issue: June 24, 2015  
Page i of 42**

**Bids Must Be Received No Later Than:**

**2:00 p.m., July 9, 2015**

**Sealed bids must be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or 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.

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Company Name: Tiffany S. Martin, LCSW  
Mailing Address: 505 S. Kentucky, Suite D  
City, State, Zip: Sedalia, MO 65301  
Telephone: 660-232-1107 Fax: 660-851-0636  
Federal EIN #: \_\_\_\_\_ State Vendor #: \_\_\_\_\_  
Email: Emtbrown@yahoo.com

Authorized Signer's Printed Name and Title: Tiffany S. Martin, LCSW

Authorized Signature: Tiffany S. Martin LCSW Bid Date: 7-7-15

**NOTICE OF AWARD:**

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

Contract No. \_\_\_\_\_

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

\_\_\_\_\_  
Date

Amendment 1 makes the following changes to IFB SDA503-004

Adds paragraph 2.2.1.a.

Revises paragraph 3.9.2

Revises Exhibit A, Pricing Page

# INVITATION FOR BID



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

Buyer of Record:  
Gary Stoll, CPPB  
Telephone: (573) 526-6402  
[gary.stoll@doc.mo.gov](mailto:gary.stoll@doc.mo.gov)

# IFB SDA503-004

Indigent Sex Offender Treatment Services

FOR

Missouri Department of Corrections  
Statewide

Contract Period: Date of Award through June 30,  
2016

Date of Issue: June 12, 2015  
Page 1 of 42

**Bids Must Be Received No Later Than:**

**2:00 p.m., July 9, 2015**

Sealed bids must be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or 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.

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Company Name: Tiffany S. Martin, LCSW  
Mailing Address: 505 S. Kentucky, Suite D  
City, State, Zip: Sedalia, MO 65301  
Telephone: 660-232-1107 Fax: 660-251-0636  
Federal EIN #: [REDACTED] State Vendor #: \_\_\_\_\_  
Email: tmbrown@yahoo.com

Authorized Signer's Printed Name and Title: Tiffany S. Martin, LCSW

Authorized Signature: Tiffany S. Martin LCSW Bid Date: 7-7-15

## **NOTICE OF AWARD:**

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

Contract No. \_\_\_\_\_

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

\_\_\_\_\_  
Date

**EXHIBIT A  
SUBMISSION IS MANDATORY  
SDA503-004  
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.*

This section was revised by Amendment 1

SERVICE DESCRIPTION	FIRM, FIXED PRICE	First Renewal Option	Second Renewal Option	Third Renewal Option
DSO Evaluation	\$ <u>250.00</u> per evaluation	\$ <u>250.00</u> per evaluation	\$ <u>250.00</u> per evaluation	\$ <u>250.00</u> per evaluation
Assessment	\$ <u>150.00</u> per assessment	\$ <u>150.00</u> per assessment	\$ <u>150.00</u> per assessment	\$ <u>150.00</u> per assessment
Individual Counseling (per 15 minute increments)	\$ <u>20.00</u> per 15 minute increments			
Group Counseling (per 15 minute increments)	\$ <u>5.00</u> per 15 minute increments	\$ <u>6.00</u> per 15 minute increments	\$ <u>6.00</u> per 15 minute increments	\$ <u>7.00</u> per 15 minute increments

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

505 S. Kentucky St. D.J. Sedalia, MO 65301  
1239 Santa Fe, Marshall, MO 65340  
400 Main St. Boonville, MO 65233

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 N/A days of receipt of invoice.

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

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

**Executive Order 04-09: Products and/or Services Provided Outside United States**

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

Are any of the bidder's proposed products and/or services being manufactured or performed at sites outside the United States?	Yes _____	No <input checked="" type="checkbox"/>
If YES, do the proposed products/services satisfy the conditions described in 4a, b, c, or d of Executive Order 04-09? (see the following web link: <a href="http://www.sos.mo.gov/library/reference/orders/2004/eo04_009.asp">http://www.sos.mo.gov/library/reference/orders/2004/eo04_009.asp</a> )	Yes _____	No _____
If YES, mark the appropriate exemption below, and provide the requested details: ___ 1. Unique good or service. • EXPLAIN: _____ ___ 2. Foreign firm hired to market Missouri services/products to a foreign country. • Identify foreign country: _____ ___ 3. Economic cost factor exists • EXPLAIN: _____ ___ 4. Vendor/subcontractor maintains significant business presence in the United States and only performs trivial portion of contract work outside US. • Identify maximum percentage of the overall value of the contract, for any contract period, attributed to the value of the products and/or services being manufactured or performed at sites outside the United States: ___% • Specify what contract work would be performed outside the United States: _____		

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

For Profit      \_\_\_\_\_ Nonprofit

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

Company Name Tiffany S. Martin, LCSW @ Alter Ego Counseling  
Printed Name Tiffany S. Martin Email Address: Imtbrown@yahoo.com  
Authorized Signature Tiffany S. Martin LCSW Date 7-7-15

**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>	Tiffany S. Martin
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	John N. Willadsen, LPC Alter Ego Counseling
Address of Reference Company:	505 S. Kentucky, Suite D Sedalia, MO 65301
Reference Contact Person Name:	John N. Willadsen
Contact Person Phone #	660-287-7386
Contact Person e-mail address:	jwilladsen@live.com
Dates of Prior Services:	2-2014 to <del>Pre</del> <sup>Jan</sup> 5-31-15
Dollar Value of Prior Services	training for sex offender groups co-facilitated sex offender groups per Missouri guidelines
Description of Prior Services Performed	

Tiffany S. Martin, LCSW  
 Signature of Bidder

7-7-15  
 Date of Signature

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

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

Personnel	Background and Expertise of Management Staff
1. <u>Tiffany S. Martin, LCSW</u> (Name) <u>owner/therapist</u> (Title)	provisionally licensed 2009 fully licensed 2011 have provided individual, group and family therapy in a variety of settings. Completed 500 hrs specific to sex offender group treatment as indicated by Missouri Guidelines. Have been facilitating groups since 6/1/15
2. _____ (Name) _____ (Title)	
3. _____ (Name) _____ (Title)	
4. _____ (Name) _____ (Title)	
5. _____ (Name) _____ (Title)	
6. _____ (Name) _____ (Title)	

Tiffany S. Martin LCSW  
Bidder's Signature

7/7/15  
Date

**Tiffany Martin, MSW, LCSW**

13058 HWY W

Blackburn, MO 65321

660-232-1107

Email: Imtbrown@yahoo.com

**Professional Aspiration**

I am a Licensed Clinical Social Worker who has worked in a variety of environments. I strive to help both the victims of sexual assault and the offenders by helping them overcome the challenges faced through the healing process and do what I can to help prevent future traumas. I would like to expand my community organizations skills to utilize the knowledge I have gained.

**Education**

M.S.W., University of Missouri-Columbia School of Social Work, 3.88 GPA

B.S.W., University of Central Missouri School of Social Work, 3.86 GPA

A.A. Liberal Arts, Wentworth Junior College, 3.40 GPA

**Additional Training**

Alter Ego Counseling, Sedalia, MO

15hrs/wk

February 2014- Present

Provisional Sex Offender Therapist

- Conduct group counseling with a caseload of approximately 40 Sex Offenders
- Process and assist in changing criminal thinking and behavior patterns
- Create treatment plans and recommend interventions
- Utilize community organizations to aid in prevention of further sexual offenses
- Interview for assessment of past traumas and underlying treatment issues
- Communicate in writing and orally for coordination of care with Sex Offender Treatment Team

Independent Study, University of Missouri-Columbia, Dr. Kim Anderson 3 credit hours Spring 2009

Student

- Conducted interviews with female survivors of sexual and domestic assault
- Documented needs, behaviors, strengths, and weaknesses of survivors
- Interpreted data for themes that could indicate patterns

**Professional Experience**

Alter Ego Counseling, Sedalia, MO

20hrs/wk

June 2015- Present

Sex Offender Therapist

- Conduct group counseling with a caseload of approximately 40 Sex Offenders
- Process and assist in changing criminal thinking and behavior patterns
- Create treatment plans and recommend interventions
- Utilize community organizations to aid in prevention of further sexual offenses
- Interview for assessment of past traumas and underlying treatment issues
- Communicate in writing and orally for coordination of care with Sex Offender Treatment Team

Private Practice Office, Sedalia, MO

30hrs/wk

October 2011-Present

Clinical Social Worker

- Utilize knowledge of social work practice, principles, and theories
- Conduct interviews to establish the nature and extent of concerns/issues
- Conduct evidence based treatment with individuals, families, and groups
- Diagnose mental illness and create treatment plans
- Provide referrals to community support services
- Manage communication with insurance companies and submit claims
- Communicate with other professionals and community organizations to meet client's needs and market services

Butterfield Youth Services, Marshall, MO                      30hrs/wk                      March 2010 to November 2011  
Team Leader/Clinical Therapist

- Case management for caseload of up to 20 children
- Conducted Individual, family, and group therapy for caseload of up to 20 families
- Diagnosis and treatment plans for clients
- Utilized community outreach services for client's successful transitions to the community
- Supervision of unit staff for behavioral interventions
- Communicated in writing and orally with community organizations to meet client's needs
- Applied professional community organization skills to assist in formulating needs assessments and developing intervention and prevention policies and procedures

Schlotman Counseling Services, Odessa MO                      40/hrs/wk                      January 2009-March 2010  
Provisionally Licensed Clinical Social Worker

- Conducted Individual and family therapy utilizing social work practice, principles, and theories
- Completed interviews to conduct assessments of client's needs and social history
- Conducted evidence based treatment from a strengths perspective
- Diagnosed mental illness and created treatment plans
- Provided referrals to community support services
- Marketed agency services to the community
- Participated in community education and awareness

**Career-Related Experience**

MedPlus Billing, Corder, MO                      20hrs/week                      November 1999-December 2003  
Owner/Medical Billing Clerk

- Created business
- Networked with professionals to market services
- Maintained professional accurate records
- Credentialed medical providers with insurance companies
- Medical Billing
- Communicated for providers with other professionals and clients

Odessa Eye Care, Odessa, MO                      40hrs/week                      September 1999- March 2004  
Office Manager

- Maintained patient records
- Maintained patient records
- Medical Billing
- Customer Service
- Managed inventory of glasses, contacts, and miscellaneous repair parts
- Maintained account receivables, expenditures, and employee tax information

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

**BUSINESS ENTITY CERTIFICATION:**

The bidder/contractor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at [http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtml](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtml).
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

**Business entity**, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BOX A - CURRENTLY NOT A BUSINESS ENTITY**

I certify that Tiffany S. Martin (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)  
 I am a self-employed individual with no employees; **OR**  
 The company that I represent utilizes the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if Tiffany S. Martin (Company/Individual Name) is awarded a contract for the services requested herein under IFB SDA 503-004 (Bid/SFS/Contract Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, Tiffany S. Martin (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the DOC (insert agency name) with all documentation required in Box B of this exhibit.

Tiffany S. Martin  
Authorized Representative's Name  
(Please Print)

Tiffany S. Martin  
Authorized Representative's Signature

DBA Alter Ego Counseling  
Company Name (if applicable)

7-7-15  
Date

**EXTREMELY URGENT**

Please rush to address

NAME:  
Tel. No.:

Schedule package pickup right from your home or office at [usps.com/pickup](http://usps.com/pickup)  
Print postage online - Go to [usps.com/postageonline](http://usps.com/postageonline)

PLEASE PRESS FIRMLY

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