



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) 526-6494 (Phone)
(573) 522-1562 (Fax)
FMU/PURCHASING SECTION
P.O. BOX 236
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
December 22, 2015	Center for Professional Counseling & Consultation 1703 Tidewater Dr. Columbia, MO 65202	Amendment 001 SDA50300409	Indigent Sex Offender Treatment Services for Missouri Department of Corrections

CONTRACT #SDA50300409 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: \$5.84 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: Center for Professional Counseling & Consultation

Mailing Address: 1703 Tidewater Dr.

City, State Zip: Columbia, MO 65202

Telephone: (573) 355-1766

E-Mail Address: Kristie.cpc@outlook.com

Authorized Signer's Printed Name and Title: Kristie Loveall, Owner

Authorized Signature: [Signature] Date: 1/5/2016

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

[Signature]
Ellis McSwain, Chairman - Division of Probation and Parole

[Signature]
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

**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: Center for Professional Counseling & Consultation (CPC)
Mailing Address: 1703 Tidewater Dr.
City, State, Zip: Columbia, MO 65202
Telephone: (573) 355-1766 Fax: (573) 499-0011
Federal EIN #: 47-3360666 State Vendor #: 47-336066600
Email: kristie.cpc@outlook.com

Authorized Signer's Printed Name and Title: Kristie Loveall, Owner

Authorized Signature: [Signature] 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. **SDA50300409**

[Signature]
Ellis McSwain Jr., Chairman, Board of Probation and Parole

Date 7/15/15

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
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Company Name: Center for Professional Counseling & Consultation (CPCC)
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City, State, Zip: Columbia, MO 65202
Telephone: (573) 355-1766 Fax: (573) 499-0011
Federal EIN #: 47-3360666 State Vendor #: 47-336066600
Email: kristie.cpc@outlook.com

Authorized Signer's Printed Name and Title: Kristie Loveall, Owner

Authorized Signature: [Signature] 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>450</u> per evaluation	\$ <u>450</u> per evaluation	\$ <u>450</u> per evaluation	\$ <u>450</u> per evaluation
Assessment (Screening)	\$ <u>600</u> per assessment	\$ <u>60</u> per assessment	\$ <u>70</u> per assessment	\$ <u>70</u> per assessment
Individual Counseling (per 15 minute increments)	\$ <u>15</u> per 15 minute increments	\$ <u>15</u> per 15 minute increments	\$ <u>17.50</u> per 15 minute increments	\$ <u>17.50</u> per 15 minute increments
Group Counseling (per 15 minute increments)	\$ <u>5</u> per 15 minute increments	\$ <u>5.84</u> per 15 minute increments	\$ <u>5.84</u> per 15 minute increments	\$ <u>6.67</u> per 15 minute increments

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

- 1) 200 Old Highway 63 South, Suite 101
Columbia, MO 65202
- 2) 1397 State Rd 0
Fulton, MO 65251

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

1 days after effective date of contract award.

Terms:

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

_____ % if paid within _____ 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: http://www.sos.mo.gov/library/reference/orders/2004/eo04_009.asp)	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 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 Center for Professional Counseling & Consultation (CPC)

Printed Name Kristie Loveall Email Address: Kristiecpc@outlook.com

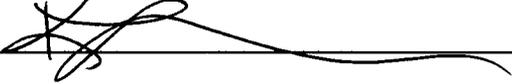
Authorized Signature  Date 7/7/15

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.

Bidder Name:	Center for Professional Counseling & Consultation (CPCC)
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	Professional Counseling Services
Address of Reference Company:	129 E. High St., Suite A
	Jefferson City, MO 65101
Reference Contact Person Name:	Fred Dudenhoeffer
Contact Person Phone #	(573) 690-2553
Contact Person e-mail address:	freddudenhoeffer@pcs.net
Dates of Prior Services:	4/2014 - 6/2015
Dollar Value of Prior Services	\$15,000
Description of Prior Services Performed	Outpatient Sex Offender Treatment

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
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1. Kristie Loveall - Approved Sex Offender Treatment Provider
 (Name) - See Resume
Owner
 (Title)

2. Jan Palmer - Approved Sex Offender Treatment Provider
 (Name)
Sub-contracted
 (Title)

3. _____
 (Name)

 (Title)

4. _____
 (Name)

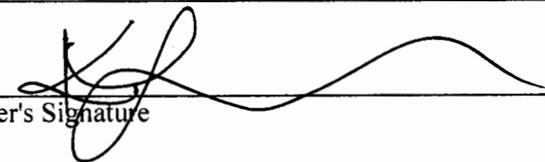
 (Title)

5. _____
 (Name)

 (Title)

6. _____
 (Name)

 (Title)


 Bidder's Signature

7/7/15
 Date

Curriculum Vita

For

Kristie R. Loveall

Kristie R. Loveall
1703 Tidewater Drive
Columbia, Missouri 65202

(573) 289-7526
lovelykristie@hotmail.com

Education

- 10/11 Graduate Certificate in Forensic Criminology
University of Massachusetts – Lowell
- 08/06 Master of Education in Counseling Psychology
Emphasis in Rehabilitation Counseling
Cum Laude
University of Missouri-Columbia, Columbia, Missouri
- 05/04 Bachelor of Arts in Psychology
Magna Cum Laude
Columbia College, Columbia, Missouri

Clinical Experience

- 04/14 – 06/15 **Sex Offender Treatment Specialist**
Professional Counseling Service
Columbia, Missouri

Clinical experience providing outpatient sex offender treatment including group and individual counseling, assessments, and screenings in accordance with guidelines. Also responsible for file origination and updates. Provided supervisor training for friends and family members of offenders according to state sex offender treatment guidelines. Services provided for individuals on both state and federal probation and parole.

- 09/13-03/14 **Federal Treatment Counselor**
Reality House Program, Inc.
Columbia, Missouri

Clinical experience working with Federal offenders in inmate status and federal probation status. Responsible for mental health and substance abuse contracts working with a variety of federal offenders including special needs individuals such as sex offenders and individuals with developmental and physical disabilities. Facilitation of individual and group counseling including psychoeducational programming, cognitive behavioral processing, and various means of counseling techniques. Coordination and continuation of services including curriculum development and program scheduling. Communicated with US Probation Officers, Federal contract monitors, and local collaborative professionals. Responsible for referral to psychiatric services and subsequent medication management/monitoring. Provided case management and social services coordination duties as needed.

01/11 – 09/13

Clinical Director

Reality House Program, Inc.
Columbia, Missouri

Clinical, management, and leadership experience working with community correctional mental health and substance abuse treatment. Responsible for maintaining contract compliance for partnerships with the Boone County Alternative Sentencing Court system and for providing direct mental health and substance abuse services in partnership with the Federal Bureau of Prisons. Developed and implemented extensive continuous quality improvement (CQI) regimen for the program to ensure State and contract compliance as well as quality of care and system-wide improvement. Increased revenue of department by three times previous worth. Expanded clinic and employees. Took initiative to ensure department was a credentialed provider for the Medicaid system. Worked directly with OSCA and the Missouri Department of Corrections as part of the initial On Track re-entry court team in development of program services and growth, including amendments to grant requests for recruitment of physicians for psychiatric services. Developed collaborative agreements within the community with other providers for referral. Responsible for clinical and licensure supervision of ten employees. Conduct training, review, and professional development for supervisees. Maintained fiscal budget for department with sufficient profit to allow movement to a new facility, allowing for growth and expansion of program services. Facilitation of group and individual counseling services. Responsible for production and implementation of program curriculum. Act as direct representative to alternative sentencing courts regarding treatment services of enrolled clients. Member of National Drug Court Mentoring Court Team, providing guidance and education for courts nationwide attempting to form a Drug Court in their area. Ensure compliance with Missouri Department of Mental Health standards. Ability to interpret and analyze health record documentation including pharmacology, pathophysiology, and comorbidity issues.

10/09 – 12/10

Institutional Chief of Mental Health Services

MHM Services, Inc.
Boonville Correctional Center, Boonville, Missouri

Clinical and leadership experience in an intermediate security correctional facility for incarcerated males working through a contract company for the Missouri Department of Corrections. Provided a variety of treatment and therapy focused on issues such as dual diagnosis, trauma, bereavement, behavioral issues, psychosis, and sexual impulsivity. Performed all duties listed below for position of Qualified Mental Health Professional. In addition, provided on site and 24-hour consultation services to entire facility including substance abuse treatment program. Worked with administration in a collaborative effort to provide quality mental health treatment to incarcerated individuals. Knowledge of symptomatology and capabilities of patient with a variety of psychiatric and

medical disabilities and ability to assist in coordinating appropriate services. Knowledge of psychometric assessments and completion/administration of such assessments. Performed social work services connecting offenders with community resources and with family supports. Led monthly Clinical Executive Committee meetings to discuss mental health issues in the institution in cooperation with Health Services Administrator. Performed weekly rounds of individuals in the administrative segregation units to assess stability. Engaged in suicide intervention and crisis intervention on a routine basis. Developed strategies to reduce rates of individuals being placed on suicide watch from an average of 15 per month to an average of 3 per month. Coordinated psychiatric referrals and performed tracking of individuals placed on medications post transfer to determine efficacy of referrals to psychiatry. Worked closely with caseworkers and parole staff to identify individuals in need of mental health treatment. Assisted in the development of standard operating procedures for mental health policies.

Supervisor: Angela Poling, MHM Regional Supervisor
(573) 635-3850
apoling@mhm-services.com

11/07 – 10/09

Qualified Mental Health Professional

MHM Services, Inc.

Algoa Correctional Center, Jefferson City, Missouri

Clinical experience in a correctional mental health setting. Primary duties include acting as a mental health professional by performing individual and group counseling to incarcerated males in the Missouri Department of Corrections. Meet individually with an average of 90 individuals per month working on severe mental health issues, trauma, family reintegration and education, psycho education, grief and loss, and coping skills. Perform intake evaluations, development of Individual Treatment Plans, coordination of services and referrals to psychiatry. Assist individuals preparing for re-entry into the community with discharge planning, including coordination of mental health and medication appointments. Perform crisis intervention techniques as necessary for offenders who become suicidal and/or experience a significant amount of negative symptoms. These interventions include acute care, development of a crisis intervention plan, and follow-up care. Also provide services to those assigned to segregation units including response to Medical Request for Services and 30-day administrative segregation mental health assessments. Act as on-call mental health professional monthly and make determinations to place individuals on suicide watch as necessary. Complete mental health summaries for the Department of Probation and Parole to indicate client stability, progress toward goals, and need for mental health aftercare following release from the Department of Corrections. Evaluate clients for mental health stability to determine work release status. Other duties include attending bi-monthly staff meetings, weekly multidisciplinary treatment plan review meetings, attending Clinical Executive Committee and MAC meetings as interim representative.

Participate in Continuous Quality Improvement auditing duties on a monthly basis, including audits of treatment plans, discharge planning, follow-up care, mental health services to segregation units, response to crisis calls and referrals, crisis intervention, review of psychiatric referrals, and group programming. Commended by Clinical Operations Division regarding treatment plans and documentation as an example to follow for company contracts and programming nationwide. Familiar with coding and clinical classification systems, third party billing, Joint Commission guidelines.

Supervisor: Jai Amrod, Ph.D.
(573) 751-3911, extension 292
jai.amrod@doc.mo.gov

05/06 – 10/07

Mental Health Professional
Burrell Behavioral Health, Columbia, Missouri

Clinical experience in an outpatient CPRC program. Primary duties included acting as mental health and substance abuse specialist in OASIS co-occurring disorders program. Engaged in individual and group therapy in the area of co-occurring disorders, as well as individual, family, and couples therapy. Groups facilitated include Recovery Enhancement, Thinking Traps, Shining Bright, Interpersonal Relationships, Process Group, and Life Strategies. Led efforts in the redesign and development of group descriptions and curricula within the OASIS program, including group therapy and educational materials. Assisted with the development of OASIS Program Levels which serve as guidelines for consumer progression through the OASIS program. Designed and performed OASIS Screening Reports to indicate consumer level of motivation and suitability for the OASIS program. Attended weekly OASIS staffing. Also acted as individual therapist for Dialectical Behavior Therapy (DBT) program. Performed DBT Orientation and Commitment sessions. Performed assessment interviews and completed master treatment plans, annual assessments, and initial assessments. Other duties included attending treatment team meetings, counselor meetings, and consultations. Attended staffing and provided consultation for Boone County Mental Health Court concerning individuals with mental health/addiction and legal concerns. Performed crisis intervention services for individuals requiring immediate attention. Performed duties associated with Acting Program Manager as needed.

Supervisor: James Thornbrugh, LPC
(573) 777-7539

08/05 – 05/06

Counseling Psychology Practicum Student
University Behavioral Health Services, Columbia, Missouri

Clinical training in an outpatient CPRC program. Engagement in individual counseling and co-facilitation of the following groups: Motivation for Change (motivational interviewing group for individuals with dual diagnosis), Dialectical

Behavior Therapy (DBT), Women's Process, (female recovery group), and ABLE (productivity/skill building group with some focus on vocational rehabilitation and goals). Attend Dialectic Behavior Therapy and OASIS substance abuse staff meetings. Assist in development of curriculum for ABLE pilot program. Knowledge of data collections, retrieval and reporting methodology as part of program evaluation.

Supervisor: Daphne Rood-Hopkins
(573) 777-7500

09/03 – 09/04

Psychology Intern
Fulton State Hospital, Fulton, Missouri

Clinical training working with individuals in a forensic inpatient hospital setting. Responsibilities included chart reviews, preparation of Serious Injury Reports and Individual Risk Assessments, tracking of episodes of seclusions and restraints, assisting in development of treatment plans, participation in group sessions of DBT and review of client homework assignments. Presenting problems included personality disorders, anxiety problems, pedophilia, sex offenders, low mental functioning, anger management, substance abuse, mood disorders, Post Traumatic Stress Disorder, conduct and behavioral problems, and histories of physical and sexual abuse. Knowledge of data collections, retrieval and reporting methodology as part of program evaluation.

Supervisor: Jackie Henry, Ph.D.
(573) 638-2658
jrhenryphd@yahoo.com

08/02 – 06/03

Legal Secretary
Harlan, Harlan, & Still, Columbia, Missouri

Practical training working with individuals in a legal setting regarding Social Security Disability and Workers Compensation claims. Responsibilities included client intake, appointment setting, processing of application materials, referral to community mental health and advocacy centers, filing of court appeals and various general office tasks. General knowledge of microcomputer operations and procedures and competency word processing and data management software programs. Supervised by office manager in this office setting.

Supervisor: Russell Still
(573) 874-2402

09/00 – 06/01

Psychosocial Rehabilitation Aide/Office Manager
Comprehensive Health Systems, Inc., Columbia, Missouri

Assisted PSR Coordinator with group outings, activity planning, and advocacy for clients. Provided numerous secretarial duties including scheduling of

appointments, medical dictation, chart reviews for compliance, auditing client progress notes, assisted in case management and communicated with caseworkers and staff psychiatrist.

Supervisor: Wendy Orson, CEO
(573) 248-1372

Teaching Experience

01/05 – 05/05 **Teaching Assistant**
University of Missouri – Columbia, Department of Psychology

Performed as teaching assistant for undergraduate Health Psychology course. Responsible for guidance of students and scoring of homework requirements and exams.

Supervisor: Ines Segert, Ph.D.
SegertI@missouri.edu

08/04 – 12/04 **Teaching Assistant**
University of Missouri – Columbia, Department of Psychology

Acted as teaching assistant for undergraduate Experimental Social Psychology course. Responsible for guiding group of students in design, preparation, analysis, and written manuscript of a research project. Assisted professor in grading of quizzes, exams, and written manuscripts. Maintained group contact and communication regarding research projects.

Supervisor: Bruce Bartholow, Ph.D.
(573) 882-1805
BartholowB@missouri.edu

Research Experience

12/05 – 05/07 **Program Evaluation Team**
University Behavioral Health, Columbia, Missouri

Participant in program evaluation of Dialectical Behavior Therapy at an outpatient CPRC program. Evaluation conducted to validate effectiveness of modified Dialectical Behavior Therapy program. Longitudinal data collection including use of impulsivity, lethality, and anxiety scales, self-report, and therapist interviews.

07/05 – 08/06

MU Greek Health Project
University of Missouri – Columbia

Participate in research team aimed at improving health behaviors within the Greek Community using motivational interviewing techniques. Assisted in performing and collecting initial screening information for fraternity and sorority houses regarding primary focus of tobacco use and fruit and vegetable intake.

10/05 – 01/06

Attachment Research Team
University of Missouri – Columbia

Participant in qualitative research team for the purpose of master's theses work consisting of counseling psychology peers and a supervising professor examining methods in which established professionals work with individuals regarding avoidant and anxious attachment issues. Examination of data conducted through guidelines of grounded theory and other qualitative methods by review of transcribed interviews and identification of core themes.

Volunteer Experience

02/99 – Present

Special Olympics Missouri
Annual participation in Polar Bear Plunge fundraising activity.
Volunteer participant in Special Olympics State Games since 2003.

Credentials

12/06

Licensed Professional Counselor
State of Missouri – License # 2007010646

05/11

Medication Assisted Recovery Specialist
Missouri Substance Abuse Credentialing Board

03/11

Clinical Supervisor
Missouri Substance Abuse Credentialing Board – License # 951

Professional Memberships

Member: National Alliance for the Mentally Ill – Columbia, Missouri Chapter
Member: American Counseling Association
Member: Emerging Professionals In Columbia (EPIC)

Honors and Awards

05/05 – 01/07 Recipient, Leopold Schepp Foundation Scholarship
11/05 Recipient, National Rehabilitation Association Graduate Literary Award
03/06 Appointment to *The Chancellor's List* Honorary Foundation

Publications

Author: Loveall, Kristie. (2005). Borderline personality disorder and vocational rehabilitation. A call for research. *Journal of Rehabilitation*.

Presentations

Co-Author: Daly, K.D., Selders, A.L., Rivera, D., El-Khoury, D., McKinney, L.M., Loveall, K.R., & Mallinckrodt, B. (2006, August). Expert Therapists' Use of Attachment Theory in Working With Anxious or Avoidant Adult Clients. Poster presentation accepted for the annual conference of the American Psychological Association, New Orleans.

Author: Loveall, K.R., McKinley, E.M., & Hulen, J.R. (2006, August). Trends in Motivational Interviewing: What Will the Future Hold? Poster presentation accepted for the annual conference of the American Psychological Association, New Orleans.

Personal References

Danielle Easter
Behavioral Health Social Worker
Veterans Administration Hospital
Columbia
800 Hospital Drive
Columbia, MO 65201
(573) 814-6644
(573) 228-8509

Javed A. Choudhry, M.D.
Child Psychiatrist
Pathways Community Behavioral Health
4013 Southwest Boulevard
Jefferson City, MO
(573) 635-5819 (Office)
(573) 445-1597 (Home)
javed.choudhry@doc.mo.gov

Niels Beck, Ph.D.
Professor of Psychiatry
University of Missouri – Columbia
N119 Health Science Center
Columbia, MO 65201
(573) 882-8006
beckn@health.missouri.edu

Jai V. Amrod, Ph.D.
Qualified Mental Health Counselor
Algoa Correctional Facility
8501 No More Victims Rd.
Jefferson City, MO 65111
(573) 751-3911, ext. 291
jai.amrod@doc.mo.gov

Ronda Reitz, Ph.D.
Licensed Psychologist
Fulton State Hospital
600 E. Fifth Street, MS 225
Fulton, MO 65251
(573) 592-2673
ronda.reitz@dmh.mo.gov

Jacqueline Henry, Ph.D.
Licensed Psychologist
Health Psychology Services, St. Mary's Hospital
3702 W. Truman Blvd, Suite 115
Jefferson City, MO 65109
(573) 634-5303, ext. 7425
jrhenryphd@yahoo.com

Rachel Navarro, Ph.D.
Assistant Professor
Counseling Psychology Programming
Department of Counseling and Educational
Psychology
New Mexico State University
Box 30001/MSC 3 CEP
Las Cruces, NM 88003-8001
(505) 646-4094
rnavarro@nmsu.edu

Andrew Knoop, Ph.D.
Interim Director
Assessment and Consultation Clinic
Assistant Clinical Professor
Educational, School, & Counseling Psychology
University of Missouri-Columbia
203 Lewis Hall
Columbia, MO 65201
(573) 884-3025
knoopa@missouri.edu

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.shtm.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

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

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

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that CPC (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 CPC (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, CPC (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the D.O.C (insert agency name) with all documentation required in Box B of this exhibit.

Kristie Loveall
Authorized Representative's Name
(Please Print)
Center for Professional
Counseling & Consultation
Company Name (if applicable)


Authorized Representative's Signature
7/7/15
Date

Miss [unclear]
105 [unclear] Pr
Columbia, MO 65202

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Jefferson City, MO 65109